

Universal Postal Union

Manual of the Universal Postal Convention

Berne 1995

International Bureau of the Universal Postal Union

Note concerning the printing

The texts of the Convention are printed in **bold characters.**
The texts of the Detailed Regulations and of the Final Protocols are printed in ordinary characters.
The texts of the commentary by the International Bureau are printed in small characters preceded by a square (■). The number of the provisions commented on is printed in **bold characters.**
Any amendments to the texts made in subsequent updates of the Manual are marked by a vertical line (**I**) in the margin opposite the amended text.

Remarks

The Manual of the Universal Postal Convention replaces volume 2 of the Annotated Acts published by the International Bureau after each Congress from 1940 to 1991. It includes the provisions of the Universal Postal Convention as revised by the 1994 Seoul Congress, those of the Detailed Regulations as revised by the POC in 1995 and the commentary made by the International Bureau.

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

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

The commentary now includes only topical elements to the exclusion of historical developments. People doing research and wishing to define the origins and development of the texts are advised to carefully retain the 1991 edition of volume 2 of the Annotated Code.

Contents

	Page
Abbreviations	VII
General List of UPU Member Countries and of territories included in the Union	XI
Table of UPU charges	XV
Synoptic table of the Universal Postal Convention	XIX
Table of contents	XXI
List of forms	XXXIII

Universal Postal Convention and its Detailed Regulations supplemented by the relevant articles of the Final Protocols, the commentary by the International Bureau, and the forms

Other decisions concerning the Convention and its Detailed Regulations

Alphabetical index

Abbreviations

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

A. Common abbreviations

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

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

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

B. Abbreviations relating to forms

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

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

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

(Edition of 5 September 1997)

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

- Anguilla
- Ascension
- Bermuda
- British Indian Ocean Territory
- Cayman Islands
- Falkland Islands (Malvinas)
- Gibraltar
- Montserrat
- Pitcairn Islands (Pitcairn, Henderson, Ducie and Oeno)
- South Georgia and the South Sandwich Islands
- St Helena
- Tristan da Cunha
- Turks and Caicos Islands
- Virgin Islands

Greece
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana
Haiti
Honduras (Rep)
Hungary (Rep)
Iceland
India
Indonesia
Iran (Islamic Rep)
Iraq
Ireland
Israel
Italy
Jamaica
Japan
Jordan
Kazakhstan
Kenya
Kiribati
Korea (Rep)
Kuwait
Kyrgyzstan
Lao People's Dem Rep
Latvia
Lebanon
Lesotho
Liberia
Libyan Jamahiriya
Liechtenstein
Lithuania
Luxembourg
Madagascar
Malawi
Malaysia
Maldives
Mali
Malta
Mauritania
Mauritius
Mexico
Moldova
Monaco
Mongolia
Morocco
Mozambique
Myanmar
Namibia
Nauru
Nepal
Netherlands
Netherlands Antilles and Aruba

- Netherlands Antilles (Bonaire, Curaçao, Saba, St Eustatius, St Maarten)
- Aruba

New Zealand (including the Ross Dependency)

- Cook Islands
- Niue
- Tokelau

Nicaragua
Niger
Nigeria
Norway
Oman
Pakistan
Panama (Rep)
Papua New Guinea
Paraguay
Peru
Philippines
Poland (Rep)
Portugal

- Macao

Qatar
Romania
Russian Federation
Rwanda
Saint Christopher (St Kitts) and Nevis
Saint Lucia
Saint Vincent and the Grenadines
San Marino
Sao Tome and Principe
Saudi Arabia
Senegal
Seychelles
Sierra Leone
Singapore
Slovakia
Slovenia
Solomon Islands
Somalia
South Africa
Spain
Sri Lanka
Sudan
Suriname
Swaziland
Sweden
Switzerland
Syrian Arab Rep
Tajikistan
Tanzania (United Rep)

Thailand
the former Yugoslav Republic of Macedonia
Togo
Tonga (including Niuafo'ou)
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Tuvalu
Uganda
Ukraine
United Arab Emirates
United States of America
- Territories of the United States of America coming within the Union's jurisdiction by virtue of article 23 of the Constitution:
- - Guam, Puerto Rico, Samoa, Virgin Islands of the United States of America
- - Trust Territory of the Pacific Islands (Mariana Islands including Saipan and Tinian, but not the United States Possession of Guam)

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

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

Andorra
Marshall Islands
Micronesia (Federated States of)
Palau

Territory in a special situation:

East Timor

Table of UPU charges

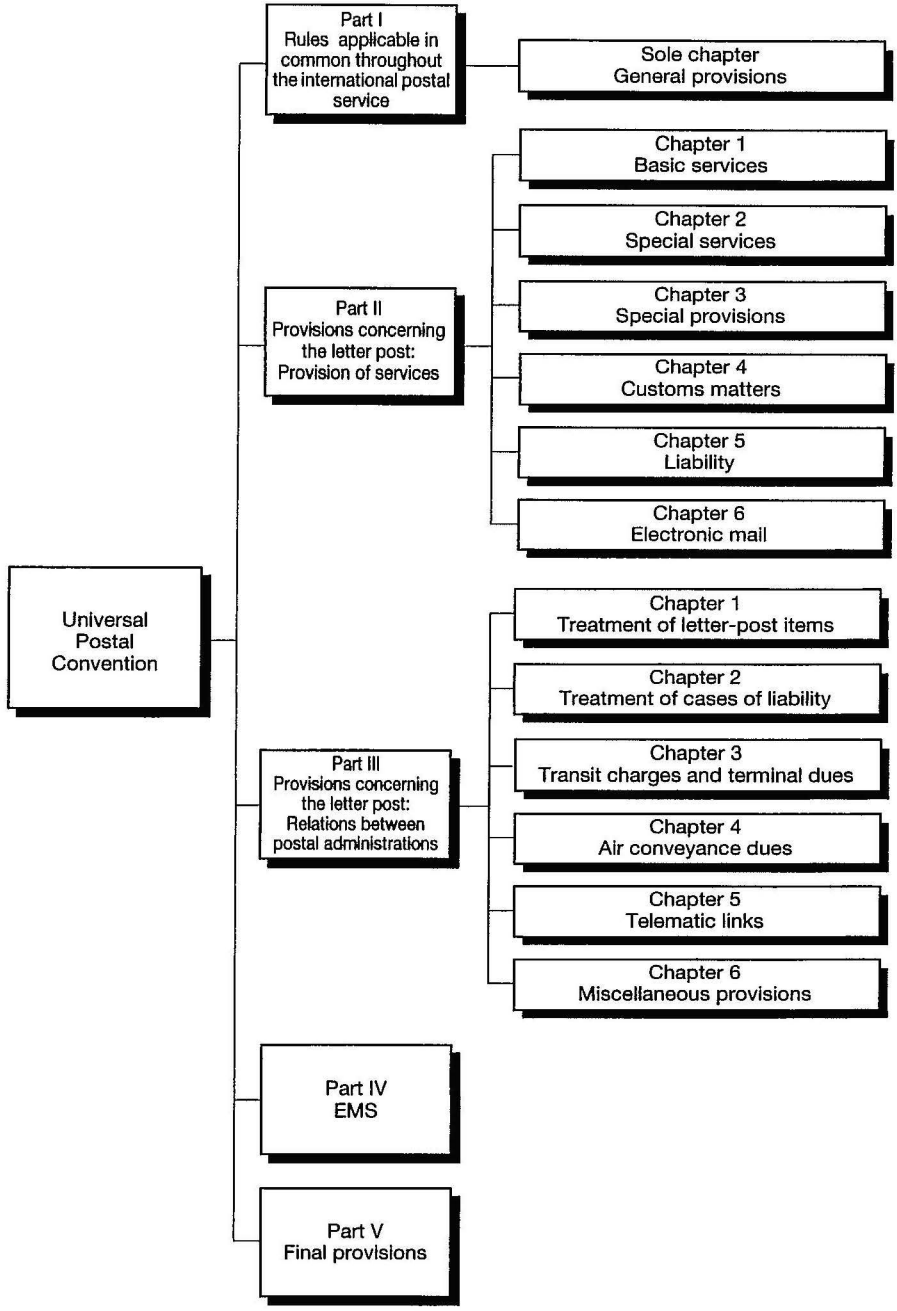
Description of charge	Amount	Observations	Article
1	2	3	4
Guideline postage charges	See art 9.2		9
Charge for delivery to the addressee of a small packet exceeding 500 g	Same charge as in internal service		12.2
Charge on items posted after the latest time for posting	Same charge as in internal service		12.3.1
Charge on items posted outside normal counter opening hours	Same charge as in internal service		12.3.2
Charge for collection at the sender's address	Same charge as in internal service		12.3.3
Charge for withdrawal outside normal counter opening hours	Same charge as in internal service		12.3.4
Poste restante charge	Same charge as in internal service		12.3.5
Storage charge	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		12.3.6
Handling charge	See "Charge on unpaid or underpaid unregistered items"		
Charge on unpaid or underpaid unregistered items	Charge adopted for priority items or 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; to this charge shall be added a handling charge of 0.33 SDR at most or the charge prescribed by internal legislation	The delivering administration may, if it so wishes, collect only the handling charge	13.3 and 13.4

Description of charge	Amount	Observations	Article
1	2	3	4
Registration charge	1.31 SDR at most	i For each M bag, administrations shall collect, instead of the charge per item, a bulk charge not exceeding five times the amount of the charge per item	16.2
		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 items	16.3
Charge for exceptional security measures	See "Registration charge"		
Charge for cover against risks due to force majeure	0.13 SDR at most for each registered item		16.4
Recorded delivery charge	Charge less than the registration charge		17.2
Insurance charge	At most 0.33 SDR for each 65.34 SDR of insured value or fraction thereof or ½ percent of the scale of the insured value, whatever the country of destination, even in countries which undertake to cover risks of force majeure		18.5

Description of charge	Amount	Observations	Article
1	2	3	4
Express charge	Charge which may not be less than the amount of postage prepayable on an unregistered priority/ non priority item, as appropriate, or an unregistered single rate letter and not more than 1.63 SDR	For each M bag, 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	19.4, 19.5 and 19.6
Additional express charge	See "Express charge"		
Advice of delivery charge	0.98 SDR at most		20.1
Charge for delivery to the addressee in person	0.16 SDR at most		21.1
Charge for delivery of an item free of charges and fees	i Charge not exceeding 0.98 SDR collected by the administration of origin		22.3
	ii Additional charge not exceeding 1.31 SDR per request made after posting, collected by the administration of origin		22.4
	iii Commission charge not exceeding 0.98 SDR collected for the benefit of the administration of destination		22.5
Additional charge (items free of charges and fees)	See "Charge for delivery of an item free of charges and fees"		
Commission charge	See "Charge for delivery of an item free of charges and fees"		
Charge for a request for redirection	Same charge as in internal service		27.3
Charge for redirection	Same charge as in internal service		27.4

Description of charge	Amount	Observations	Article
1	2	3	4
Charge for return	Same charge as in internal service		28.3
Charge for a request for withdrawal from the post or alteration or correction of address	1.31 SDR at most		29.3
Presentation-to-Customs charge	2.61 SDR at most	For each M bag, administrations shall collect, instead of the charge per item, a bulk charge not exceeding 3.27 SDR. The presentation-to-Customs charge is collected only in respect of the presenter to Customs and customs clearance of items on which customs dues or any other dues of a similar nature are payable	32.1

Synoptic table of the Universal Postal Convention



Contents

Art		Page
	Part I **Rules applicable in common throughout the international postal service**	
	Sole chapter **General provisions**	
1	**Freedom of transit**	1.1
RE 101	Application of freedom of transit	1.3
RE 102	Failure to give freedom of transit	1.3
2	**Ownership of postal items**	2.1
Prot I	Ownership of postal items	2.1
3	**Creation of new service**	3.1
4	**Monetary unit**	4.1
RE 401	Choice of a monetary unit other than the SDR	4.1
RE 402	Equivalents	4.1
5	**Postage stamps**	5.1
RE 501	Postage stamps. Notification of issues and exchange between administrations	5.1
6	**Charges**	6.1
Prot II	Charges	6.1
7	**Exemption from postal charges**	7.1
7.1	**Principle**	7.1
7.2	**Postal service**	7.1
7.3	**Prisoners of war and civilian internees**	7.1
7.4	**Literature for the blind**	7.2
Prot III	Exception to the exemption of literature for the blind from postal charges	7.2
RE 701	Application of exemption from postal charges to bodies concerned with prisoners of war and civilian internees	7.2
RE 702	Marking of items sent free of postal charges	7.3

Art.		Page
	Part II **Provisions concerning the letter post:** **Provision of services**	
	Chapter 1 **Basic services**	
8	**Letter-post items**	8.1
Prot IV	Small packets	8.2
Prot V	Printed papers. Maximum weight	8.2
RE 801	Particulars relating to limits of weight of letter-post items	8.2
RE 802	Limits of size of letter-post items	8.3
RE 803	Conditions of acceptance of letter-post items	8.3
RE 804	Special provisions applicable to each category of items	8.7
RE 804.1	Priority/non-priority items and letters	8.7
RE 804.2	Aerogrammes	8.7
RE 804.3	Postcards	8.7
RE 804.4	Printed papers	8.8
RE 804.5	Literature for the blind	8.10
RE 804.6	Small packets	8.11
RE 804.7	M bags	8.12
RE 804.8	Bulk mail	8.12
Prot RE I	Special provisions applicable to each category of items	8.12
RE 805	Marking of priority or mode of transportation	8.13
RE 806	Special packing	8.13
RE 807	Items in panel envelopes	8.15
9	**Postage charges**	9.1
RE 901	Conditions of application of postage charges	9.3
Prot RE Ibis	Conditions of application of postage charges	9.4
RE 902	Standardized items	9.4
Prot RE II	Standardized items	9.6
10	**Rate-fixing based on method of conveyance or speed**	10.1
RE 1001	Calculation of surcharges for airmail items	10.1
11	**Preferential rates**	11.1
12	**Special charges**	12.1
13	**Payment of postage**	13.1
RE 1301	Methods of denoting prepayment	13.1
RE 1302	Characteristics of postage stamps and postal prepayment or franking impressions	13.2
RE 1302.1	Postage stamps and postal prepayment impressions	13.2
RE 1302.2	Franking machine impressions	13.2

Art.		Page
RE 1302.3	Franking impressions	13.3
RE 1303	Suspected fraudulent use of postage stamps or postal prepayment or franking impressions	13.3
RE 1304	Application of the date-stamp	13.4
RE 1305	Unpaid or underpaid items	13.5
14	**Prepayment of letter-post items on board ship**	14.1
RE 1401	Stamping of letter-post items posted on board ships	14.1
15	**International reply coupons**	15.1
RE 1501	International reply coupons	15.1
	Chapter 2 **Special services**	
16	**Registered items**	16.1
Prot VI	Registered M bags	16.1
RE 1601	Admission of registered items	16.1
RE 1602	Marking of registered items	16.2
17	**Recorded delivery items**	17.1
RE 1701	Admission of recorded delivery items	17.1
RE 1702	Marking of recorded delivery items	17.1
18	**Insured items**	18.1
RE 1801	Admission of insured letters	18.2
RE 1802	Insured items. Insured value	18.3
RE 1803	Marking and treatment of insured items	18.4
19	**Express items**	19.1
RE 1901	Marking of express items	19.2
RE 1902	Treatment of express items	19.2
20	**Advice of delivery**	20.1
RE 2001	Marking of items with advices of delivery	20.1
RE 2002	Treatment of advices of delivery	20.3
21	**Delivery to the addressee in person**	21.1
RE 2101	Marking and treatment of items for delivery to the addressee in person	21.1
22	**Items for delivery free of charges and fees**	22.1
RE 2201	Marking and treatment of items for delivery free of charges and fees	22.2

Art.		Page
RE 2202	Return of part A of franking notes. Recovery of charges and fees	22.5
RE 2203	Accounting with the administration of origin of items sent free of charges and fees	22.6
23	**International business reply service**	23.1
RE 2301	International business reply service (IBRS). General	23.1
RE 2301bis	International business reply service – Local response	23.2
RE 2302	Specifications for IBRS items	23.2
RE 2303	IBRS accounting charges	23.3
Prot RE III	IBRS accounting charges	23.4
RE 2304	Accounting for IBRS charges	23.4
RE 2304.1	Preparation of CN 09 and CN 10 statements	23.4
RE 2304.2	Transmission and acceptance of CN 09 and CN 10 statements of IBRS items	23.4
RE 2304.3	Preparation, transmission and approval of IBRS accounts	23.5
RE 2304.4	General liquidation account and payment of IBRS charges	23.5
24	**Perishable biological substances. Radioactive materials**	24.1
RE 2401	Conditions of acceptance and marking of items containing perishable biological substances	24.1
RE 2401.1	Infectious perishable biological substances	24.1
RE 2401.2	Non-infectious perishable biological substances	24.3
RE 2402	Conditions of acceptance and marking of items containing radioactive materials	24.4
	Chapter 3 **Special provisions**	
25	**Posting abroad of letter-post items**	25.1
Prot VII	Posting abroad of letter-post items	25.2
26	**Items not admitted. Prohibitions**	26.1
Prot VIII	Prohibitions	26.2
Prot IX	Articles subject to customs duty	26.2
RE 2601	Treatment of items wrongly admitted	26.4
Prot RE IV	Treatment of items wrongly admitted	26.5
27	**Redirection**	27.1
RE 2701	Conditions for redirecting letter-post items	27.1
RE 2701.1	General	27.1
RE 2701.2	Forwarding	27.2
RE 2701.3	Charges	27.2
RE 2702	Collective redirection of letter-post items	27.3

Art.		Page
28	**Undeliverable items**	28.1
RE 2801	Undeliverable items. Return to country of origin or to sender and period of retention	28.1
RE 2801.1	General	28.1
RE 2801.2	Special procedures	28.1
RE 2801.3	Forwarding	28.2
RE 2802	Treatment of undeliverable items	28.2
29	**Withdrawal from the post. Alteration or correction of address at the sender's request**	29.1
Prot X	Withdrawal from the post. Alteration or correction of address	29.1
RE 2901	Treatment of requests for withdrawal of items from the post or for alteration or correction of address	29.2
RE 2901.1	General	29.2
RE 2901.2	Transmission by post	29.2
RE 2901.3	Transmission by telecommunications	29.3
RE 2902	Withdrawal from the post. Alteration or correction of address. Items posted in a country other than that which receives the request	29.5
30	**Inquiries**	30.1
Prot XI	Inquiries	30.1
RE 3001	Treatment of inquiries	30.1
RE 3001.1	General	30.1
RE 3001.2	Inquiries about unregistered items or recorded delivery items	30.2
RE 3001.3	Inquiries about registered items and insured items	30.2
RE 3001.4	Requests to be sent by telecommunications or by EMS	30.3
RE 3002	Inquiries concerning items posted in another country	30.9

Chapter 4
Customs matters

31	**Customs control**	31.1
RE 3101	Items subject to customs control	31.1
Prot RE V	Items subject to customs control	31.2
32	**Presentation-to-Customs charge**	32.1
Prot XII	Presentation-to-Customs charge	32.1
33	**Customs duty and other fees**	33.1
RE 3301	Cancellation of customs duty and other fees	33.1

Art.		Page
	Chapter 5 **Liability**	
34	**Liability of postal administrations. Indemnities**	34.1
34.1	**General**	34.1
Prot XIII	Liability of postal administrations	34.1
34.2	**Registered items**	34.2
34.3	**Recorded delivery items**	34.2
34.4	**Insured items**	34.2
RE 3401	Application of the liability of postal administrations	34.3
35	**Non-liability of postal administrations**	35.1
Prot XIV	Non-liability of postal administrations	35.2
RE 3501	Delivery of a rifled or damaged insured item	35.2
36	**Sender's liability**	36.1
RE 3601	Establishment of sender's liability	36.1
37	**Payment of indemnity**	37.1
Prot XV	Payment of indemnity	37.1
RE 3701	Period for payment of indemnity	37.2
RE 3702	Automatic payment of indemnity	37.2
38	**Possible recovery of the indemnity from the sender or the adressee**	38.1
	Chapter 6 **Electronic mail**	
39	**General provisions**	39.1
40	**Facsimile-based services**	40.1
41	**Text-based services**	41.1

Art.		Page
	Part III **Provisions concerning the letter post:** **Relations between postal administrations**	
	Chapter 1 **Treatment of letter-post items**	
42	**Quality of service targets**	42.1
RE 4201	Priority treatment of priority items and airmail items	42.2
43	**Exchange of items**	43.1
RE 4301	Mails	43.1
RE 4302	Exchange in closed mails	43.2
RE 4303	Transit à découvert	43.2
RE 4304	Routes and methods of transmission of insured items	43.6
RE 4305	Make-up of mails	43.8
RE 4305.1	Making up of bundles	43.8
RE 4305.2	Making up of bags	43.8
RE 4305.3	Making up of packets and envelopes	43.10
RE 4305.4	Sacs collecteurs. Conveyance in containers	43.10
RE 4306	Letter bills	43.15
RE 4307	Transmission of registered items	43.19
RE 4308	Transmission of recorded delivery items	43.21
RE 4309	Transmission of insured items	43.21
RE 4310	Transmission of money orders and unregistered COD items	43.23
RE 4311	Transmission of express items	43.23
RE 4312	Transmission of IBRS items	43.23
RE 4313	Transmission of M bags	43.24
RE 4314	Transmission of bulk items	43.24
RE 4315	Labelling of mails	43.27
RE 4316	Routeing of mails	43.32
Prot RE VI	Routeing of mails	43.32
RE 4317	Transhipment of airmails and of surface airlifted (S.A.L.) mails	43.33
RE 4318	Steps to be taken when direct transhipment of airmails cannot take place as scheduled	43.35
RE 4319	Preparation of trial notes	43.35
RE 4320	Transfer of mails	43.38
RE 4320.1	Priority mails and surface mails	43.38
RE 4320.2	Airmails and surface airlifted (S.A.L.) mails	43.38
RE 4321	Preparation and checking of CN 37, CN 38 or CN 41 delivery bills	43.41
RE 4322	Missing CN 37, CN 38 or CN 41 delivery bill	43.45
RE 4323	Checking of mails	43.48
RE 4324	Verification notes	43.50

Art.		Page
RE 4325	Missent items	43.55
RE 4326	Steps to be taken in the event of an accident	43.55
RE 4327	Steps to be taken in the event of an interrupted flight, or of diversion or missending of airmails	43.55
RE 4328	Steps to be taken in the event of an interrupted flight, or of diversion or missending of surface airlifted (S.A.L.) mails	43.56
RE 4329	Return of empty bags	43.56
RE 4330	Use of bar codes	43.60
44	**Exchange of closed mails with military units**	44.1
RE 4401	Mails exchanged with military units	44.1
45	**Temporary suspension of services**	45.1
RE 4501	Steps to be taken in the event of temporary suspension and resumption of services	45.1
	Chapter 2 Treatment of cases of liability	
46	**Determination of liability between postal administrations**	46.1
RE 4601	Procedures for determining the liability of postal administrations	46.2
RE 4602	Recovery of indemnities paid from air carriers	46.3
RE 4603	Reimbursement of the indemnity to the paying administration	46.3
RE 4604	Settlement of indemnities between postal administrations	46.3
RE 4605	Accounting for amounts due in respect of indemnity for letter-post items	46.4
	Chapter 3 Transit charges and terminal dues	
47	**Transit charges**	47.1
RE 4701	Application of transit charges	47.1
48	**Transit charge scales**	48.1
Prot XVI	Special transit charges	48.3
RE 4801	Kilometric distances	48.3
RE 4802	Extraordinary services. Multimodal transport	48.4
RE 4803	Transit charges for diverted or missent mails	48.4

Art.		Page
49	**Terminal dues**	49.1
RE 4901	Revision of the rates of terminal dues. Revision mechanism	49.2
RE 4902	Special statistical count for the application of the revision mechanism	49.3
RE 4903	Payment for bulk mail linked to domestic rates	49.7
RE 4904	Request for payment specific to bulk mail	49.8
RE 4904.1	General case	49.8
RE 4904.2	Special case	49.8
RE 4904.3	Duration of bulk mail accounting	49.8
50	**Exemption from transit charges and terminal dues**	50.1
51	**Accounting for transit charges and terminal dues**	51.1
51.1	**Transit charges**	51.1
51.2	**Terminal dues**	51.1
RE 5101	Preparation of CN 55 and CN 56 statements of mails	51.2
RE 5102	Transmission and acceptance of CN 55 and CN 56 statements of mails	51.5
RE 5103	Accounting for bulk mail	51.5
RE 5103.1	General case	51.5
RE 5103.2	Special case	51.5
Prot RE VII	Accounting for bulk mail	51.6
RE 5104	Airmails and S.A.L. mails in transit by surface	51.9
RE 5105	Closed mails exchanged with military units	51.9
RE 5106	Preparation, transmission and approval of transit charges and terminal dues accounts	51.9
RE 5107	Provisional payments of transit charges and terminal dues	51.15
RE 5108	Special address for the transmission of forms concerning transit charges and terminal dues	51.15
RE 5109	Payment of transit charges and terminal dues	51.15

Chapter 4
Air conveyance dues

52	**General principles**	52.1
Prot XVII	Internal air conveyance dues	52.2
53	**Basic rates and calculation of air conveyance dues**	53.1
RE 5301	Formula for calculating the basic rate and calculation of air conveyance dues for closed mails	53.1
Prot RE VIII	Formula for calculating the basic rate and calculation of air conveyance dues for closed mails	53.2

Art.		Page
RE 5302	Calculation of and accounting for air conveyance dues for priority items and airmail items in transit à découvert	53.3
RE 5302.1	General	53.3
RE 5302.2	Statistical operations	53.3
RE 5302.3	Preparation and checking of CN 65 bills	53.4
RE 5302.4	Priority items and airmail items in transit à découvert which are excluded from statistical operations	53.4
RE 5303	Accounting for air conveyance dues	53.6
RE 5304	Preparation of CN 66 and CN 67 statements of weights ..	
RE 5305	Preparation of CN 51 detailed accounts and CN 52 general accounts	53.9
RE 5306	Submission and acceptance of CN 66, CN 55 and CN 67 statements, CN 51 detailed accounts and CN 52 general accounts	53.12
Prot RE IX	Submission and acceptance of CN 66, CN 55 and CN 67 statements, CN 51 detailed accounts and CN 52 general accounts	53.13
RE 5307	Amendments to air conveyance dues	53.14
RE 5308	Payment of air conveyance dues	53.14
RE 5309	Air conveyance dues for diverted or missent mails or bags	53.14
RE 5310	Air conveyance dues for mail lost or destroyed	53.15

Chapter 5
Telematic links

54	**General provisions**	54.1
RE 5401	General provisions concerning telematic links	54.1
RE 5402	Rules for payment for telematic links	54.2

Chapter 6
Miscellaneous provisions

55	**Settlement of accounts**	55.1
RE 5501	Preparation and settlement of accounts	55.1
RE 5501bis	Settlement of accounts through the International Bureau .	55.2
RE 5502	Payment of debts expressed in SDRs. General provisions ..	55.2
RE 5503	Rules for payment	55.3

Art.		Page
56	**Provision of information, International Bureau publications, retention of documents, forms**	56.1
RE 5601	Information to be supplied by administrations	56.1
RE 5602	International Bureau publications	56.3
RE 5603	Distribution of publications	56.4
RE 5604	Telegraphic addresses	56.5
RE 5605	Period of retention of documents	56.5
RE 5606	Forms	56.5
Prot RE X	Forms	56.6
RE 5607	Forms for the use of the public	56.7

Part IV
EMS

57	**EMS**	57.1
RE 5701	Operation of EMS	57.1

Part V
Final provisions

58	**Undertakings regarding penal measures**	58.1
59	**Conditions for approval of proposals concerning the Convention and its Detailed Regulations**	59.1
60	**Entry into force and duration of the Convention**	60.1
RE 6001	Entry into force and duration of the Regulations	60.1

List of forms

No	Former No	Title or nature of form	References
1	2	3	4
CN 01	(C 22)	International reply coupon	Art RE 1501.1
CN 02	(C 24)	Detailed statement. Reply coupons supplied	Art RE 1501.1
CN 03	(C 23)	Detailed statement. Reply coupons exchanged	Art RE 1501.4
CN 04	(C 4)	"R" label for registered items	Art RE 1602.2
CN 05	(C 4bis)	Label for recorded delivery items	Art RE 1702.1
CN 06	(VD 2)	"V" label for insured items	Art RE 1803.1
CN 07	(C 5)	Advice of receipt/of delivery/of payment/ of entry	Art RE 2001.2
CN 08	(C 8 and C 9)	Inquiry	Art RE 2002.2
CN 09		Statement of IBRS items sent	Art RE 2304.1.1
CN 10		Recapitulative statement of IBRS items	Art RE 2304.1.2
CN 11	(C 3/CP 4)	Franking note	Art RE 2201.2
CN 12	(C 26 and CP 19)	Detailed monthly account. Customs, etc, charges	Art RE 2203.1
CN 13	(C 33/CP 10bis)	Report. Information about a seized postal item	Art RE 2601.5
CN 14	(C 6)	Collective envelope. Redirection of letter-post items	Art RE 2702.1
CN 15	(C 33/CP 10)	"Return" label	Art RE 2802.2
CN 16	(VD 3)	Dispatch list. Insured items	Art RE 2802.5
CN 17	(C 7)	Request – for withdrawal from the post – for alteration or correction of address – for cancellation or alteration of the COD amount	Art RE 2901.1.1
CN 18	(C 32)	Declaration concerning the non-receipt (or receipt) of a postal item	Art RE 3001.1.6
CN 19		Detailed account. IBRS charges	Art RE 2304.3.2
CN 20		Statement. IBRS charges	Art RE 2304.4.1
CN 21	(C 9bis)	Advice. Redirection of a CN 08 form	Art RE 3001.3.6
CN 22	(C 1)	Customs label	Art RE 3101.1
CN 23	(C 2/CP 3)	Customs declaration	Art RE 3101.1
CN 24	(VD 4 and CP 14)	Report (irregularities in respect of insured letter-post items and postal parcels)	Art RE 3501.1
CN 25	(AV 10)	Bundle labels	Art RE 4303.3.1
CN 26	(C 30)	Bundle labels	Art RE 4303.3.2
CN 27	(VD 1)	Table. Routes and methods of transmission of insured items	Art RE 4304.1
CN 28	(AV 9)	Envelope for the make-up of airmails	Art RE 4305.3.4
CN 31	(C 12)	Letter bill. Exchange of mails	Art RE 4306.1
CN 32		Letter bill. Bulk mails	Art RE 4306.1
CN 33	(C 13)	Special list. Registered items	Art RE 4307.1
CN 34	(C 28)	Bag labels for surface mail	Art RE 4313.1
CN 35	(AV 8)	Airmail bag labels	Art RE 4313.1

No	Former No	Title or nature of form	References
1	2	3	4
CN 36	(AV 8bis)	Bag labels for S.A.L. mail	Art RE 4313.1
CN 37	(C 18)	Delivery bill. Surface mails	Art RE 4316.3
CN 38	(AV 7)	Delivery bill. Airmails	Art RE 4316.3
CN 41	(C 18bis)	Delivery bill. Surface airlifted (S.A.L) mails	Art RE 4316.3
CN 42	(AV 8ter)	Direct transhipment label	Art RE 4317.6
CN 43	(C 14)	Verification note. Exchange of mails	Art RE 4318.3
CN 44	(C 27)	Trial note	Art RE 4319.1
CN 45	(AV 6)	Transmission envelope for CN 38, CN 41 and CN 47 bills	Art RE 4320.2.4
CN 46	(AV 7/C 18bis)	Substitute delivery bill	Art RE 4322.3
CN 47	(C 18 S and AV 7 S)	Delivery bill. Mails of empty bags	Art RE 4329.2
CN 48	(C 31 and CP 22)	Account. Amounts due in respect of indemnity	Art RE 4605.1
CN 51	(AV 5)	Detailed account. Airmail	Art RE 4605.4
CN 52	(AV 11 and CP 18)	General account	Art RE 4605.4
CN 53	(C 17)	Statement by mail. Number of items and weight of bags	Art RE 4902.4
CN 54	(C 17bis)	Recapitulative statement of items. Revision mechanism	Art RE 4902.5
CN 55	(C 12bis and AV 3bis)	Statement of mails	Art RE 5101.1
CN 56	(C 12ter and AV 5bis)	Recapitulative statement of mails	Art RE 5101.2
CN 57		Account. Bulk mail received	Art RE 5103.2.2
CN 58		Recapitulative statement. Terminal dues accounts for bulk mail	Art RE 5103.2.4
CN 59		Recapitulative statement. Amounts included in the International Bureau's multilateral clearing system (POST*Clear)	Art RE 5501bis.1.2
CN 61	(C 20bis)	Detailed account. Terminal dues	Art RE 5103.2.4
CN 62	(C 20)	Detailed account. Transit charges	Art RE 5106.2.1
CN 63	(C 21)	Statement. Transit charges	Art RE 5109.1
CN 64	(C 21bis)	Statement. Terminal dues	Art RE 5109.1
CN 65	(AV 2)	Bill. Weight of à découvert priority/airmail items	Art RE 5302.2.2
CN 66	(AV 3)	Statement of weights. Airmails and S.A.L. mails	Art RE 5304.1
CN 67	(AV 4)	Statement of weights. Priority/airmail items	Art RE 5304.2
CN 68	(AV 1)	General list of airmail services	Art RE 5602.2.11

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 4, 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.

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 Postal Operations Council has drawn up the following measures for ensuring the implementation of the Universal Postal Convention.

Part I

Rules applicable in common throughout the international postal service

Sole chapter

General provisions

Article 1
Freedom of transit

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

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

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

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

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

■ **Commentary**

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

The 1964 Vienna Congress adopted the following resolution C 23:
"Congress, considering that freedom of transit is one of the essential and fundamental principles of the Universal Postal Union, appeals to the good faith and solidarity of all the member countries of the Union to ensure, in all circumstances, strict respect for the application of this principle, without which the Universal Postal Union cannot completely fulfil its mission and thus contribute as much as could be wished to the strengthening of the bonds of international friendship."

In connection with so-called "hijacking" activities, the 1974 Lausanne Congress reaffirmed the principles of freedom of transit by the adoption of resolution C 60 as follows:
"Congress,
"Having noted that so-called 'hijacking' activities perpetrated throughout the world may directly or indirectly affect the principles of freedom of transit and the inviolability of postal items,
"Wishing to affirm these principles and to retain complete effectiveness in the face of new facts or acts which may infringe them,
"Declares that mails, regardless of what they may be or to which category they may belong, affected by so-called 'hijacking' activities are inviolable, and that the subsequent forwarding of the said mails must be assured on a priority basis by the country where the aircraft landed or was freed, even if this aircraft is the subject of disputes of a non-postal nature."

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

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

Article RE 101
Application of freedom of transit

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

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

Article RE 102
Failure to give freedom of transit

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

Article 2
Ownership of postal items

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

Prot Article I
Ownership of postal items

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

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

Article 3
Creation of new service

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

Article 4
Monetary unit

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

■ **Commentary**

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

Article RE 401
Choice of a monetary unit other than the SDR

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

Article RE 402
Equivalents

1 Administrations shall fix the equivalents of the postal charges prescribed in the Convention, the Agreements and their Final Protocols and the selling price of international reply coupons. They shall notify them to the International Bureau for them to be announced to postal administrations. To this end each administration shall be required to notify the International Bureau of the average value of the SDR in the currency of its country.

2 The average value of the SDR which will be operative from 1 January each year, for the purposes only of the fixing of charges, will be determined, to four places of decimals, on the basis of the data published by the IMF over a period of at least 12 months ended on the preceding 30 September.

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

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

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

6 The International Bureau shall publish a compendium showing, for each country, the equivalents of the charges, the average value of the SDR and the selling price of the international reply coupons mentioned under 1.

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

■ **Commentary**

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

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

Article 5
Postage stamps

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

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

■ **Commentary**

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

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

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

Article RE 501
Postage stamps. Notification of issues and exchange between administrations

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

2 Administrations shall exchange, through the intermediary of the International Bureau, three sets of each of their new issues of postage stamps and shall send one set to the International Bureau.

■ **Commentary**

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

Article 6
Charges

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

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

3 Postal administrations shall be authorized to exceed any charges appearing in the Convention and the Agreements, including those laid down for guideline purposes:
3.1 if the charges they collect for the same services in their internal service are higher than the ones laid down;
3.2 if this is necessary to cover the costs of operating their services or on any other reasonable grounds.

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

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

Prot Article II
Charges

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

■ **Commentary**

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

6.5 As regards the Conv, the exceptions are mentioned below:
- Art 22 Commission and other possible postal charges for items to be delivered free of charge
- Art 15 The value of reply coupons exchanged against postage stamps for other adms.

Article 7
Exemption from postal charges

1 Principle

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

2 Postal service

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

2.2 Letter-post items relating to the postal service shall be exempt from all postal charges, with the exception of air surcharges, if they are:

2.2.1 exchanged between bodies of the Universal Postal Union and bodies of the Restricted Unions;

2.2.2 exchanged between bodies of those Unions;

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

■ **Commentary**

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

3 Prisoners of war and civilian internees

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

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

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

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

4 Literature for the blind

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

Prot Article III
Exception to the exemption of literature for the blind from postal charges

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

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

Article RE 701
Application of exemption from postal charges to bodies concerned with prisoners of war and civilian internees

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

1.1 the Information Bureaux provided for in article 122 of the Geneva Convention of 12 August 1949 relative to the treatment of prisoners of war;

1.2 the Central Prisoner-of-War Information Agency provided for in article 123 of the same Convention;

1.3 the Information Bureaux provided for in article 136 of the Geneva Convention of 12 August 1949 relative to the protection of civilian persons in time of war;

1.4 the Central Information Agency provided for in article 140 of the latter Convention.

Article RE 702
Marking of items sent free of postal charges

1 Items exempt from postal charges shall bear, on the address side in the top right-hand corner, the following indications, which may be followed by a translation:

1.1 *"Services des postes"* (Postal service) or a similar indication for the items mentioned in article 7.2 of the Convention;

1.2 *"Service des prisonniers de guerre"* (Prisoners-of-war service) or *"Service des internés"* (Civilian internees service) for the items mentioned in article 7.3 of the Convention and the forms relating to them;

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

Part II

Provisions concerning the letter post: Provision of services

Chapter 1

Basic services

Article 8
Letter-post items

1 Letter-post items shall be classified according to one of the following two systems. Every postal administration shall be free to choose the system that it applies to its outward traffic.

2 The first system shall be based on the speed of treatment of the items. The latter shall therefore be divided into:

2.1 priority items, ie items conveyed by the quickest route (air or surface) with priority; weight limits: 2 kilogrammes in general, 5 kilogrammes for items containing books and pamphlets (optional service), 7 kilogrammes for literature for the blind;

2.2 non-priority items, ie items for which the sender has chosen a lower rate, implying a longer delivery time; weight limits: same as those in 2.1.

3 The second system shall be based on the contents of the items. The latter shall therefore be divided into:

3.1 letters and postcards, together called "LC"; weight limit: 2 kilogrammes;

3.2 printed papers, literature for the blind and small packets together called "AO"; weight limits: 2 kilogrammes for small packets, 5 kilogrammes for printed papers, 7 kilogrammes for literature for the blind.

4 In the classification system based on contents:

4.1 letter-post items conveyed by air with priority shall be called "airmail items";

4.2 surface items conveyed by air with reduced priority shall be called "S.A.L. items".

5 Every administration may admit priority items and airmail items consisting of a sheet of paper suitably folded and gummed on all sides. Such items shall be called "aerogrammes".

6 Mail consisting of letter-post items posted in bulk by the same sender and received in the same dispatch or in separate dispatches, in accordance with the conditions specified in the Detailed Regulations, shall be called "bulk mail".

7 Special bags containing newspapers, periodicals, books and other printed papers for the same addressee at the same address shall, in both systems, be called "M bags"; weight limit: 30 kilogrammes.

8 The limits of size and the conditions of admission, as well as particulars regarding the limits of weight, are laid down in the Detailed Regulations.

Prot Article IV
Small packets

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

Prot Article V
Printed papers. Maximum weight

1 Notwithstanding article 8.3.2, the administrations of Canada and Ireland shall be authorized to limit to 2 kilogrammes the maximum weight of inward and outward printed papers.

■ **Commentary**

8.1 All adms must, as adms of destination and of transit, handle the categories of letter post listed in this art.

8.4.2 The S.A.L. service is provided in certain relations only. See List CN 68, part III, D.

Prot IV The adms marked with an asterisk (*) have waived their reservations following the entry into force of the Seoul Acts.

Article RE 801
Particulars relating to limits of weight of letter-post items

1 The limit of weight of letter-post items containing books or pamphlets may be raised to 10 kilogrammes by agreement between the administrations concerned.

2 The letter-post items sent on postal service as mentioned in article 7.2 of the Convention shall not be subject to the limits of weight and size laid down in article 8 of the Convention and article RE 802. However, they shall not exceed the maximum weight of 30 kilogrammes per bag.

3 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 article 8 of the Convention.

■ **Commentary**
801.3 This provision is designed to enable national and international tariff structures to be brought into line with one another as far as possible.

Article RE 802
Limits of size of letter-post items

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

1.1 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;

1.2 minima: to have a surface measuring not less than 90 x 140 mm, with a tolerance of 2 mm.
In roll form: length plus twice the diameter: 170 mm, but the greatest dimension may not be less than 100 mm.

2 The limits of size of postcards shall be as follows:

2.1 maxima: 105 x 148 mm, with a tolerance of 2 mm;

2.2 minima: 90 x 140 mm, with a tolerance of 2 mm.
The length shall be at least equal to the width multiplied by $\sqrt{2}$ (approximate value 1.4).

3 The limits of size of aerogrammes shall be as follows:

3.1 maxima: 110 x 220 mm, with a tolerance of 2 mm;

3.2 minima: 90 x 140 mm, with a tolerance of 2 mm.
The length shall be at least equal to the width multiplied by $\sqrt{2}$ (approximate value 1.4).

Article RE 803
Conditions of acceptance of letter-post items

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. The make-up shall prevent any danger if the item contains articles of a kind likely to injure officials called upon to handle it or soil or damage other items or postal equipment. Metal fasteners used for closing items shall not have sharp edges, nor shall they hamper the execution of the postal service.

1bis The UPU Id-tag, as defined in Standard S18 in the Technical Standards Manual, may be applied to letter-post items to facilitate mail processing in the destination country and to achieve other benefits. The Id-tag shall be applied under the authority of the postal administration and must appear in area R 1 on the back of the letter-post item, in accordance with the specifications adopted by the Postal Operations Council and the provisions of Standard S18 in the UPU Technical Standards Manual. Administrations must discourage their customers from printing information in area R 1 and may use it for encoding information only if they comply with the provisions of technical standards S18 and S19.

2 Administrations shall recommend their customers to comply with the following rules.

2.1 The right-hand half at least of the address side shall be reserved for the address of the addressee and for postage stamps, franking marks and impressions or indications in lieu thereof. The latter shall be applied, as far as possible, in the top right-hand corner. 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.

2.2 The addressee's address shall be written on the item lengthwise and, if the item is an envelope, on the plain side which is not provided with the closing flap. For items exceeding the size limits for standardized items as defined in article RE 902, the address may be written parallel to the width of the item.

2.3 The addressee's address shall be worded in a precise and complete manner. It shall be written very legibly in roman letters and arabic numerals. 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. The name of the place of destination shall be written in capital letters together with the country of destination and the correct postcode number or delivery zone number, if any. The name of the country of destination shall be written preferably in the language of the country of origin. To avoid any difficulty in the countries of transit, it is desirable for the name of the country of destination to be added in an internationally known language.

2.4 In order to facilitate automatic reading, the addressee's address shall be written in compact form, without leaving a space between the letters of the words and without a blank line between the line containing the place of destination and the other elements of the address. The place and country of destination and the postcode number, if any, shall not be underlined.

■ Example:

```
Monsieur
Pierre Noir
Rue du Midi 26
1009 PULLY
SWITZERLAND
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2.5 The name and address of the sender shall be shown on the item with the postcode number or delivery zone number, if any. When they appear on the

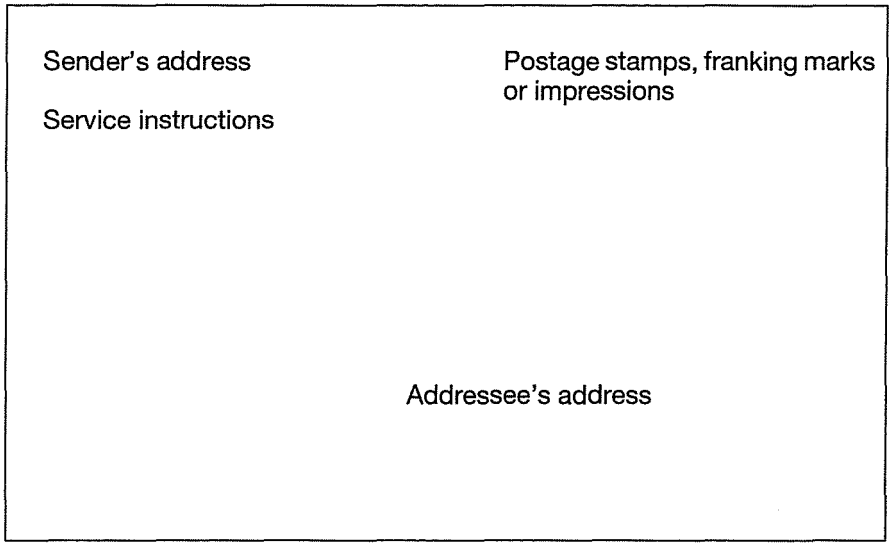
address side of the envelope, these indications shall be placed in the top left-hand corner.

2.6 The addresses of the sender and the addressee shall be shown in an appropriate manner inside the item and as far as possible on the contents. This applies particularly to unsealed items.

2.7 Customers posting items in bulk of the same shape and weight may be requested to bundle them by postcode or delivery zone number so that they can be processed as speedily as possible in the country of destination. The administration of destination may request this degree of sortation subject to agreement by the administration of origin.

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

■ Example:



4 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.

5 In all cases in which the item is under wrapper, the addressee's address shall be written on the latter.

6 Envelopes whose edges are provided with coloured bars shall be reserved exclusively for airmail items.

7 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. The indication *"Poste restante"* shall be written in bold letters on the address side. The use of initials, figures, forenames only, fictitious names or code marks of any kind shall not be permitted for these items.

■ Example:

Mademoiselle
Louise Bertholet
Poste restante
1211 GENEVA 13
SWITZERLAND

8 On printed papers, the addressee's name may, exceptionally, be followed by the indication "or occupant", in French or a language accepted by the country of destination.

■ Example:

Monsieur
Pierre Sansonnens
or occupant
Rue Pépinet 10
1001 LAUSANNE
SWITZERLAND

9 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.

10 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.

■ **Commentary**

803.1 The Hamburg Congress invited adms to inform users employing the packs sold by postal services of the need to use appropriate interior packing as well and to make sure that the outside wrapping is properly closed so that the items concerned can be processed and conveyed satisfactorily (Recommendation C 20/Hamburg 1984).

803.2.1 The application of postage stamps or franking impressions on the address side is obligatory for all categories of items.

Postage stamps stuck on in such a way that they overlap on to both sides of an item are considered null and void.

803.2.3 Administrations are recommended to inform the IB what address presentation they want and what postcode system they have adopted. This information is published in the Compendium (Conv).

803.7 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.

803.8 This provision is designed 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.

Article RE 804
Special provisions applicable to each category of items

1 Priority/non-priority items and letters

1.1 Subject to the provisions relating to standardized items and the packing of items, no conditions shall be laid down for the form or closing of priority/non-priority items or for letters. However, such items in envelopes must be rectangular to ensure that they do not cause difficulties during their handling. Such items with the consistency, but not the shape, of postcards shall also be placed in rectangular envelopes. It is recommended that the word "Priority" or "Letter" be added to the address side of items which, because of their volume or make-up, might be confused with items prepaid at a reduced rate.

■ **Commentary**

804.1.1 "Rectangular" includes "square".

2 Aerogrammes

2.1 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.

2.3 Each administration shall fix, within the limits defined in article RE 802.3, the conditions of issue, manufacture and sale of aerogrammes.

3 Postcards

3.1 Postcards shall be rectangular and be made of cardboard or of paper stiff enough not to make mail handling difficult. They shall not have projecting or raised relief parts and shall comply with the conditions laid down by the administration of origin.

3.2 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.

3.3 Postcards shall be sent unenclosed, that is to say without wrapper or envelope.

3.4 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.

3.5 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. Such cards shall be regarded as unpaid and treated accordingly.

■ **Commentary**

804.3.1 Irregularly shaped picture and other postcards (circular, triangular, various outlines, etc) must be placed in rectangular envelopes and prepaid at the rate for priority or non-priority items or for letters, as the case may be.

804.3.4 Because of the nature of postcards, it is not permitted to affix or attach to them samples of merchandise or similar articles, photographs, cuttings of every kind or fold-back sheets. Nor is it permitted to embellish them with cloth, embroidery, spangles or similar materials. Such cards may be sent only in closed envelopes prepaid at the rate for priority or non-priority items or for letters, as the case may be. 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.

4 Printed papers

4.1 Reproductions on paper, cardboard or other materials commonly used in printing produced in several identical copies by means of a process authorized by the administration of origin may be sent as printed papers. Printed papers which do not comply with this definition may also be admitted in the international service if they are admitted in the internal service of the country of origin.

4.2 Printed papers shall bear in bold letters on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, the expression *"Imprimé"* or *"Imprimé à taxe réduite"* as appropriate or their equivalents in a language known in the country of destination. These markings shall constitute indication that the items contain only printed papers.

4.3 Printed papers satisfying both the general conditions applicable to printed papers and those applicable to postcards shall be admitted unenclosed at the printed paper rate, even if they bear the title *"Carte postale"* (Postcard) or the equivalent of this title in any language.

4.4 Several printed papers may be sent together in a single item provided that they do not bear the names and addresses of different addressees. Administrations of origin may limit printed papers sent in this way to those stemming from a single sender.

4.5 It shall be permitted to enclose 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.

4.6 The administration of origin may authorize annotations or enclosures on the basis of its internal legislation.

4.7 Printed papers shall be made up in such a way that their contents are sufficiently protected while permitting quick and easy verification. The conditions shall be determined by the administration of origin.

4.8 Administrations may authorize the closing of bulk-posted printed papers, issuing for that purpose a permit to users who make a request for one. In such cases, the number of the permit shall be shown below the indication *"Imprimé"* (Printed papers) or *"Imprimé à taxe réduite"* (Reduced-rate printed papers).

4.9 Alternatively, administrations of origin shall be allowed to permit the closing of all printed papers without authorization if in their internal service no special conditions of closing are required.

4.10 Printed papers may be inserted in closed plastic wrapping, either transparent or opaque, on the conditions laid down by the administration of origin.

4.11 Sealed printed papers may be opened for verification of their contents.

■ **Commentary**

804.4.1 Photographs are admitted as printed papers.

Adms of origin may admit at the printed paper rate:
- letters and postcards exchanged between pupils of schools, provided that these items are sent through the principals of the schools concerned;
- 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;
- manuscripts of work or for newspapers;
- musical scores in manuscript;
- photocopies;
- impressions obtained by means of computer printers or typewriter posted simultaneously in several identical copies.

804.4.5 This exception to article 26.4.2 prior to the creation of the IBRS service enables the adm of origin to permit the posting of printed papers containing a card, envelope or wrapper for the reply prepaid by means of postage stamps or postal prepayment impressions of the country where it will be posted.

804.4.6 The following may be shown on printed papers, by any process:
- the name and address of the sender and the addressee with or without showing the title, profession and style;
- the place and date of dispatch of the item;
- serial or registration numbers.

In addition to these particulars it is permitted:
- to delete, mark or underline certain words or certain parts of the printed text;
- to correct printing errors.

The additions and corrections specified above should have a direct bearing on the content of the reproduction; they should not be of such a nature as to constitute a code.

It is also permissible to show or to add:
- 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";
- 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;
- on picture postcards, on printed visiting cards and on printed cards expressing congratulations or condolences: conventional formulas of courtesy expressed in five words or five initials at the most;
- on printed literary and artistic productions: a dedication consisting of a simple conventional tribute;
- on cuttings from newspapers and periodicals: the title, date, number and address of the publication from which the article is taken;

- 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;
- on advices of change of address: the old and the new address and the date of the change.

Finally, it is permitted to enclose:

- with literary or artistic printed works: the relative open invoice, reduced to its essential elements together with copies of the invoice, a delivery bill, inpayment forms or international or internal money order forms of the country of destination of the item on which it is permissible, after agreement between the adms 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;
- 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.

804.4.7 Printed papers may 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. Folded items which are not inserted in envelopes may, however, be accepted if the open sides are firmly held by a sufficient number of clips or self-adhesive seals so that the item does not open during mail processing. The adm of origin determines whether the closing of these items allows for quick and easy verification of the contents. No special conditions of closing shall be required for printed papers containing books or brochures; such items may be opened for verification of their contents. The adms 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.

The increasingly widespread use of mechanized and electronic mail-processing facilities means that the items must meet the requirements imposed by mechanization.

804.4.8 The address of the addressee, the address of the sender and the franking-machine marks or impressions 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 must 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.

5 Literature for the blind

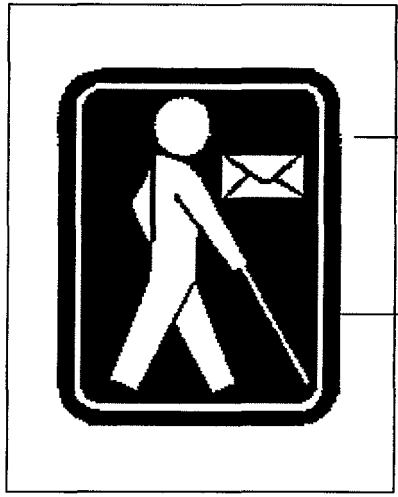
5.1 Letters bearing writing used by the blind, posted unsealed, and plates bearing the characters of writing used by the blind may be sent as literature for the blind. The same shall apply to sound recordings and to the special paper intended solely for the use of the blind, provided that they are sent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

5.2 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.

5.3 Administrations of origin shall be allowed to admit as literature for the blind items admissible as such in their internal service.

5.4 Literature for the blind shall be made up in such a way that its contents are sufficiently protected while permitting quick and easy verification.

5.5 The postal administrations shall recommend that their customers furnish their literature for the blind, on the side which bears the addressee's address, with a white label with the following symbol:



(Size 52 x 65 mm)

■ **Commentary**

804.5.4 Literature for the blind may be placed in a wrapper, on a roller or between cardboard, in open envelopes or containers, in closed unsealed envelopes or containers which can be easily and safely opened and reclosed, or tied with a string which is easy to unknot. The adm of origin determines whether the closing of these items allows for quick and easy verification of the contents. No special conditions of closing shall be required for literature for the blind containing books or brochures; such items may be opened for verification of their contents. The adms 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.

6 Small packets

6.1 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, the expression *"petit paquet"* (small packet) or its equivalent in a language known in the country of destination. Indication of the sender's address on the outside of the item shall be obligatory.

6.2 It shall also be permitted to enclose therein any other document having the character of current and personal correspondence. However, such documents may not be addressed to an addressee nor stem from a sender other than those of the small packet. In addition the internal regulations of the administration concerned must authorize such enclosure. The administration of origin shall decide whether the document or documents enclosed fulfil these conditions. It shall lay down such other conditions as may be appropriate relating to authorized enclosures.

6.3 No special conditions of closing shall be required for small packets; items designated as such may be opened for verification of their contents.

■ **Commentary**

804.6.2 It is permitted to enclose in small packets 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 addresses 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.

804.6.3 By analogy with the conditions laid down in RE 804.4.8, adms 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 applies 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 adms 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.

7 M bags

7.1 The addressee's address shall be shown on each packet of printed papers included in a special bag and sent to the same addressee at the same address.

7.2 Every M bag shall 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.

7.3 The total amount of prepayment for M bags shall be shown on the address label on the bag.

8 Bulk mail

8.1 Bulk items shall be characterized by:

8.1.1 the receipt, in the same mail or in one day when several mails are made up per day, of 1500 or more items posted by the same sender;

8.1.2 the receipt, in a period of two weeks, of 5000 or more items posted by the same sender.

8.2 Under the terms of this article, the sender of the bulk items shall be considered to be the person or organization that actually posts the items.

8.3 If need be, the sender may be identified by any common characteristic of the items or any indication made on the items (for example, return address, name, mark or stamp of the sender, postal authorization number, etc).

■ **Commentary**

804.8 Provisions adopted by the 1994 Seoul Congress.

Prot Article RE I

Special provisions applicable to each category of items

1 Notwithstanding article RE 804.4.5, 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.

2 Notwithstanding article RE 804.4.5, in the absence of bilateral agreement, the postal administration of 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.

3 Notwithstanding article RE 804.5.2, the postal administrations of Azerbaijan, India, Indonesia, Lebanon, Nepal, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Yemen 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.

4 Notwithstanding article RE 804.8.1, the postal administration of Greece reserves the right to regard as "bulk mail" the receipt, in the same mail or in one day when several mails are made up per day, of 150 items posted by the same sender as well as the receipt, in a period of two weeks, of 1000 or more items posted by the same sender.

Article RE 805
Marking of priority or mode of transportation

1 In the absence of special agreement between the administrations concerned, items to be treated as priority items or airmail items in the administrations of transit and of destination shall bear a special blue label or a stamp impression of the same colour bearing the words *"Prioritaire"* (Priority) or *"Par avion"* (By airmail). If need be, these indications in capital letters may be handwritten or typewritten, with an optional translation in the language of the country of origin. This *"Prioritaire"* or *"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.

2 The words *"Prioritaire"* (Priority) or *"Par avion"* (By airmail) and any note relating to priority or air conveyance shall be struck through with two thick horizontal lines when the item is not forwarded by the quickest means.

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

Article RE 806
Special packing

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

2 Liquids and substances which easily liquefy shall be enclosed in perfectly leak-proof containers. Each container shall be placed in a special strong box containing an appropriate protective material to absorb the liquid should the container break. The lid of the box shall be fixed so that it cannot easily work loose.

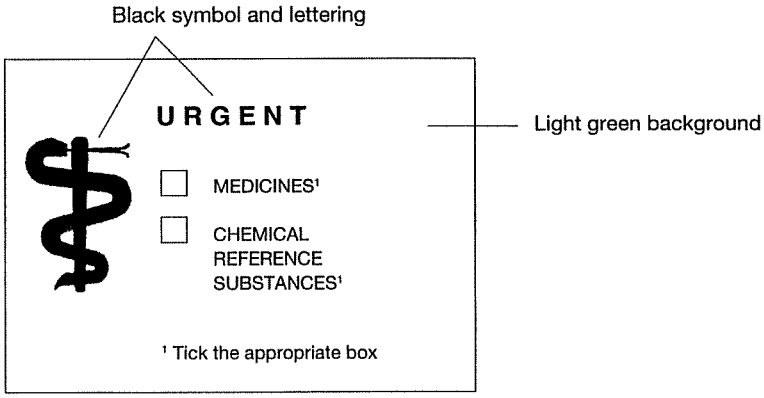
3 Fatty substances which do not easily liquefy, such as ointments, soft-soap, resins, etc, and silk-worm eggs, the conveyance of which presents few difficulties, shall be enclosed in a first packing (box, bag of cloth, plastic, etc) which is itself placed in a box stout enough to prevent the contents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

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

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

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

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



(Size 62 x 44 mm)

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

Article RE 807
Items in panel envelopes

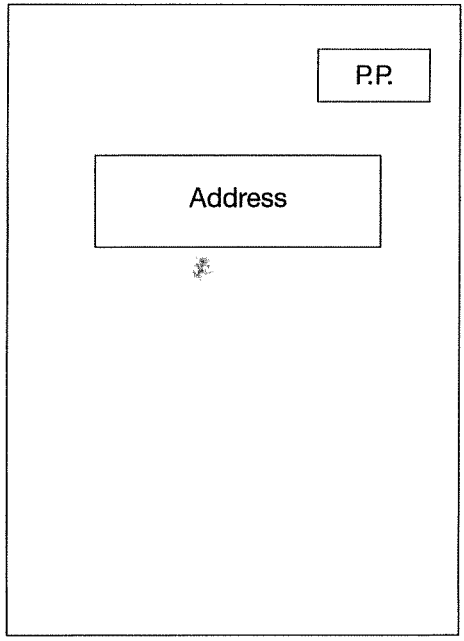
1 Items in envelopes with a transparent address panel shall be admissible on the following conditions.

1.1 The panel shall be situated on the plain side of the envelope which is not provided with the closing flap.

1.2 The panel shall be made of such a material and in such a way that the address can be easily read through it.

1.3 The panel shall be rectangular. Its greatest dimension shall be parallel to the length of the envelope. The address of the addressee shall appear in the same direction. However, concerning C 4 format (229 x 324 mm) items or similar formats, administrations may allow the transparent panel to be placed transversely in such a way that its greatest dimension is parallel to the width of the envelope.

■ Example:



1.4 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.

1.5 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.

1.6 The panel shall be placed so as to leave enough room for the application of the date-stamp.

1.7 The contents of the item shall be folded in such a way that the address remains fully visible through the panel even if the contents shift inside the envelope.

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

3 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 under 1. For the other panels, the conditions laid down under 1.2, 1.4, 1.6 and 1.7 shall apply by analogy.

■ **Commentary**

807.2 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.

Article 9
Postage charges

1 The administration of origin shall fix the postage charges for the conveyance of letter-post items throughout the entire extent of the Union. The postage charges 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. The conditions of application are laid down in the Detailed Regulations.

2 Guideline postage charges are given in the table below:

Category	Weight step	Guideline charges
1	2	3
		SDR
2.1 Charges in the system based on speed:		
Priority items	up to 20 g	0.37
	above 20 g up to 100 g	0.88
	above 100 g up to 250 g	1.76
	above 250 g up to 500 g	3.38
	above 500 g up to 1000 g	5.88
	above 1000 g up to 2000 g	9.56
	per additional step of 1000 g	4.78 (optional)
Non-priority items	up to 20 g	0.18
	above 20 g up to 100 g	0.40
	above 100 g up to 250 g	0.74
	above 250 g up to 500 g	1.32
	above 500 g up to 1000 g	2.21
	above 1000 g up to 2000 g	3.09
	per additional step of 1000 g	1.54 (optional)
2.2 Charges in the system based on contents:		
Letters	up to 20 g	0.37
	above 20 g up to 100 g	0.88
	above 100 g up to 250 g	1.76
	above 250 g up to 500 g	3.38
	above 500 g up to 1000 g	5.88
	above 1000 g up to 2000 g	9.56
Postcards		0.26
Printed papers	up to 20 g	0.18
	above 20 g up to 100 g	0.40
	above 100 g up to 250 g	0.74
	above 250 g up to 500 g	1.32
	above 500 g up to 1000 g	2.21
	above 1000 g up to 2000 g	3.09
	per additional step of 1000 g	1.54

Category	Weight step	Guideline charges
1	2	3
		SDR
Small packets	above 20 g up to 100 g	0.40
	above 100 g up to 250 g	0.74
	above 250 g up to 500 g	1.32
	above 500 g up to 1000 g	2.21
	above 1000 g up to 2000 g	3.09

3 The Postal Operations Council shall be authorized to revise and to amend, subject to Council of Administration approval, the guideline charges given under 2 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.

4 The administration of origin may allow, for letter-post items containing:

4.1 newspapers and periodicals published in its country, a reduction of not more than 50 percent of the tariff applicable to the category of items used;

4.2 books and pamphlets, music scores and maps, provided they contain no publicity matter or advertisement other than that appearing on the cover or the fly leaves, the same reduction as that provided for under 4.1.

5 The charge applicable to M bags shall be calculated by weight steps of 1 kilogramme up to the total weight of each bag. The administration of origin may allow a reduction for such bags of up to 20 percent of the charge payable for the category of item used. This reduction may be independent of the reduction provided for under 4.

6 The administration of origin may apply to non-standardized items charges different from those applicable to standardized items. Standardized items are defined in the Detailed Regulations.

7 In the system based on contents, 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").

■ **Commentary**

9.4 The reduction may now be allowed also for newspapers and periodicals sent, not as printed papers but as other categories of item, in particular, priority and non-priority items.

9.5 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 priority items and non-priority items.

Article RE 901
Conditions of application of postage charges

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 9.2 of the Convention, the following equivalents:

up to 20 g	1 oz;
up to 50 g	2 oz;
up to 100 g	4 oz;
up to 250 g	8 oz;
up to 500 g	1 lb;
up to 1000 g	2 lb;
per additional 1000 g	2 lb.

2 Member countries may, exceptionally, modify the weight-step structure shown in article 9.2 of the Convention, subject to the following conditions.

2.1 For any category, the minimum weight step shall be that shown in article 9.2 of the Convention. However, administrations may apply to printed papers a first weight step of 50 grammes.

2.2 For any category, the last weight step shall not exceed the maximum weight shown in article 8 of the Convention.

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

4 Postal administrations have the right to restrict the reduction provided for in article 9.4 of the Convention to newspapers and periodicals which fulfil the conditions required by internal regulations for transmission at the tariff for newspapers. This reduction shall not extend to commercial printed papers such as catalogues, prospectuses, price lists, etc, no matter how regularly they are issued. The same shall apply to advertisements printed on sheets annexed to newspapers and periodicals. The reduction shall still be possible, however, in the case of detached advertising inserts to be considered as integral parts of the newspaper or periodical.

■ **Commentary**

901.3 Adms may abolish printed papers and small packets, as well as postcards, as separate categories of letter-post items. They 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.

901.4 Advertising inserts *(encartées)* are regarded as coming under "sheets annexed to newspapers and periodicals".

Prot Article RE Ibis
Conditions of application of postage charges

1 Notwithstanding the provisions of article RE 901.2, the postal administration of Ireland reserves the right to adopt 25 grammes as a first weight step in its scale of letter-post charges.

Article RE 902
Standardized items

1 Within the meaning of article 9.6 of the Convention, rectangular items shall be considered standardized if their length is not less than their width multiplied by $\sqrt{2}$ (approximate value 1.4). These items shall satisfy the following conditions.

1.1 Minimum dimensions: 90 x 140 mm, with a tolerance of 2 mm.

1.2 Maximum dimensions: 120 x 235 mm, with a tolerance of 2 mm.

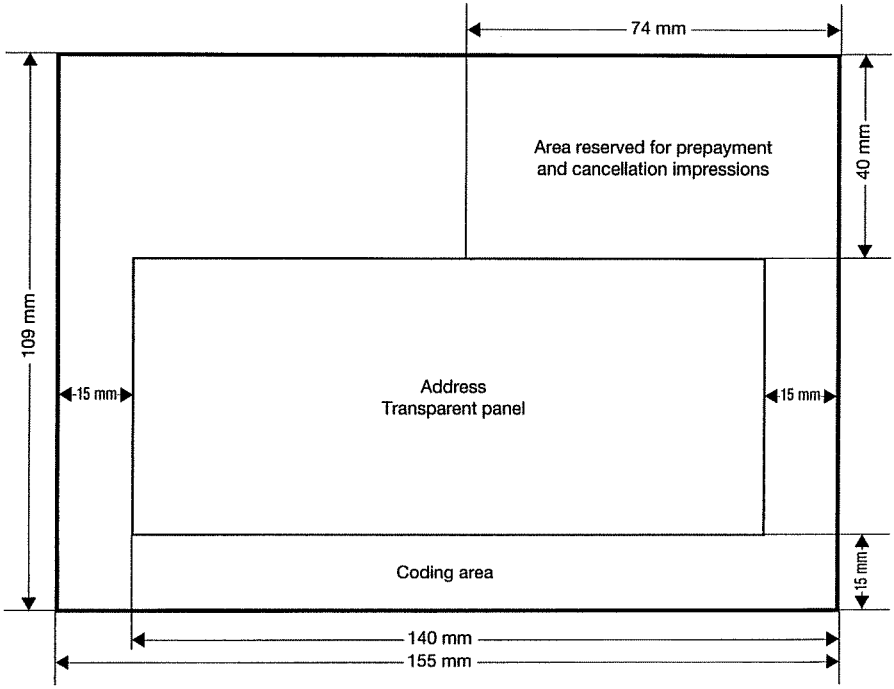
1.3 Maximum weight: 20 g.

1.4 Maximum thickness: 5 mm.

1.5 Letters shall be closed by completely sticking down the sealing flap of the envelope and the address shall be written on the plain side of the envelope which is not provided with the sealing flap.

1.6 The address shall be written 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.

1.7 On the address side, 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.



2 The provisions under 1 shall also apply to items in envelopes with transparent panels whose general conditions of admission are set out in article RE 807. The transparent panel for the address of the addressee shall in addition 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.

2.1 The panel may not be bordered by a coloured band or frame. Service indications may be placed just above the addressee's address.

3 No wording or extraneous matter whatsoever may appear:

3.1 below the address;

3.2 to the right of the address, from the franking and cancelling area to the bottom edge of the item;

3.3 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;

3.4 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.

4 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.

5 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 The following items shall not be considered standardized:
6.1 folded cards;
6.2 items closed by means of staples, metal eyelets or hook fastenings;
6.3 punched cards sent unenclosed (without an envelope);
6.4 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);
6.5 items containing articles causing protrusions;
6.6 folded items sent unenclosed (without an envelope) which are not closed on all sides and which are not rigid enough for mechanical processing.

Prot Article RE II
Standardized items

1 The administrations of Canada, Cuba, 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 dimensions recommended in article RE 902 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 dimensions recommended in article RE 902 when those envelopes are widely used in its country.

■ **Commentary**

902.1 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.
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.

902.3 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.

902.4 In view of the advances in technology, the processing of C 5 format items can be mechanized.

902.6 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.
Sufficient stiffness of items is essential for ensuring the smooth operation and reliability of letter-facing machines.

Article 10
Rate-fixing based on method of conveyance or speed

1 The charges applicable to priority items, which shall always be conveyed by the quickest route (air or surface), shall include any additional costs of fast transmission.

2 Administrations that apply the system based on contents shall be authorized:

2.1 to collect air surcharges for airmail items; 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 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;

2.2 to collect for S.A.L. items surcharges lower than those which they collect for airmail items;

2.3 to fix combined charges for the prepayment of airmail items and S.A.L. items, taking into account the cost of the postal services rendered by them and the cost of the air conveyance.

3 The reductions in charges pursuant to articles 9.4 and 9.5 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.

■ **Commentary**

10.1 Adms using the classification system based on the speed of treatment of items may collect higher charges for priority than for non-priority items.

10.2.1 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.

10.2.2 This option ratifies a practice quite common among adms providing S.A.L. services. For the decisions taken by adms in this respect, see List CN 68, part III, D.

10.2.3 When the weight steps adopted for fixing combined charges are lower than those laid down in the Conv, art 9.2, the guidelines charges may be reduced in the same proportion.

Article RE 1001
Calculation of surcharges for airmail items

1 Administrations shall be authorized to use, for the calculation of surcharges for airmail items, smaller weight steps than those laid down in article 9.2 of the Convention.

Article 11
Preferential rates

1 Above the minimum level of charges laid down in article 6.2, 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.

■ **Commentary**

11.1 This provision allows adms to take commercial steps to combat more effectively the problems caused by the competition. It is, however, specified that international rates 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.

Article 12
Special charges

1 No delivery charge may be collected from the addressee in respect of small packets weighing less than 500 grammes.

2 Where domestic small packet items weighing over 500 grammes are subject to a delivery charge, the same charge may be collected in respect of incoming international small packets.

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

3.1 Charge on items posted after the latest time for posting, collected from the sender.

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

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

3.4 Charge, for withdrawal outside normal counter opening hours, collected from the addressee.

3.5 *Poste restante* charge collected from the addressee.

3.6 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.

■ **Commentary**

12.1 and **2** No delivery charge may be collected on small packets weighing exactly 500 grammes.

Article 13
Payment of postage

1 As a general rule, letter-post items shall be fully prepaid by the sender. The methods of denoting prepayment are defined in the Detailed Regulations.

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

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. In this case, it shall be authorized to also collect a handling charge of 0.33 SDR at most. The missing prepayment shall be denoted by one of the methods defined in the Detailed Regulations.

4 In cases in which the options described under 2 and 3 are not applied, unpaid or underpaid items shall be liable to a special charge, payable by the addressee or, in the case of returned items, by the sender. Calculation of this special charge is defined in the Detailed Regulations.

Article RE 1301
Methods of denoting prepayment

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

1.1 postage stamps printed on or affixed to the items and valid in the country of origin;

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

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

1.4 impressions made by a printing press or other printing or stamping process when such a system is authorized by the regulations of the administration of origin.

2 Items may also be provided with an 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. In the case of unpaid or underpaid items, the impression of the office which prepaid the item or made up the postage on it shall be applied opposite this indication.

Article RE 1302
Characteristics of postage stamps and postal prepayment or franking impressions

1 Postage stamps and postal prepayment impressions

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

1.2 They may be of any shape provided that, in principle, their vertical or horizontal dimensions are not less than 15 mm nor more than 50 mm.

1.3 They 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 under 1.1.

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

■ **Commentary**

1302.1.1 It is left entirely up to adms to choose the colour of postage stamps.

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.

1302.1.2 For the sake of rationalization, adms are recommended to issue square, rectangular or triangular stamps.

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.

2 Franking machine impressions

2.1 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).

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

2.3 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.

■ **Commentary**

1302.2.2 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"*.

3 Franking impressions

3.1 Franking impressions obtained from a printing press or by another printing or stamping process 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. They shall also bear 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.

Article RE 1303
Suspected fraudulent use of postage stamps or postal prepayment or franking impressions

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

1.1 When, in outgoing mail, the prepayment 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. The item, accompanied by an advice, 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 these advices concerning its service to be sent to its central administration or to a specially appointed office.

1.2 The addressee shall be invited to see the evidence. The item shall be delivered to him 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, the presumed corpus delicti. This may be the entire item, if it is inseparable from the 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 signed by the postal official and by the addressee. If the addressee refuses, this shall be recorded on the document.

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

3 Administrations whose legislation does not permit the procedure provided for in 1.1 and 1.2 shall inform the International Bureau to that effect so that the other administrations may be notified.

■ **Commentary**
1303.3 This information is published in the Compendium (Conv).

Article RE 1304
Application of the date-stamp

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

2 The application of the date-stamp shall not be compulsory:
2.1 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;
2.2 for items franked by means of impressions obtained by a printing press or by any other printing or stamping process;
2.3 for unregistered reduced-rate items, provided that the place of origin is shown on these items;
2.4 for letter-post items relating to the postal service as listed in article 7.2 of the Convention.

3 All postage stamps valid for prepayment shall be cancelled.

4 Unless administrations have prescribed cancellation by means of a special stamp impression, postage stamps left uncancelled through error or omission in the service of origin shall be:
4.1 struck through with a thick line in ink or in indelible pencil by the office which detects the irregularity; or
4.2 cancelled, by that same office, using the edge of the date-stamp in such a way that the name of the post office is not identifiable.

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

■ **Commentary**
1304.1 The 1964 Vienna Congress expressed the formal opinion that the date-stamp imprint should show the date of posting in arabic numerals (formal opinion C 7).

Article RE 1305
Unpaid or underpaid items

1 If the administration of origin does not apply any of the options provided for in article 13.2 and 3 of the Convention or if the postage cannot be made up by the sender, unpaid or underpaid priority items, letters and postcards shall still be forwarded to the country of destination. Other unpaid or underpaid items may also be forwarded.

1bis Notwithstanding the provisions of paragraph 1, the administration of origin shall not be obliged to forward to the countries of destination unpaid postcards bearing labels or marks purporting to certify that postage has been paid when such postcards have been posted in posting boxes or other installations of the postal administration.

2 The administration of origin shall lay down the criteria for forwarding unpaid or underpaid items to the country of destination. Nevertheless, administrations shall, as a general rule, dispatch by the quickest method (air or surface) items marked by the sender to be sent as priority items or airmail items.

3 Items forwarded to the country of destination 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 priority items or letters dispatched abroad.

4 In the case of reforwarding or return, applying the T stamp and giving 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.

5 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 under 3 by the amount, in its national currency, of the charge applied in the international service to the first weight step for priority items or letters dispatched abroad. To this charge, it shall add the handling charge prescribed in article 13.3 of the Convention. The delivering administration may, if it so wishes, collect only the handling charge.

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

7 If the fraction laid down under 3 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.

8 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.

9 Registered items and insured items shall be regarded on arrival as duly prepaid.

■ **Commentary**

1305.2 Adms of origin decide on their own policy regarding transmission of items which it is not possible to have regularized by the senders. They may decide to send priority items, surcharged airmail items and surcharged S.A.L. items as priority mail, by air or as S.A.L., respectively, if the charges paid represent at least the difference between the charge for a priority item and the charge for a non-priority item or, as appropriate, the surcharge or the difference between the charge for an airmail or S.A.L. item and the charge for a surface item. They may also decide to send these items by priority means or by air when the charges paid represent at least 75 percent of the surcharge or 50 percent of the combined charge. In this case, below these limits, the items are forwarded by means of transport normally used for non-priority items or unsurcharged items.

1305.3 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.

1305.4 In relations between countries which apply reduced charges, it is the UPU system charge which has to be levied and not the reduced charge.

1305.9 The office of origin is responsible for the prepayment of registered items and insured items; therefore no charge is to be collected for unpaid or underpaid postage.

Article 14
Prepayment of letter-post items on board ship

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

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

■ **Commentary**

14.2 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.

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.

Article RE 1401
Stamping of letter-post items posted on board ships

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

Article 15
International reply coupons

1 Postal administrations shall be permitted to sell international reply coupons issued by the International Bureau and to limit their sale in accordance with their internal legislation.

2 The value of the reply coupon shall be 0.74 SDR. The selling price fixed by the administrations concerned may not be less than this value.

3 Reply coupons shall be exchangeable in any member country for one or more postage stamps representing the minimum postage prepayable on an unregistered priority item or an unregistered airmail letter sent abroad. Where not 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.

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.

■ **Commentary**

15.1 Adms availing themselves of the option of selling reply coupons are mentioned in the Compendium (Conv).

The option of limiting the sale of reply coupons is provided to prevent abuse of international reply coupons as a means of payment for matters not connected with the postal service, in particular when currency values are disrupted in certain countries.

15.2 Up to the 1989 Washington Congress, the value of the reply coupon was aligned with the amount of the highest charge for a letter of 20 g (100% increase in the basic charge authorized since the 1979 Rio de Janeiro Congress). When the 1989 Washington Congress changed the basic rates to guideline rates, and as a result abolished the upper and lower limits of the charges, it fixed the value of the reply coupon at double the basic charge for a 20 g letter.

15.3 The exchange of reply coupons is compulsory for all countries even though their sale is optional.

If the sender asks – in exchange for a reply coupon – for a commemorative stamp or stamps on which a supplement is payable, he will have to pay the supplement himself (Decision C 5/Brussels 1952).

Reply coupons intended for exchange against the postage stamps necessary for prepaying items 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 (Decision C 6/Paris 1947).

Article RE 1501
International reply coupons

1 International reply coupons shall conform to the annexed specimen CN 01. They shall be printed, on paper bearing as a watermark the initials UPU in large letters, under arrangements made by the International Bureau. The latter shall

supply them to administrations together with a CN 02 statement, 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:

2.1 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;

2.2 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;

2.3 of indicating the name of the country by means of a printing process or a control imprint or of asking the International Bureau for this name to be indicated at the time of printing.

3 There shall be no limit to the period of exchange for reply coupons. Post offices shall satisfy themselves as to the genuineness of the documents when they exchange them and check particularly the presence of the watermark. Reply coupons on which the printed text does not agree with the official text shall be refused as invalid. Exchanged reply coupons shall be marked with an impression of the date-stamp of the office exchanging them.

4 Exchanged reply coupons shall be returned to the International Bureau in packets of a thousand or a hundred. They shall be sent together with a CN 03 statement prepared in duplicate and showing their total number and value. The value shall be calculated according to the rate provided for at article 15.2 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 CN 03 statement made out in the old value.

5 The International Bureau shall also take back damaged reply coupons sent together with a separate CN 03 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 CN 03 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:

7.1 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 annual period;

7.2 to the credit, the value of the exchanged reply coupons returned to the International Bureau.

8 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.

9 The International Bureau shall prepare an annual general liquidation account comprising:

9.1 the debits and credits mentioned under 7;

9.2 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 annual period. The allowances shall be apportioned 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;

9.3 the amounts payable and receivable by administrations.

10 Amounts payable and receivable by administrations participating in the annual general liquidation account shall be settled through the clearing system of the International Bureau.



UNIVERSAL POSTAL UNION

INTERNATIONAL REPLY COUPON

CN 01 (old 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]

Control stamp of the country of origin (optional)	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, Seoul 1994, art RE 1501.1 – Size 105 x 74 mm



UNIVERSAL POSTAL UNION
International Bureau

DETAILED STATEMENT
Reply coupons supplied
Date

CN 02
(old C 24)

Administration which received the reply coupons

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
Signature

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

Convention, Seoul 1994, art RE 1501.1 – Size 210 x 148 mm, colour pink

Postal administration
and postal address

DETAILED STATEMENT
Reply coupons exchanged
Date

CN 03
(old C 23)

UPU International Bureau
P O Box
CH–3000 BERNE 15
SWITZERLAND

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
Signature

Seen and accepted by the
International Bureau of the UPU
Place, date and signature

Berne,

Convention, Seoul 1994, art RE 1501.4 – Size 210 x 148 mm

Chapter 2

Special services

Article 16
Registered items

1 Letter-post items may be sent as registered items.

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

3 In cases where exceptional security measures are required, administrations may collect from the sender or from the addressee, in addition to the charge mentioned under 2, the special charges provided for by their internal legislation.

4 Postal administrations prepared to cover risks of force majeure shall be authorized to collect a special charge of 0.13 SDR at most for each registered item.

Prot Article VI
Registered M bags

1 The postal administrations of Canada and United States of America shall be authorized not to accept registered M bags and not to provide registered handling for such bags received from other countries.

■ **Commentary**
16.3 Collection of these charges is limited to cases in which special security measures are taken at the request of senders of addressees and does not apply to the mass of registered items sent under normal conditions.

Article RE 1601
Admission of registered items

1 No special condition as to form, closing or method of address shall be prescribed for registered items. However, any adhesive tapes used to close registered items shall bear the name, mark, stamp or signature of the sender. Where registered items are closed by means of an adhesive tape without an individual mark, the administration of origin may provide a mark or a date-stamp impression applied to both the tape and the wrapping.

2 Items bearing an address written in pencil or composed of initials shall not be admitted for registration. However, the address of items other than those which are sent in an envelope with a transparent panel may be written in copying-ink pencil.

3 A receipt shall be issued free of charge to the sender of a registered item at the time of posting.

■ **Commentary**
1601.1 Adms which mark registered items in their internal service with a blue cross are recommended not to put this marking on items of this type originating abroad, as this procedure gives rise to complaints from senders of philatelic items.

Article RE 1602
Marking of 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 Registered items shall bear a CN 04 label, which must adhere properly.

3 Administrations which find it impossible to produce CN 04 labels may use framed labels with the dimensions of the CN 04 specimen in which only the letter R has been printed. The other indications of that specimen must be added in a sharp, clear and indelible form by any process whatsoever.

4 The label 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. In the case of items in the form of cards, these indications shall be placed above the address in such a way as not to affect its legibility. In the case of registered M bags, the CN 04 label shall be affixed properly to the address labels supplied by the sender.

5 Administrations which have adopted in their internal service the system of mechanical acceptance of registered items may, instead of using the CN 04 label, print directly on these items, on the address side, the same service indications as appear on the aforesaid label. If applicable, they may affix in the same place the machine-printed strip with the same indications.

6 With the authorization of the administration of origin, users may use for their registered items envelopes bearing, in the place provided for affixing the CN 04 label, a preprinted facsimile of that label, the dimensions of which shall not be less than those of the CN 04 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 CN 04 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.

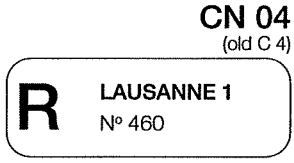
7 The administration of origin shall ensure that registered items are marked in conformity with the above provisions. It shall be required to correct any deficiencies noted before forwarding the items to the countries of destination.

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

■ **Commentary**

1602.3 Adms whose internal regulations at present forbid the use of CN 04 labels are 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 CN 04 label.

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.



Convention, Seoul 1994, art RE 1602.2 -
Size 37 x 13 mm, with red capital R



Convention, Seoul 1994, art RE 1602.2 – Size 74 x 26 mm,
with red capital R and red line under serial number

Article 17
Recorded delivery items

1 Letter-post items may be sent by the recorded delivery items service in relations between administrations which agree to provide this service.

2 The charge on recorded delivery items shall be paid in advance. It shall be made up of the postage charge, according to the classification system and category of item, and of the recorded delivery charge fixed by the administration of origin. This charge shall be less than the registration charge.

■ **Commentary**

17.1 The aim of this service is to give proof of posting and delivery without, however, offering any more security than is given to ordinary items.

17.2 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.

Article RE 1701
Admission of recorded delivery items

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

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

■ **Commentary**

1701.1 As the service is not intended for items of value, no special form of closing is required.

Article RE 1702
Marking of recorded delivery items

1 Recorded delivery items shall bear a CN 05 label which must adhere properly.

2 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. In the case of items in the form of cards, the label shall be placed above the address in such a way as not to affect its legibility.

3 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 CN 05 label, a preprinted facsimile of that label, the dimensions of which may

not be less than those of the CN 05 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 CN 05 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.

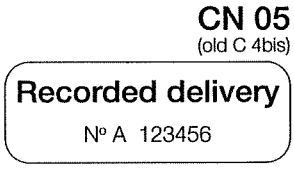
4 The administration of origin shall ensure that recorded delivery items are correctly marked in conformity with the above provisions. It shall be required to correct any deficiencies noted before forwarding the items to the countries of destination.

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

■ **Commentary**

1702.1 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.

1702.3 The Compendium (Conv) lists the adms which permit replacement of the CN 05 label by a pre-printed facsimile.



Convention, Seoul 1994, art RE 1702.1 –
Size 37 x 13 mm, colour yellow



Convention, Seoul 1994, art RE 1702.1 – Size 74 x 26 mm,
colour yellow

Article 18
Insured items

1 Priority and non-priority items and letters containing securities, valuable documents or articles shall be called "insured items" and may be exchanged with insurance 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.

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

3 The charge on insured items shall be paid in advance. It shall be made up of the ordinary postage charge, the fixed registration charge laid down in article 16.2 and an insurance charge.

4 Instead of the fixed registration charge, postal administrations may collect the corresponding charge of their internal service or, exceptionally, a charge of 3.27 SDR at most.

5 The insurance charge shall be at most 0.33 SDR for each 65.34 SDR of insured value or fraction thereof, or 0.5 percent of the scale of the insured value. This charge shall apply whatever the country of destination, even in countries which undertake to cover risks of force majeure.

6 In cases where exceptional security measures are required, administrations may collect from the sender or from the addressee, in addition to the charges mentioned under 3, 4 and 5, the special charges provided for by their internal legislation.

■ **Commentary**

18.1 In addition to securities (bank notes, cheques, bearer bonds and instruments negotiable at banks), "papers representing a value" such as lottery tickets, postage stamps and travel instruments are also accepted in practice.
The adms providing this service are listed in the Compendium (Conv).

18.5 The insured items are subject to a pro rata insurance charge which is retained by the adm levying it. Redirection or return to origin does not involve the levying of new insurance charges.

18.6 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.

With regard to the security of valuable items conveyed by the Post, adms are recommended:
- to review periodically, in close consultation with their countries' airlines, security arrangements for the conveyance by their services of international registered and insured airmail items;
- to apply as far as possible, and as the volume of traffic requires, security measures covering in particular:
  - constructional and technical protection measures (air and surface traffic);
  - security measures during the performance of postal operations at offices of exchange and airports.

(Recommendation C 63/Lausanne 1974)

Article RE 1801
Admission of insured items

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

2 Insured items shall fulfil the following conditions to be admitted to the post.

2.1 They must be sealed with identical wax seals, lead seals or other effective means, with a special uniform design or mark of the sender; in the case of insured items sealed with transparent adhesive tape, the special uniform design or mark of the sender must be applied directly on the closing flap of the envelope before the transparent adhesive tape is affixed. Administrations may, however, agree not to require such design or mark.

2.2 The envelopes or the packing must be strong and shall permit the seals to adhere or to be attached completely, as the case may be. The envelopes must be made in one piece. The use of envelopes or packing which are wholly transparent or which have a transparent panel shall be prohibited. Administrations should recommend that customers wrap items containing high-value articles (bank notes, precious stones, etc) in an internal packing stronger than paper (cardboard, plastic, metal, etc).

2.3 The make-up shall be such that the contents cannot be tampered with without obvious damage to the envelope, the packing or the seals.

2.4 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 items 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.

2.5 If the insured items are tied round crosswise with string and sealed as described under 2.1, the string itself need not be sealed.

3 Insured items which have the exterior appearance of a box must fulfil the following additional conditions.

3.1 They shall be of wood, metal or plastic and sufficiently strong.

3.2 The walls of wooden boxes shall have a minimum thickness of 8 millimetres.

3.3 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. These boxes shall be sealed on the four sides in the manner described under 2.1. If required for ensuring inviolability, the boxes shall be tied round crosswise with strong string without knots. The two ends of the string shall be joined under a wax seal bearing a special uniform design or mark of the sender.

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

5 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.

6 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.

■ **Commentary**

1801.2 The provisions of this art do not prevent adms from requiring that insured items 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. 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 item should be brought open and subsequently closed by the sender in no way exempts it from responsibility. 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 item was handed over to the Post.

1801.2.2 Envelopes made of glazed paper are not admitted and the use of airmail envelopes made of this paper is to be condemned.

1801.2.4 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.

Article RE 1802
Insured items. Insured value

1 In the service between countries which have adopted different maxima for the insured value, the lower limit shall be observed by both.

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

3 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 The insured value shall be expressed in the currency of the country of origin. It shall be written by the sender or his representative above the address of the item in words with roman lettering and in arabic figures, without erasure or alteration, even if certified. The amount of the insured value shall not be written in pencil or indelible pencil.

5 The amount of the insured value shall be converted into SDRs by the sender or by the office of origin. The result of the conversion, rounded up where appropriate to the nearest unit, shall be shown in figures at the side of or below those representing the value in the currency of the country of origin. Conversion shall not be carried out in direct services between countries which have a common currency.

6 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 an item, the administration of origin shall be advised promptly. Any documents in support of the investigation shall be attached to the advice. If the item has not yet been delivered to the addressee, the administration of origin may ask for its return.

■ **Commentary**

1802.1 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 items.

1802.2 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.

1802.3 Insurance of a value lower than the actual value cannot be considered fraudulent, since this is authorized and consequently cannot be made the subject of legal proceedings.

1802.4 Here the word "sender" is used merely to prevent postal employees from entering the insured value themselves.

Article RE 1803
Marking and treatment of insured items

1 Insured items shall bear a CN 06 label bearing in roman letters the letter V, the name of the office of origin and the serial number of the item.

2 The exact weight in grammes shall be marked on the item.

3 The CN 06 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.

4 Administrations may however replace the CN 06 label by the CN 04 label prescribed in article RE 1602.2, and a small pink label bearing in bold letters the words *"Valeur déclarée"* (Insured).

5 A stamp impression showing the office and date of posting shall be applied to the address side.

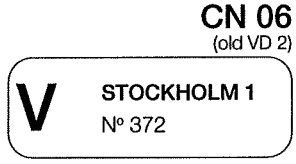
6 No serial number shall be placed on the front of insured items by the intermediate administrations.

7 The office of destination shall apply to the back of each insured item an impression of its stamp showing the date of receipt.

■ **Commentary**

1803.1 The name of the office may be shown by the use of a rubber stamp.

1803.4 The use of a single CN 06 label should become the rule.



Convention, Seoul 1994, art RE 1803.1 –
Size 37 x 13 mm, colour pink



Convention, Seoul 1994, art RE 1803.1 – Size 74 x 26 mm,
colour pink

Note. – Administrations using bar codes in their service may use CN 04, CN 05 and CN 06 labels in accordance with the above models bearing these codes in addition to the information already provided for.

Article 19
Express items

1 At the sender's request, letter-post items for countries where the administration performs the service shall be delivered by special messenger as soon as possible after their arrival at the delivery office. Any administration shall have the right to confine this service to priority items, to airmail items and, when this is the only means used between two administrations, to surface LC items. Express items may be dealt with in a different manner as long as the overall level of the service provided to the addressee is at least equal to that which would have been obtained through special messenger delivery.

2 If the items arrive at the delivery office after the last routine delivery, they shall be delivered by special messenger on the same day and under the same conditions as apply internally, in those countries which provide this facility.

3 Administrations which have various streams of letter mail shall enter express items into the fastest internal letters stream upon their arrival at the inward office of exchange and thereafter handle these items in the speediest manner possible.

4 Express items shall be subject, in addition to the postage, to a charge which may not be less than the amount of postage prepayable on an unregistered priority/non-priority item, as the case may be, or on an unregistered single rate letter and not more than 1.63 SDR. For each M bag, administrations shall collect, instead of the charge per item, a bulk charge not exceeding five times the charge per item. This charge shall be paid in full in advance.

5 When express delivery involves special demands, an additional charge may be collected in accordance with the provisions relating to items of the same kind in the internal service.

6 If the regulations of the administration of destination permit, addressees may ask the delivery office for express delivery immediately on arrival of 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.

■ **Commentary**

19.1 The adms admitting express items are listed in the Compendium (Conv).

As the special express charge remains the property of the country of origin while the service is performed by the country of destination, 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.

Adms of origin may also decide to give outward express items preferential treatment compared with priority or airmail items.

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.

Article RE 1901
Marking of express items

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



Article RE 1902
Treatment of express items

1 Where its regulations so provide, the administration of destination may deliver by express an advice of arrival of an insured item and not the item itself.

2 If express items have to be submitted to customs control, administrations should:
2.1 present them to Customs as soon as possible after their arrival; and
2.2 encourage the customs authorities in their country to carry out the control of these items speedily.

3 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 RE 1305.3.

4 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.

■ **Commentary**
1902.4 If the sender asks for a second attempt at express delivery to be made the adms are authorized to collect the express delivery charge applicable in the internal service.

Article 20
Advice of delivery

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

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

Article RE 2001
Marking of items with advices of delivery

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

2 The items mentioned under 1 shall be accompanied by a light red CN 07 form, of the consistency of a postcard. The sender shall complete, in roman letters and using means other than ordinary pencil, the various sections as indicated by the form's layout. The front of the form shall be completed by the office of origin or by any other office appointed by the dispatching administration and be securely attached to the item. If the form does not reach the office of destination that office shall automatically make out a new advice of delivery.

3 In calculating the postage on an advice of delivery item, including, where applicable, calculation of the air surcharge, the weight of the CN 07 form may be taken into account. The advice of delivery charge shall be represented on the item with the other charges.

Postal administration of origin

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

CN 07
(old C 5)

Office of posting	Date
Addressee of the item	

On postal service

Stamp of the office returning the advice

Priority/
By airmail

Nature of the item

☐ Priority/ Letter ☐ Non-priority/ Printed paper ☐ Parcel ☐

☐ Registered ☐ Recorded delivery ☐ Insured

No of item

Amount

☐ Ordinary money order ☐ Inpayment money ord ☐ Outpayment cheque

Amount

To be completed at the point of destination

The item mentioned above has been duly

☐ delivered ☐ paid ☐ credited to giro account

Date and signature*

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

To be filled in by the sender

Return to

Name
Street and No
Locality and country

Convention, Seoul 1994, art RE 2001.2 – Size 210 x 105 mm, with a tolerance of 2 mm, colour light red

Article RE 2002
Treatment of advices of delivery

1 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. If those regulations so provide and except in the case of delivery to the addressee in person, the advice may be signed by the official of the office of destination.

2 The office of destination shall return the duly completed CN 07 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 CN 08 form provided for in article RE 3001.1, to which the relevant advice of delivery shall be attached.

3 At the sender's request, an advice of delivery which has not been returned within a normal time shall be the subject of an inquiry made free of charge on form CN 08. A duplicate of the advice of delivery, bearing on the front in bold letters the word *"Duplicata"* (Duplicate), shall be attached to the CN 08 inquiry form. The latter shall be dealt with in accordance with article RE 3001. The CN 07 form shall remain attached to the CN 08 inquiry form for subsequent delivery to the claimant.

■ **Commentary**
RE 2002.2 For the model of the CN 08 form, see article RE 3001.

Article 21
Delivery to the addressee in person

1 At the sender's request, and in the service between those administrations which have given their consent, registered items, recorded delivery items and insured items shall be delivered to the addressee in person. Administrations may agree to allow this option only for such items accompanied by an advice of delivery. In all cases, the sender shall pay a charge for delivery to the addressee in person of 0.16 SDR at most.

■ **Commentary**

21.1 Adms permitting delivery to the addressee in person are listed in the Compendium (Conv).

Article RE 2101
Marking and treatment of items for delivery to the addressee in person

1 Registered items, recorded delivery items and insured items 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.

2 When the sender has requested an advice of delivery and delivery to the addressee in person, the CN 07 form shall be signed by the addressee or, if that is not possible, by his duly authorized representative.

3 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.

Article 22
Items for delivery free of charges and fees

1 In the service between postal administrations which have notified their agreement to that effect senders may, by means of a previous declaration at the office of origin, undertake to pay the whole of the charges and fees to which 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. If necessary, they shall make a provisional payment.

3 The administration of origin shall collect from the sender a charge of 0.98 SDR at most 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 an additional charge not exceeding 1.31 SDR per request. If the request is to be forwarded by telecommunications, the sender shall pay in addition the corresponding charge.

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

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

■ Commentary

22.1 Adms permitting items for delivery free of charges and fees are listed in the Compendium (Conv).

Adms are recommended to include the service for delivery 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 (recommendation C 32/Washington 1989).

22.2 "Provisional payment" is to be understood to mean the payment of an amount covering the probable costs.

Article RE 2201
Marking and treatment of items for delivery free of charges and fees

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

2 Every item sent free of charges and fees shall be accompanied by a CN 11 franking note. The sender of the item shall complete the text of the right-hand side of the front of parts A and B of the franking note. The dispatching office shall insert the postal service indications. The sender's entries may be made with the use of carbon paper. The text shall include the undertaking prescribed in article 22.2 of the Convention. The franking note, duly completed, shall be securely attached to the item.

3 The sender may ask, after posting, for the item to be delivered free of charges and fees.

3.1 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 shall bear the prepayment of the charge due. It 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 under 1 to the item.

3.2 If the request is to be forwarded by telecommunication, the office of origin shall inform the office of destination by telecommunication 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.

CN 11
(old C 3/CP 4)

Coupon to be handed to the sender

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

Charge for delivery free of charges[1]		
Customs duty		
Presentation-to-Customs charge		
Other charges		
Total		
Total (after conversion)		

Stamp of the office which has recovered the charges

[1] Also called "Commission charge"

Part A
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)

Stamp of the office advancing the charges

Office which has made the advance

No of register | Date | Signature

To be filled in by the administration of origin (on return)

Amount (in figures after conversion)

Stamp of the office which has recovered the charges

In-register No

Part A (Back)

FRANKING NOTE

CN 11
(old C 3/CP 4)

Part B
To be filled in by the dispatching administration

Postal administration

Nature of the item | Weight

No | Insured value

Office of posting

Sender (name and full address)

Addressee (name and full address)

The item is to be delivered free of charges and fees, which I undertake to pay

Signature of sender

Stamp of the office of origin

Part B (Front)

Convention, Seoul 1994, art RE 2201.2 – Size 148 x 210 mm
(148 x 105 mm when parts A and B are folded one upon the other), colour yellow

CN 11
(old C 3/CP 4)

Part B
To be filled in by the administration of destination

DETAILS OF CHARGES DUE (in the currency of the country of destination of the item)			**TOTAL OF CHARGES ADVANCED**	
Charge for delivery free of charges[1]			Amount (in figures, in the currency of the country of destination of the item)	Stamp of the office advancing the charges
Customs duty				
Presentation-to-Customs charge				
Other charges			Office which has made the advance	
Total			No of register / Date / Signature	

[1] Aso called "Commission charge"

Part B (Back)

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

FRANKING NOTE

CN 11
(old C 3/CP 4)

Receipt

Nature of the item / Weight	Nature of the item / Weight
No / Insured value	No / Insured value
Office of posting	Office of posting
Addressee (name and full address)	**Sender** (name and full address)
The sender has paid the charges and fees indicated on the back	**Addressee** (name and full address)
Stamp of the office of origin	The item is to be delivered free of charges and fees, which I undertake to pay Signature of sender Stamp of the office of origin To be returned to the office of

Part A — Postal administration
To be filled in by the dispatching administration

Part A (Front)

Article RE 2202
Return of part A of franking notes. Recovery of charges and fees

1 After delivery to the addressee of an item for delivery free of charges and fees, the office which has advanced the customs or other charges on behalf of the sender shall complete, so far as it is concerned, with the use of carbon paper, the details appearing on the back of parts A and B of the franking note. It shall send part A, accompanied by the supporting vouchers, to the office of origin of the item; these shall be sent in a closed envelope, without indication of the contents. Part B shall be retained by the administration of destination of the item for settlement with the debtor administration.

2 However, any administration may arrange for part A of franking notes on which charges have been levied to be returned by specially appointed offices and request that this part be forwarded to a specified office.

3 The name of the office to which part A of the franking notes are to be returned shall be entered in every case on the front of this part by the office dispatching the item.

4 When an item bearing the words *"Franc de taxes et de droits"* (Free of charges and fees) reaches the service of destination without a franking note, the office responsible for customs clearance shall prepare a duplicate note; on parts A and B of this note it shall show the name of the country of origin and, as far as possible, the date of posting of the item.

5 When the franking note is lost after delivery of an item, a duplicate shall be prepared under the same conditions.

6 Parts A and B of the franking notes relating to items which for any reason are returned to origin shall be cancelled by the administration of destination.

7 On receipt of part A of a franking note showing the charges paid out by the service of destination, the administration of origin shall convert the amount of those charges into its own currency. The rate used shall not be higher than the rate fixed for the issue of postal money orders intended for the country concerned. The result of the conversion shall be shown in the body of the form and on the coupon at the side. After recovering the amount of the charges, the office appointed for that purpose shall hand to the sender the coupon from the note and any supporting vouchers.

Article RE 2203
Accounting with the administration of origin of items sent free of charges and fees

1 Accounting in respect of customs charges and fees and other charges paid out by each administration on behalf of another shall be carried out by means of CN 12 detailed monthly accounts, drawn up by the creditor administration in the currency of its own country. The data in 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 charges and fees and other charges of that service those of the letter post.

3 The CN 12 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 settled separately. Each administration may, however, request that these accounts be settled with those for money orders, with CP 75 accounts for postal parcels or, lastly, with R 5 COD accounts, without being incorporated in them.

Creditor administration

DETAILED MONTHLY ACCOUNT
Customs, etc, charges
Date

CN 12
(old C 26/CP 19)

Debtor administration	Month Year

Notes
To be filled in by typewriter or computer printer

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

Convention, Seoul 1994, art RE 2203.1 – Size 210 x 297 mm

Article 23
International business reply service

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

2 Administrations which operate this service shall comply with the provisions laid down in the Detailed Regulations.

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

4 Administrations may establish a compensation system that takes account of the costs borne.

■ **Commentary**

23.1 The Seoul Congress urged all adms to consider the possibility of joining IBRS, either to offer a full service or a one-way service, in order that the Post may maintain its competitive advantage. It also asked Restricted Unions to encourage their members to join, with the the aim of increasing traffic growth between their members (Resolution C 51/1994).

Adms providing IBRS are listed in the Compendium (Conv).

Article RE 2301
International business reply service (IBRS). General

1 The purpose of the international business reply service (IBRS) is to enable authorized senders to prepay in advance reply items posted by their respondents residing abroad.

2 IBRS works as follows:

2.1 items from the authorized sender residing in country "A" sent to his respondents residing in one or more countries "B" each contains an IBRS envelope, card or label;

2.2 the respondents residing in country (or countries) "B" may use the IBRS envelopes, cards or labels to reply to the sender; IBRS items shall be regarded as priority items or ordinary airmail items prepaid in accordance with article RE 1301.1.4;

2.3 the IBRS items posted shall be transmitted to country "A" and delivered to the authorized sender.

3 Postal administrations shall be free to set the charges and conditions for authorizing use of the service and for handling the items posted.

4 Administrations operating IBRS may do so either on a reciprocal basis or in one direction only (the "return" service). All administrations are, however, obliged to operate the IBRS "return" service. The latter procedure presupposes that the administration of country "B" accepts IBRS items for posting but does not issue authorization to use the service to customers residing on its territory.

5 IBRS items shall be admitted in letter-post items exchanged between administrations operating the service.

6 Administrations operating the service shall make clear to their customers, on authorizing use of the service, the obligation to conform to the provisions of article RE 2302 and to the regulations in the Manual of the Convention.

Article RE 2301bis
International business reply service – Local response

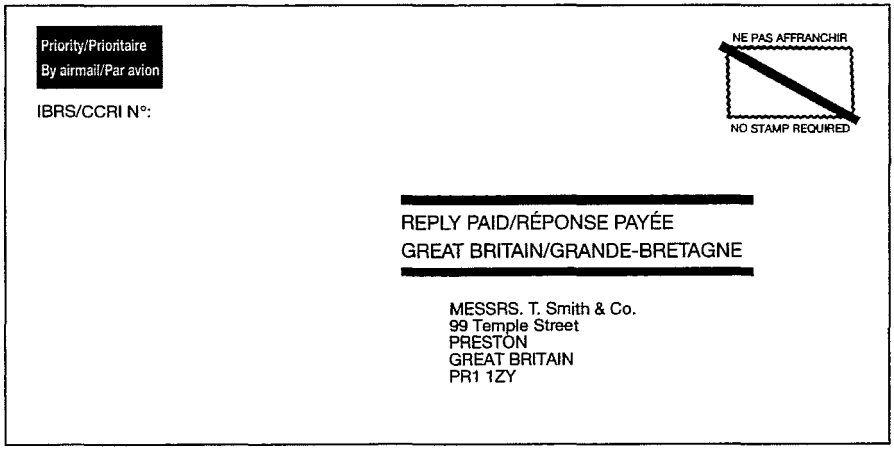
1 Administrations may agree bilaterally to operate an optional IBRS – Local response, either on a reciprocal basis or in one direction only (the return service).

2 The IBRS – Local response is based on IBRS but the prepaid responses use the domestic business reply design of the administration in which they are posted. The postal administration of the country of posting delivers these responses to a Post Office Box address in its territory, clears them from the PO box and dispatches them to the administration of origin in the international mail.

3 The details of this service shall be laid down bilaterally between the administrations concerned on the basis of guideline provisions defined by the Postal Operations Council.

Article RE 2302
Specifications for IBRS items

1 IBRS items may be in the form of cards or envelopes conforming to the specimen below and to the regulations in the Manual of the Convention.



2 Items consisting of envelopes or packets bearing a label conforming to the specimen under 1 and to the regulations in the Manual of the Convention shall also be admitted as IBRS items.

3 IBRS items shall conform to the size limits applicable to the equivalent letter-post items laid down in article RE 802. In respect of postcards or items in card form, IBRS items may also be accepted in accordance with article RE 902.5. IBRS items shall not weigh more than 50 grammes.

4 IBRS items may contain correspondence and printed papers.

5 Notwithstanding 3 and 4, administrations may agree on a bilateral basis to admit goods of no commercial value in IBRS items and to limit their weight to 250 grammes. Administrations may agree bilaterally to any further extensions of the service.

■ **Commentary**

2302.1 IBRS items must conform with the following points:

- the two horizontal bars must be at least 3 mm thick and at least 14 mm apart; the words "RÉPONSE PAYÉE" (REPLY PAID) must be printed on the first line and the name of the country of destination on the second line; both lines of text must be printed in capital letters;
- the address of the IBRS licensee must be printed below the two horizontal bars;
- if an indication of the IBRS licence number is printed on the item, it must be shown under the forwarding indication;
- all the text and the symbols must be printed in a dark colour which contrasts clearly with the background of the item; 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; on items printed in black and white, the terms "Prioritaire" (Priority) or "Par avion" (By airmail) may be given in a framework in a colour other than blue;
- translations in the languages of the countries of posting and destination of the item may be given in addition to the French indications.

Article RE 2303
IBRS accounting charges

1 Each administration returning IBRS items to another administration shall be entitled to collect from that administration a sum corresponding to costs incurred for returning the IBRS items.

2 This sum shall be fixed on the basis of a charge per item and a charge per kilogramme. These charges shall be calculated as follows:

2.1 the per item charge shall be fixed at 0.15 SDR;

2.2 the per kilogramme charge shall be based on the rates published in the CN 68 List pursuant to article RE 5302.1.1; administrations whose rates are not given in the CN 68 List shall base their per kilogramme charge on the calculation indicated in article RE 5302.1.1, but excluding the supplementary 5 percent mentioned in that article.

3 Any revision of the charge mentioned under 2.1 shall be based on available economic data.

4 IBRS items shall be exempted from terminal dues.

5 IBRS charges shall not be paid when the annual number of IBRS items returned by each administration is equal to or lower than 5000. When the annual number of IBRS items returned exceeds 5000 for one administration, the amount paid shall take into account the number of IBRS items returned by both administrations.

Prot Article RE III
IBRS accounting charges

1 The postal administration of Oman reserves the right to claim compensation of the costs of the IBRS service even when the annual number of items returned is less than or equal to the threshold laid down in article RE 2303.5.

Article RE 2304
Accounting for IBRS charges

1 Preparation of CN 09 and CN 10 statements of IBRS items

1.1 After transmission of the last mail of every month, the office of exchange of origin of the IBRS items shall prepare, by office of exchange of destination, from the data on the CN 31 letter bills, a CN 09 statement of IBRS items sent. It shall then send these statements to its central administration.

1.2 For each administration of destination of the IBRS items, the administration of origin shall prepare quarterly, from the particulars on the CN 09 statements, by office of origin, by office of destination and, where appropriate, by forwarding route, a CN 10 recapitulative statement of IBRS items.

1.3 The CN 09 statements shall be supplied to the administration of destination in support of the CN 10 recapitulative statement.

2 Transmission and acceptance of CN 09 and CN 10 statements of IBRS items

2.1 The CN 10 recapitulative statement shall be sent in duplicate to the administrations of destination of the IBRS items within six months of the end of the quarter to which it relates.

2.2 After accepting it, the administration of destination of the IBRS items shall return one copy to the administration which prepared it. If the administration concerned has not received any notice of amendment within three months of the date of dispatch, it shall regard it as fully accepted. If verification reveals any discrepancies, the corrected CN 09 statement shall be attached in support of the duly amended and accepted CN 10 recapitulative statement. If the administration of origin of the IBRS items disputes the amendments made to the CN 09 statement, it shall confirm

the actual data by sending photocopies of the CN 31 forms drawn up by the office of origin upon dispatch of the disputed IBRS items.

2.3 Administrations may agree that the CN 09 and CN 10 statements shall be prepared by the administration of destination of the IBRS items. In this case, the acceptance procedure provided for under 2.1 and 2.2 shall be adapted accordingly.

3 Preparation, transmission and approval of IBRS accounts

3.1 The creditor administration shall be responsible for preparing the accounts and forwarding them to the debtor administration.

3.2 The detailed accounts shall be prepared on a CN 19 form, on the basis of the difference between the amounts to be brought to account based on the number and weight of IBRS items received and dispatched as appear from the CN 10 recapitulative statements.

3.3 The CN 19 detailed account shall be sent in duplicate to the debtor administration as soon as possible after the end of the year to which it refers.

3.4 The debtor administration shall not be obliged to accept detailed accounts that are not sent to it within 18 months of the end of the year concerned.

3.5 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.

3.6 The CN 19 detailed accounts may be summarized in a CN 52 general account by the creditor administration under the conditions provided for in article RE 5305.5.

4 General liquidation account and payment of IBRS charges

4.1 Article RE 5501 shall apply to IBRS charges for which the creditor administration prepares a CN 20 statement.

Administration preparing the form

STATEMENT OF IBRS ITEMS SENT

Date

CN 09

☐ Priority ☐ By air ☐ By surface

Dispatching administration	Month / Year
Dispatching office of exchange	Administration of destination
	Office of exchange of destination

Summary of IBRS items from CN 31 letter bills

Date of dispatch	Mail No	Number of bags	Weight	Number of bundles	Weight	Total weight	Total number of items
1	2	3	4	5	6	7	8
			kg		kg	kg	
Total to be entered on CN 10 statement							

Office of destination
Place and signature

Convention, Seoul 1994, art. RE 2304.1.1 – Size 210 x 297 mm

Administration preparing the form

RECAPITULATIVE STATEMENT OF IBRS ITEMS
Date

CN 10

☐ Priority ☐ By air ☐ By surface

Dispatching administration	Year
Administration of destination	☐ First quarter ☐ Third quarter ☐ Second quarter ☐ Fourth quarter

Summary of CN 09 statements

Office of origin	Office of destination	Total weight	Total number of items	Observations
1	2	3	4	5
		kg		
Total to be entered on CN 19 account				

Administration of origin
Place and signature

Seen and accepted by the administration of destination
Place, date and signature

Convention, Seoul 1994, art. RE 2304.1.2 – Size 210 x 297 mm

Creditor administration

DETAILED ACCOUNT
IBRS charges **CN 19**
Date Year of account

Debtor administration

1 IBRS items dispatched/received
(Data from CN 10 forms – give weights in kg only)

	Quarter	Weight Priority By air	By surface	Total	Number of items By air	By surface	Total
Mail dispatched	1st	kg	kg	kg			
	2nd						
	3rd						
	4th						
Total for year*							
Mail received	1st	kg	kg	kg			
	2nd						
	3rd						
	4th						
Total for year*							

* Weight to be entered on CN 61 account for payment of terminal dues

2 IBRS charges

Items dispatched	Weight	Number of items
	kg	
x rate	SDR	SDR 0.15
Totals (SDR)	A	B
Total amount (SDR)	C = A + B	
Items received	Weight	Number of items
	kg	
x rate	SDR	SDR 0.15
Totals (SDR)	D	E
Total amount (SDR)	F = D + E	
To be received (SDR)	G = C – F	

Creditor administration
Signature

Seen and accepted by debtor administration
Place, date and signature

Convention, Seoul 1994, art. RE 2304.3.2 – Size 210 x 297 mm

Postal administration

STATEMENT
IBRS charges
Date

CN 20

Notes
Statement showing the balance of the CN 19 detailed account

Final sums due	Year for which sums are due

Carried forward from the CN 19 detailed account	Administration preparing the statement
	SDR

Additional information

Administration preparing the statement
Signature

Convention, Seoul 1994, art. RE 2304.4.1 – Size 210 x 297 mm

Article 24
Perishable biological substances. Radioactive materials

1 Perishable biological substances and radioactive materials made up and packed in accordance with the respective provisions of the Detailed Regulations shall be subject to the tariff for priority items or 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.

■ **Commentary**

24.1 Adms participating in the exchange of perishable biological substances and radioactive materials are listed in the Compendium (Conv).

Article RE 2401
Conditions of acceptance and marking of items containing perishable biological substances

1 Infectious perishable biological substances

1.1 Perishable biological substances which are infectious or reasonably suspected to be infectious for man and animals shall be declared "Infectious substances".

1.2 Senders of infectious substances should ensure that shipments are prepared in such a manner that they arrive at their destination in good condition. The items shall not present a hazard to persons or animals during shipment.

1.2.1 The packaging shall consist of a watertight primary receptacle, a watertight secondary packaging and an outer packaging. This shall be of sufficient strength to meet performance tests equivalent to those laid down in the regulations of the international bodies competent in the matter.

1.2.2 Absorbent material shall 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.

1.3 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.

1.3.1 Substances shipped at ambient temperatures or higher shall be placed in primary receptacles. These may be made 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. Screw caps should be reinforced with adhesive tape.

1.3.2 Substances shipped refrigerated or frozen (wet ice, "cold dogs", dry ice) shall not be placed in primary receptacles closed by screw caps. 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.

1.4 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 label. This label shall be diamond-shaped, 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 words: "Infectious substance. In case of damage or leakage immediately notify public health authority." This label is as follows:



■ **Commentary**

2401.1 In recommendation C 68/Rio de Janeiro 1979, Congress urged 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.

2401.1.1 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. In Hamburg 1984 formal opinion C 16 Congress called on adms to reconsider their position in this respect.

2401.1.4 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 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.

2 Non-infectious perishable biological substances

2.1 Perishable biological substances which contain neither living pathogenic micro-organisms nor living pathogenic viruses shall be packed in an inner non-porous container placed in an outer protective container. Absorbent material shall be 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.

2.2 Special provision, such as drying by freezing and packing in ice, shall be made to ensure the preservation of substances sensitive to high temperatures.

2.3 Air transmission entails changes of atmospheric pressure. If the substances are packed in sealed phials or well-stoppered bottles, it is required that these containers be strong enough to withstand variations in pressure.

2.4 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:



(Dimensions 62 x 44 mm)

Article RE 2402
Conditions of acceptance and marking of items containing radioactive materials

1 Items containing radioactive materials, whose contents and make-up comply with the regulations of the International Atomic Energy Agency providing special exemptions for certain categories of items, shall be admitted for conveyance by post subject to prior consent from the competent authorities of the country of origin.

2 The outside packing of items containing radioactive materials shall be plainly and durably marked by the sender with the words *"Matières radioactives. Quantités admises au transport par la poste"* (Radioactive materials. Quantities permitted for movement by post); these words shall be officially crossed out should the packing be returned to the place of origin. It shall also bear, in addition to the name and address of the sender, a request in bold letters for the return of the items in the event of non-delivery.

3 The sender shall give his name and address and the contents of the item on the inner wrapping.

4 Administrations may designate special post offices for the posting of items containing radioactive materials.

■ **Commentary**

2402.1 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).

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.

Chapter 3

Special provisions

Article 25
Posting abroad of letter-post items

1 A member country shall not be bound to forward or deliver to the addressee letter-post items which senders residing in its territory post or cause to be posted in a foreign country with the object of profiting by the more favourable rate conditions there.

2 The provisions set out under 1 shall be applied without distinction both to letter-post items made up in the sender's country of residence and then carried across the frontier and to letter-post items made up in a foreign country.

3 The administration of destination may claim from the sender and, failing this, from the administration of posting, payment of the internal rates. If neither the sender nor the administration of posting agrees to pay these rates within a time limit set by the administration of destination, the latter may either return the items to the administration of posting and shall be entitled to claim reimbursement of the redirection costs, or handle them in accordance with its own legislation.

4 A member country shall not be bound to 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, without receiving appropriate remuneration. The administration of destination may claim from the administration of posting payment commensurate with the costs incurred and which may not exceed the higher of the following two amounts: either 80 percent of the domestic tariff for equivalent items, or 0.14 SDR per item plus 1 SDR per kilogramme. If the administration of posting does not agree to pay the amount claimed within a time limit set by the administration of destination, the administration of destination may either return the items to the administration of posting and shall be entitled to claim reimbursement of the redirection costs, or handle them in accordance with its own legislation.

Prot Article VII
Posting abroad of letter-post items

1 The postal administrations of Greece, United Kingdom of Great Britain and Northern Ireland and United States of America reserve the right to impose a charge, equivalent to the cost of the work it incurs, on any administration which, under the provisions of article 25.4, sends to it items for disposal which were not originally dispatched as postal items by their services.

2 Notwithstanding article 25.4, the postal administration of Canada reserves the right to collect from the administration of origin such amount as will ensure recovery of not less than the costs incurred by it in the handling of such items.

3 Article 25.4 allows the administration of destination to claim, from the administration of posting, appropriate remuneration for delivering letter-post items posted abroad in large quantities. The United Kingdom of Great Britain and Northern Ireland reserves the right to limit any such payment to the appropriate domestic tariff for equivalent items in the country of destination.

4 Article 25.4 allows the administration of destination to claim, from the administration of posting, appropriate remuneration for delivering letter-post items posted abroad in large quantities. The following countries reserve the right to limit any such payment to the limits authorized in the Convention and Detailed Regulations for bulk mail: Australia, Bahamas, Barbados, Brunei Darussalam, United Kingdom of Great Britain and Northern Ireland, Overseas Dependent Territories of the United Kingdom, Grenada, Guyana, India, Malaysia, Nepal, Netherlands, Netherlands Antilles and Aruba, New Zealand, Saint Lucia, Saint Vincent and the Grenadines, Singapore, Sri Lanka, Suriname, Thailand and United States of America.

5 Notwithstanding the reservations under 4, the following countries reserve the right to apply in full the provisions of article 25 of the Convention to mail received from Union member countries: Argentina, Benin, Brazil, Burkina Faso, Cameroon, Côte d'Ivoire (Rep), Cyprus, Egypt, France, Germany, Greece, Guinea, Israel, Italy, Japan, Jordan, Lebanon, Mali, Mauritania, Monaco, Portugal, Senegal, Syrian Arab Rep, Togo.

Article 26
Items not admitted. Prohibitions

1 Items not fulfilling the conditions laid down in the Convention and its Detailed Regulations shall not be admitted.

2 Items other than insured items may not 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 or other valuable articles. However, if the internal legislation of the countries of origin and destination permits this, such articles may be sent in a closed envelope as registered items.

3 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.

4 Except as otherwise provided in the Detailed Regulations, printed papers and literature for the blind:
4.1 shall not bear any inscription or contain any document having the character of current and personal correspondence;
4.2 shall not contain any postage stamp or form of prepayment, whether cancelled or not, or any paper representing a monetary value.

5 The insertion in letter-post items of the following articles shall be prohibited:
5.1 narcotics and psychotropic substances;
5.2 explosive, flammable or other dangerous substances; nevertheless, the perishable biological substances and radioactive substances mentioned in article 24 shall not come within this prohibition;
5.3 obscene or immoral articles;
5.4 articles of which the importation and circulation are prohibited in the country of destination.

6 The insertion of live animals in letter-post items shall be prohibited.
6.1 However, the following shall be admitted in letter-post items other than insured items:
6.1.1 bees, leeches and silk-worms;
6.1.2 parasites and destroyers of noxious insects intended for the control of those insects and exchanged between officially recognized institutions.

7 The treatment of items wrongly admitted is set out in the Detailed Regulations. Nevertheless, items containing articles mentioned in 5.1, 5.2 and 5.3 shall in no circumstances be forwarded to their destination, delivered to the addressees or returned to origin.

Prot Article VIII
Prohibitions

1 Exceptionally, the postal administration of Lebanon shall not accept registered items 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 35.1 with regard to its liability in cases of theft or damage, or where items containing articles made of glass or fragile articles are concerned.

2 Exceptionally, the postal administrations of Bolivia, China (People's Rep), Iraq, Nepal and Viet Nam shall not accept registered items 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.

3 The postal administration of Myanmar reserves the right not to accept insured items containing the valuable articles listed in article 26.2, as this is contrary to its internal regulations.

4 The postal administration of Nepal does not accept registered or insured items containing currency notes or coins, except by special agreement to that effect.

Prot Article IX
Articles subject to customs duty

1 With reference to article 26, the postal administrations of Bangladesh and El Salvador do not accept insured items containing articles subject to customs duty.

2 With reference to article 26, the postal administrations of Afghanistan, Albania, Azerbaijan, Belarus, Cambodia, Central African Rep*, Chile, Colombia, Cuba, Dem People's Rep of Korea, El Salvador, Estonia, Ethiopia*, Italy, Nepal, Panama (Rep)*, Peru, San Marino, Saudi Arabia*, Tajikistan*, Turkmenistan, Ukraine, Uzbekistan and Venezuela do not accept ordinary and registered letters containing articles subject to customs duty.

3 With reference to article 26, the postal administrations of Benin, Burkina Faso, Côte d'Ivoire (Rep), Djibouti, Mali, Mauritania, Niger*, Oman*, Senegal*, Viet Nam and Yemen do not accept ordinary letters containing articles subject to customs duty.

4 Notwithstanding the provisions set out under 1 to 3, the sending of serums, vaccines and urgently required medicaments which are difficult to procure shall be permitted in all cases.

■ **Commentary**

26.2 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.

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 transport vouchers, may be enclosed in unregistered priority items and in unregistered sealed letters, while still prohibited in reduced-rate items. Information about the admission in registered items under sealed cover are given in the Compendium (Conv).

26.5.1 The list of narcotics and psychotropic substances placed under international control (abbreviated list) is given in part III of the List of Prohibited Articles.
In an inquiry conducted by the IB among adms on smuggling narcotics and psychotropic substances by post, a number of difficulties 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 such articles. Congress adopted in this connection formal opinion C 54/Washington 1989, the operative part of which is given below:
"Congress invites postal administrations:

i
- to cooperate in combating the traffic in narcotics and psychotropic substances whenever they are legally required to do so by their national authorities responsible for this matter;
- to ensure respect for the fundamental principles of the international Post, in particular, the freedom of transit (article 1 of the Constitution and of the Convention);

ii to make all appropriate arrangements with the relevant authorities of their countries to ensure that bags of mail in transit suspected of enclosing items containing narcotics 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."

26.5.2 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.
The "List of definitions of dangerous goods prohibited from conveyance by post", drawn up by the International Civil Aviation Organization (ICAO) is given in part IV of the List of Prohibited Articles (pink sheets).

With regard to the safety of staff involved in handling items presumed to be dangerous (mail bombs), Congress issued recommendation C 76/Rio de Janeiro 1979, recommending to adms that they:
"a As preventive measures:
   i establish permanent liaison with the competent authorities of their countries (police, customs, national security committees, etc) in order:
      - to be informed of any threats or of signs indicating the dispatch of dangerous items;
      - to settle questions concerning the examination of items and the destruction of dangerous articles;
   ii issue directives for their services based in particular on the information contained in the CCPS study on the measures to be taken to detect mail bombs and to protect staff against the risk of explosion when such items are discovered in the mail;
   iii ensure that the examination of items presumed to be dangerous is carried out by the most appropriate methods;
   iv have their national legislation adapted or supplemented, if necessary, with a view to authorizing operations enabling mail bombs to be detected;

v in conjunction with the competent authorities, alert the public with as much information as possible, subject to any security restrictions, so that they can take all necessary precautions for their personal safety;

b As soon as dangerous items are reported or their presence presumed:
i give the staff concerned full particulars concerning the external appearance of these items and the need to handle them with particular caution;
ii inform immediately and as fully as possible, by telecommunication, the IB of the UPU and the foreign postal administrations directly threatened."

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

Congress also passed resolution C 39/Seoul 1994 urging postal adms, with the assistance of the IB, to:
a strengthen measures aimed at preventing and detecting the insertion of prohibited and dangerous articles in postal items;
b develop to this end educational measures suited to the local situation, for the benefit of postal customers and staff;
c ensure wide dissemination of these measures and appropriate training for the staff, using the most effective modern technical methods.

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

26.5.4 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.

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

Prot IX.2 and 3 The adms marked with an asterisk (*) have waived their reservations following the entry into force of the Seoul Acts.

Prot IX.4 The word "medicaments" may in no case be used to designate the narcotics and psychotropic substances mentioned in art 26.5.1.

Article RE 2601
Treatment of items wrongly admitted

1 Items which should not have been admitted in application of articles 24 and 26.1, of the Convention, shall be returned to the administration of origin. Nevertheless, items that have been wrongly admitted and that do not satisfy the conditions of article 8 of the Convention and article RE 802 concerning contents, weight or size shall, as far as possible, be delivered to the addressees without surcharge. Items wrongly admitted containing perishable biological substances or radioactive materials and not complying with the provisions of article 24 of the Convention may also be delivered to the addressees if the provisions applicable in the country of destination allow this.

2 Items containing articles mentioned in article 26.5 and 6 of the Convention and wrongly admitted to the post shall be dealt with according to the legislation of the country of the administration establishing their presence.

3 The administration of destination may deliver to the addressee the part of the contents which is not subject to prohibition.

4 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. A wrongly admitted item which is returned to origin shall be accompanied by a similar notification.

5 In the event of the seizure of a wrongly admitted item, the administration of destination shall notify the administration of origin through the dispatch of a CN 13 report.

6 Moreover, the right of every member country shall be reserved to deny conveyance in transit à découvert over its territory to letter-post items, other than letters, postcards and literature for the blind, 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.

Prot Article RE IV
Treatment of items wrongly admitted

1 The postal administrations of Afghanistan, Angola, Cuba, Djibouti and Pakistan shall not be obliged to comply with the provisions laid down in article RE 2601.4, 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 postal administrations of Afghanistan, Angola, Azerbaijan, Cuba, Dem People's Rep of Korea, Djibouti, Estonia, Sudan, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Viet Nam and Yemen reserve the right to provide the information about the reasons for the seizure of a postal item only within the limits of the information provided by the customs authorities and in accordance with internal legislation.

■ **Commentary**
2601.4 Form CN 13 may be used to inform the adm of origin.

Postal administration of

Office preparing the report

REPORT
Information about a seized postal item
Date Reference

CN 13
(old C 33/CP 10bis)

To the administration of

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

Description of seized item	Nature of item ☐ Priority ☐ Non-priority ☐ Parcel ☐ Ordinary ☐ Registered ☐ Letter ☐ Printed paper ☐ Small packet ☐ ☐ Insured ☐ Recorded delivery No of item Weight of item Information concerning forwarding ☐ Airmail ☐ S.A.L. ☐ Surface
Posting of item	Office of origin Date of posting Dispatching office of exchange Date Destination office of exchange Mail No
Sender	Name and full address
Addressee	Name and full address

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

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

Convention, Seoul 1994, art RE 2601.5 – Size 210 x 297 mm

Article 27
Redirection

1 If an addressee changes his address, letter-post items shall be reforwarded to him forthwith, under the conditions prescribed in the internal service.

2 Items shall not however be redirected:
2.1 if the sender has forbidden redirection by means of a note on the address side in a language known in the country of destination;
2.2 if they bear in addition to the addressee's address the expression "or occupant".

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

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

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

■ **Commentary**
27.1 In resolution C 52/Seoul 1994, Congress urged postal adms to introduce forwarding and change-of-address notification services if they do not already provide them and to take steps to improve the efficiency and effectiveness of these services where they do provide them.

Article RE 2701
Conditions for redirecting letter-post items

1 General
1.1 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.
1.2 Any insured item the addressee of which has left for another country may be redirected if that country operates the service in its relations with the country of the first destination. If it does not, the item shall be sent back forthwith to the administration of origin for return to the sender.
1.3 Redirection from one country to another shall be effected only if the items satisfy the conditions for the onward conveyance. This shall also apply to items originally for an address within a country.
1.4 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.

1.5 Unregistered or registered items 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, liable to a new charge.

1.6 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.

1.7 Each administration may lay down a redirection period in accordance with that in force in its internal service.

■ **Commentary**

2701.1.3 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.

2 Forwarding

2.1 Priority items and airmail items shall be redirected to their new destination by the quickest route (air or surface).

2.2 Other items shall be redirected by the means of transport normally used for non-priority or surface items (including S.A.L). They may be reforwarded by priority or air at the express request of the addressee if the latter undertakes to pay the difference in postage for the new priority transmission or for the new air route. In this case, the difference in postage 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 difference in postage is paid at the redirecting office by a third person. Redirection of such items by the quickest route within the country of destination shall be governed by the internal regulations of that country.

2.3 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 under 2.2.

■ **Commentary**

2701.2.2 A third party (eg an hotel) may request, on behalf of the sender or the addressee, the redirection of priority items or airmail items by priority or air against payment of air surcharges or combined charges. As a result of the systematic redirection of all priority items and airmail items by air, surcharges and combined charges for the further transmission are collected on non-priority and surface items only.

3 Charges

3.1 Items unpaid or underpaid for their first transmission shall be subject to the charge which would have been applied to them if they had been addressed direct from the point of origin to the place of the new destination.

3.2 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 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 for unpaid or underpaid items. 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 2.2 and 2.3.

3.3 Items having originally circulated free of postal charges within a country shall be subject 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 for unpaid or underpaid items.

3.4 In the event of redirection to another country, the following charges shall be cancelled:

3.4.1 the *poste restante* charge;

3.4.2 the presentation-to-Customs charge;

3.4.3 the storage charge;

3.4.4 the commission charge;

3.4.5 the additional express charge;

3.4.6 the charge for delivery of small packets to the addressee.

3.5 The customs duty and other fees of which it has not been possible to secure cancellation on redirection or on return to origin 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 3bis, R 6, R 6bis 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.

3.6 Redirected letter-post items 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. The customs duty or other special charges which the reforwarding country does not cancel shall also be paid by the addressees.

Article RE 2702
Collective redirection of letter-post items

1 Unregistered items to be redirected to the same person at a new address may be enclosed in CN 14 collective envelopes supplied by administrations. Only the name and the new address of the addressee shall be written on these envelopes.

2 When the number of items to be collectively reforwarded justifies it, a bag may be used. In this case the details required shall be entered on a special label provided by the administration and printed, generally, on the pattern of the CN 14 envelope.

3 Items to be submitted to customs control shall not be enclosed in these envelopes or bags. Items of which the shape, volume and weight may cause tearing shall also be excluded.

4 The CN 14 collective envelopes and bags used for collective redirection of correspondence shall be forwarded to the new destination by the route prescribed for individual items.

5 The envelope or bag shall be presented open at the redirecting office. That office shall collect, if necessary, the additional charges to which the redirected items may be subject. When the additional charge has not been paid the charge to be collected on arrival shall be marked on the items. After checking it, the forwarding office shall close the envelope or bag. It shall apply to the envelope or bag label, where necessary, the T stamp indicating that charges are to be collected for all or some of the redirected items.

6 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 on unpaid or underpaid items shall be collected only once for all items inserted in the envelopes or bags.

7 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 under 1 to 6. 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.

Postal administration of origin

On postal service

CN 14
(old C 6)

Date stamp

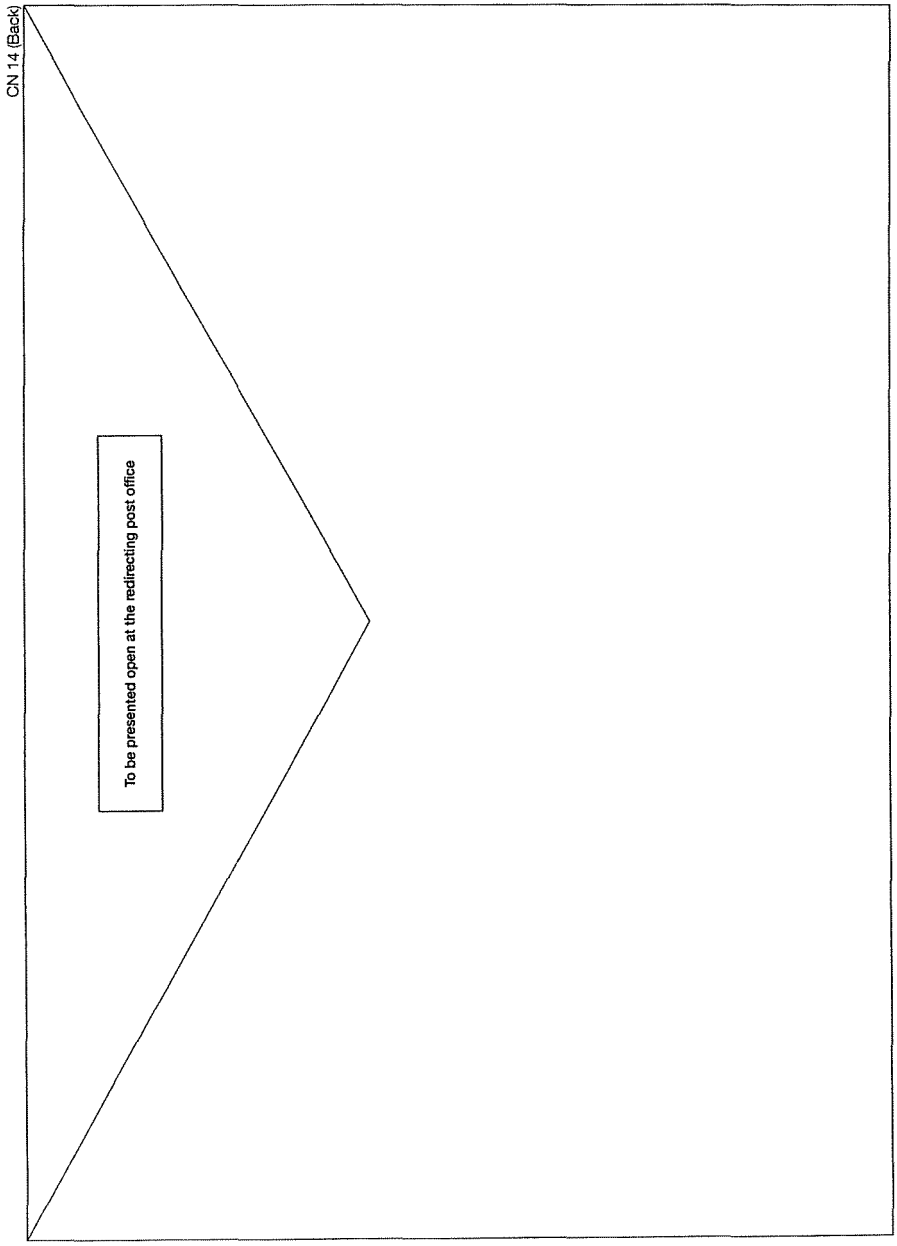
COLLECTIVE ENVELOPE
Redirection of letter-post items

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, Seoul 1994, art RE 2702.1 – Maximum size: length, width and thickness add up to 900 mm; largest dimension may not exceed 600 mm


CN 14 (Back)
To be presented open at the redirecting post office

Article 28
Undeliverable items

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

2 The return of undeliverable items as well as their period of retention are governed by the Detailed Regulations.

3 Apart from the exceptions provided for in the Detailed Regulations, no additional charge shall be collected for undeliverable items returned to the country of origin. However, administrations which collect a charge for return of items in their internal service shall be authorized to collect this same charge on the international mail returned to them.

Article RE 2801
Undeliverable items. Return to country of origin or to sender and period of retention

1 General
1.1 The undeliverable items mentioned in article 28 of the Convention shall be returned to the country of origin subject to the legal provisions of the country of destination.
1.2 Items refused by the addressee or whose delivery is obviously impossible shall be returned forthwith.
1.3 Other undeliverable items shall be retained by the administration of destination for a period laid down by its regulations. However, the retention period may not exceed one month except in special cases where the administration of destination considers it necessary to extend it to two months at most. Return to the country of origin shall be effected within a shorter period if the sender has requested this by means of a note on the address side in a language known in the country of destination.

2 Special procedures
2.1 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. The same shall apply to international correspondence when the sender has moved to another country.
2.2 Postcards which do not bear the address of the sender shall not be returned. However, registered postcards shall always be returned.
2.3 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. Registered printed papers and books shall always be returned.

2.4 The following shall be treated as undeliverable items, items for third persons:
2.4.1 addressed care of diplomatic or consular services and returned by them to the post office as unclaimed;
2.4.2 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.
2.5 In no case shall the items mentioned in 2.4 be considered as new items subject to payment of postage.

3 Forwarding
3.1 When the country returning the item no longer uses surface conveyance, it shall return undeliverable items by the most appropriate means in use.
3.2 Priority items, airmail letters and airmail postcards to be returned to origin shall be returned by the quickest route (air or surface).
3.3 Undeliverable airmail items other than airmail letters and airmail postcards shall be returned to origin by the means of transport normally used for non-priority or surface items (including S.A.L.), except:
3.3.1 in the event of interruption of those means of transport; or
3.3.2 if the administration of destination has systematically chosen the air route for returning such items.
3.4 For the return of items to origin by priority or air means at the request of the sender, article RE 2701.2.2 and 3 shall apply by analogy.

■ **Commentary**
2801.2 and **3** Congress recommends adms 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 (recommendation C 35/Washington 1989).

Article RE 2802
Treatment of undeliverable items

1 Before returning to the administration of origin items which for any reason have not been delivered, the office of destination shall show, in French, the reason for non-delivery. The reason shall be given, clearly and concisely, if possible on the front of the item, in the following form: *"inconnu"* (unknown), *"refusé"* (refused), *"déménagé"* (moved), *"non réclamé"* (unclaimed), *"adresse insuffisante"* (incomplete address), 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 CN 15 label, to be completed as appropriate. Each administration may add the translation, in its own language, of the reason for non-delivery and other appropriate particulars. In the service with administrations which have so agreed the indications may be made in a single agreed language. Manuscript notes regarding the non-delivery made by officials or by post offices may also be regarded as sufficient in that case.

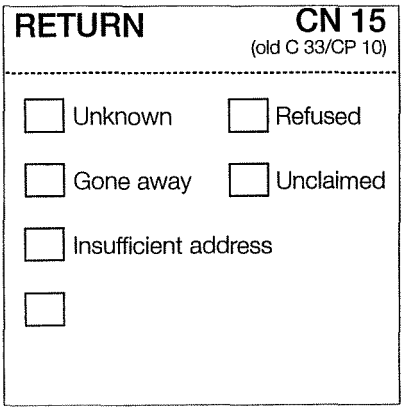
3 The office of destination shall strike out the address particulars with which it is concerned while leaving them legible and write *"Retour"* (Return) on the front of the item beside the name of the office of origin. It shall also apply its date-stamp on the back of priority items in envelopes and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

4 Undeliverable items shall be returned to the office of exchange of the country of origin, either individually or in a special bundle labelled *"Envois non distribuables"* (Undeliverable items), as if they were items addressed to that country. Undeliverable ordinary items which bear adequate return details shall be returned direct to the sender.

5 Insured items which have not been delivered shall be sent back as soon as possible, and at the latest within the period fixed by article RE 2801.1.3. These items shall be entered on the CN 16 dispatch list and included in the packet, envelope or bag labelled *"Valeurs declarées"* (Insured items).

6 Undeliverable items returned to the country of origin shall be treated in accordance with article RE 2701.3.

■ **Commentary**
2802.5 For the model of form CN 16, see article RE 4309.



Convention, Seoul 1994, art RE 2802.2 –
Maximum size 52 x 52 mm, colour pink

Article 29
Withdrawal from the post. Alteration or correction of address at the sender's request

1 The sender of a letter-post item may have it withdrawn from the post, or have its address altered or corrected, so long as the item:
1.1 has not been delivered to the addressee;
1.2 has not been confiscated or destroyed by the competent authorities because of infringement of article 26;
1.3 has not been seized by virtue of the legislation of the country of destination.

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

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

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

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

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

1 Article 29 shall not apply to Antigua and Barbuda, Bahamas, Bahrain, Barbados, Belize, Botswana, Brunei Darussalam, Canada, Dem People's Rep of Korea, Dominica, Fiji, Gambia, United Kingdom of Great Britain and Northern Ireland, 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, 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.

2 Article 29 shall apply to Australia only in so far as that article is consistent with its domestic legislation.

■ **Commentary**

29.3 A request by post is sent registered to the office of destination. The registration charge is included in the special charge; it must not be deducted when telecommunication is used.

Prot. X.1 This information is published in the Compendium (Conv).

Article RE 2901
Treatment of requests for withdrawal of items from the post or for alteration or correction of address

1 General

1.1 Every request for withdrawal of items from the post or for alteration or correction of address shall entail completion by the sender of a CN 17 form. One form may be used for several items posted at the same time at the same office by the same sender to the same addressee.

1.2 In handing in the request at the post office the sender shall prove his identity and produce the certificate of posting, if any. The administration of the country of origin shall assume responsibility for the proof of identity.

1.3 A request for simple correction of address (without alteration of the name or status of the addressee) may be made direct to the office of destination by the sender. The charge prescribed in article 29.3 of the Convention shall not be collected in such a case.

1.4 Through notification of the International Bureau, any administration may make provision for CN 17 requests concerning it to be exchanged through its central administration or through a specially appointed office. This notification shall include the name of this office.

1.5 Administrations which exercise the option provided for under 1.4 shall bear any charges which may result from the transmission in their internal service by post or by telecommunication of the communications to be exchanged with the office of destination. Recourse to telecommunication or other similar service shall be compulsory when the sender has himself used such means and the office of destination cannot be advised in time by post.

1.6 If the item is still in the country of origin, the request shall be dealt with according to the legislation of that country.

■ **Commentary**

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

2 Transmission by post

2.1 If the request is to be sent by post, the CN 17 form, accompanied if possible by a perfect facsimile of the envelope or of the address of the item, shall be sent direct to the office of destination under registered cover by the quickest route (air or surface).

2.2 If requests are exchanged through the central administrations, a copy of the request may, in an emergency, be sent direct by the office of origin to the office of destination. Requests sent direct shall be acted on. The items concerned shall be withheld from delivery until the arrival of the request from the central administration.

2.3 On receipt of the CN 17 form, the office of destination shall search for the item in question and take the necessary action.

2.4 The action taken by the office of destination on every request for withdrawal from the post or alteration or correction of address shall be communicated immediately to the office of origin by the quickest route (air or surface), using a copy of the CN 17 form with the "Reply of the office of destination" part duly completed. The office of origin shall inform the applicant. The same shall apply in the following circumstances:

2.4.1 fruitless searches;

2.4.2 items already delivered to the addressee;

2.4.3 item confiscated, destroyed or seized.

2.5 A non-priority or surface item shall be returned to origin by priority or by air following a request for withdrawal from the post when the sender undertakes to pay the corresponding difference in postage. When an item is redirected by priority or by air following a request for alteration or correction of address, the difference in postage corresponding to the new route shall be collected from the addressee and retained by the delivering administration.

3 Transmission by telecommunications

3.1 If the request is to be made by telecommunications, the CN 17 form shall be handed over to the corresponding service for transmission of the details to the post office of destination. The sender shall pay the corresponding charge for that service.

3.2 On receipt of the message received by telecommunications, the office of destination shall search for the item in question and take the necessary action.

3.3 Any request for alteration or correction of address concerning an insured item made by telecommunications shall be confirmed by post, by the first mail, as prescribed under 2.1. The CN 17 form shall then bear at the head, in bold letters, the note *"Confirmation de la demande transmise par voie des télécommunications du ..."* (Confirmation of request made by telecommunications dated ...); pending such confirmation, the office of destination shall merely retain the item. However, the administration of destination may, on its own responsibility, act on the request made by telecommunications without waiting for confirmation by post.

3.4 In relations between two countries which admit this procedure, the sender may ask to be informed by telecommunications of the action taken by the office of destination on his request. He shall pay the relevant charge. If telegrams are used, he must pay the charge for a telegram, calculated on a fifteen-word basis. When telex is used, the charge to the sender shall normally be the same amount as that charged for forwarding the request by telex.

3.5 If the sender of a request sent by telecommunications has asked to be notified by similar means, the reply shall be sent by this means to the office of origin. It shall inform the applicant as quickly as possible. The same shall apply if a request by telecommunications is not sufficiently explicit to identify the item with certainty.

Country of origin

REQUEST

CN 17
(old C 7)

Date

Notes
To be sent by registered post

☐ For withdrawal from the post ☐ For alteration or correction of address ☐ For cancellation or alteration of the COD amount

Office of origin	Office of destination
Our telefax No	Telefax No

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

Signature

Reply of the office of destination

☐ The item in question has already been delivered to the addressee

☐ The request was not explicit enough; please send additional details

☐ The item in question has been seized under the country's internal legislation

☐ The search was unsuccessful

Additional information

Place, date and signature

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

Convention, Seoul 1994, art RE 2901.1.1 – Size 210 x 297 mm

Article RE 2902
Withdrawal from the post. Alteration or correction of address. Items posted in a country other than that which receives the request

1 Any office which receives a request for withdrawal of items from the post or alteration or correction of address made in accordance with article 29.2 of the Convention shall verify the identity of the sender of the item. It shall ensure, in particular, that the address of the sender appears clearly in the place provided for that purpose on the CN 17 form. It shall then send the CN 17 form to the office of origin or destination of the item.

2 If the request concerns a registered or insured item, the certificate of posting must be presented by the sender and the CN 17 form shall bear the notation: *"Vu l'original du récépissé de dépot"* (Seen, original of certificate of posting). Before the certificate of posting is given back to the sender, the following notation shall be made on it: *"Demande de retrait (de modification ou de correction d'adresse) déposée le ... au bureau de ..."* (Request for withdrawal from the post (or for alteration or correction of address) made on ... at the office of ...). This note shall be accompanied by an impression of the date-stamp of the office receiving the request. The CN 17 form shall then be sent to the office of destination via the office of origin of the item.

3 Any request made by telecommunications under the conditions laid down under 1 shall be sent direct to the office of destination of the item. If, however, it refers to a registered or insured item, a CN 17 form bearing the notations *"Vu l'original du récépissé de dépôt"* (Seen, original of certificate of posting) and *"Demande transmise par voie des télécommunications déposée le ... au bureau de ..."* (Request made by telecommunications on ... at the office of ...) shall, in addition, be sent to the office of origin of the item. After verifying the details, the office of origin shall write at the top of the CN 17 form, in very bold characters, the note *"Confirmation de la demande transmise par voie des télécommunications du ..."* (Confirmation of request made by telecommunications dated ...) and shall send it to the office of destination. The office of destination shall hold the registered or insured item until receipt of this confirmation.

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

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

■ **Commentary**

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

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

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

Article 30
Inquiries

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

2 Within this timespan, inquiries shall be accepted as soon as the problem is reported by the sender or the addressee. However, where a sender's inquiry concerns an undelivered item and the anticipated transmission time has not expired, the sender should be informed of this transmission time.

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

4 Inquiries shall be free of charge. However, if a request is made for transmission by telecommunications or by EMS, the additional costs shall, in principle, be borne by the person making the request. The relevant provisions are set out in the Detailed Regulations.

Prot Article XI
Inquiries

1 Notwithstanding article 30.4, the postal administrations of Cape Verde, Chad, Gabon, Overseas Dependent Territories of the United Kingdom, Greece, Iran (Islamic Rep), Mongolia, Myanmar, Saudi Arabia, Syrian Arab Rep and Zambia reserve the right to collect from customers charges on inquiries lodged.

2 Notwithstanding article 30.4, the postal administrations of Argentina, Czech Rep and Slovakia reserve the right to collect a special charge when, on completion of the investigation conducted in response to the inquiry, it emerges that the latter was unjustified.

Article RE 3001
Treatment of inquiries

1 General
1.1 Every inquiry shall involve the preparation of a CN 08 form.
1.2 The CN 08 form shall be accompanied, whenever possible, by a facsimile of the address of the item. The inquiry form shall be completed with all the details called for and very legibly, preferably in roman capital letters and arabic figures, or even better, by typewriter.
1.3 If the inquiry concerns a cash-on-delivery item, it shall also be accompanied by a duplicate R 3, R 3bis, R 6, R 6bis or R 8 money order form of the Cash-on-Delivery Agreement or by a deposit note, as the case may be.

1.4 One form may be used for several items posted at the same time at the same office by the same sender and sent by the same route to the same addressee.

1.5 Any administration may, by notifying the International Bureau, ask for CN 08 inquiries concerning its service to be forwarded to the central administration or to one or more specially appointed offices.

1.6 The CN 08 form and the documents which are attached to them shall invariably be returned to the administration of origin of the item under inquiry as soon as possible and at the latest within two months from the date of the original inquiry. They shall be accompanied by the addressee's declaration made out on a CN 18 form and certifying the non-receipt of the item under inquiry. After this period has elapsed, some form of reply shall be sent to the administration of origin, at the expense of the administration of destination, by telegram, telex or any other means of telecommunication.

1.7 If the sender asserts that, despite the administration of destination's attestation of delivery, the addressee claims not to have received the item under inquiry, the following procedure shall be followed. At the express request of the administration of origin, the administration of destination shall be obliged to provide confirmation of the delivery by letter, CN 07 advice of delivery or some other means, signed in conformity with articles RE 2002.1 or RE 2101.2, as appropriate.

■ **Commentary**

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

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

2 Inquiries about unregistered items or recorded delivery items

2.1 The office which receives the inquiry shall automatically forward it 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 CN 08 form to the office which prepared it. The form shall be sent in an envelope and without a covering letter, preferably by registered mail and by the quickest route (air or surface).

2.2 If the inquiry is acknowledged to be justified, the office which prepared it shall forward the CN 08 form to its central administration for further investigation.

3 Inquiries about registered items and insured items

3.1 Where an inquiry concerns registered items exchanged under the system of bulk advice, the number and date of dispatch of the mail need not be entered on the CN 08 inquiry. Administrations may agree bilaterally to provide these details, on the CN 08 form or in some other way. The inquiry shall be sent automatically without a covering letter by registered post and always by the quickest route (air or surface).

3.2 If the administration of origin or the administration of destination so requests, the inquiry shall be forwarded direct from the office of origin to the office of destination.

3.3 If, upon receipt of the inquiry, the central administration of the country of destination or the specially appointed office concerned is able to say what finally happened to the item, it shall complete the "Particulars to be supplied by the service of destination" part of the CN 08 form. In cases of delayed delivery, retention or return to origin the reason shall be shown briefly on the CN 08 form.

3.4 An administration which is unable to establish either delivery to the addressee or correct transmission to another administration shall immediately order the necessary inquiry. It shall record in the "Final reply" part of the CN 08 form its decision on liability.

3.5 The CN 08 form, duly completed as prescribed under 3.3 and 3.4, shall be returned by the quickest route (air or surface) and by registered post to the address of the office which prepared it.

3.6 Any intermediate administration which forwards a CN 08 inquiry to the next administration shall be responsible for informing the administration of origin of the fact by means of a CN 21 form. If within a period of one month the administration of origin has not received the CN 21 advice, it shall send the administration concerned a reminder supported by a copy of the CN 08 form.

3.7 If an inquiry has not been returned within a period of one month, a duplicate of the CN 08 form, furnished with the forwarding data, shall be sent to the central administration of the country of destination. The word *"Duplicata"* (Duplicate) and the date of dispatch of the original inquiry shall be written very conspicuously on the duplicate.

■ **Commentary**

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

4 Requests to be sent by telecommunications or by EMS

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

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

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

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

■ **Commentary**

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

Postal administration of origin

INQUIRY

CN 08
(old C 8/C 9)

Office of origin (to which the form is to be returned)

☐ Ordinary ☐ Registered ☐ Insured ☐ Recorded delivery

Date of inquiry

Stamp of the office of origin

Date of duplicate

References

Particulars to be supplied by the service of origin

Reason for inquiry

☐ Item not arrived ☐ Contents missing ☐ Damage ☐ Delay

Date of arrival

☐ Advice of receipt not completed

Item under inquiry

☐ Priority ☐ Non-priority ☐ Parcel

No of item

Weight

☐ Letter ☐ Printed paper ☐ Small packet ☐

Amount of insured value

COD amount and currency

Special indications

☐ By airmail ☐ S.A.L. ☐ Express ☐ Advice of receipt ☐ COD ☐

Posted

☐ Receipt seen, signature

Date

Office

Sender

Name and full address

Telephone No

Addressee

Name and full address

Telephone No

Contents (precise description)

Description of external wrapping

Facsimile of the item

☐ attached ☐ not attached

Item found

To be sent

☐ to the sender ☐ to the addressee

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

Mail in which the item was sent in the internal service of the country

☐ Priority/Air ☐ Non-priority/Surface

Date

From

To

Mail in which the item was sent abroad (to be completed by the office of exchange)

☐ Priority/Air ☐ S.A.L. ☐ Non-priority/Surface

No

Date

Dispatching office of exchange

Office of exchange of destination

Office stamp

No of the bill/list

Serial No

☐ Letter bill (CN 31 or CN 32) ☐ Special list (CN 33)

☐ Dispatch list (CN 16) ☐ Parcel bill (CP 86 or CP 87)

Signature

☐ Bulk advice

To be supplied for parcels and registered and insured items only

Convention, Seoul 1994, art RE 2002.2 – Size 210 x 297 mm

CN 08 (Back)

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

Particulars to be supplied by the intermediate services or by the service of destination

Mail in which the item was sent

☐ Priority/Air ☐ S.A.L. ☐ Non-priority/Surface
No Date
Dispatching office of exchange
Office of exchange of destination

No of the bill/list
Serial No
☐ Letter bill (CN 31 or CN 32)
☐ Dispatch list (CN 16)
☐ Special list (CN 33)
☐ Parcel bill (CP 86 or CP 87)
Signature
☐ Bulk advice

Mail in which the item was sent

☐ Priority/Air ☐ S.A.L. ☐ Non-priority/Surface
No Date
Dispatching office of exchange
Office of exchange of destination

No of the bill/list
Serial No
☐ Letter bill (CN 31 or CN 32)
☐ Dispatch list (CN 16)
☐ Special list (CN 33)
☐ Parcel bill (CP 86 or CP 87)
Signature
☐ Bulk advice

Particulars to be supplied by the service of destination

In case of delivery (In case of damage or delay, give the reason in the "Final reply" part under "Any other comments")

☐ The item was duly delivered to the rightful owner
Date of delivery

Dispatch of COD amount
Date
No of money order

The amount was sent
☐ to the sender of the item
☐ to the giro office
Name of giro office

☐ The amount was credited to the giro account
No

In case of non-delivery

The item
☐ is being held at
☐ was returned to the office of origin
☐ was redirected
Date
Name of office
Date
New address in full
Reason
Reason

Stamp of the delivery office

☐ The item has not been received at the office of destination. The addressee's CN 18 declaration is attached
Signature

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

Final reply

Reply

The investigations made in our service have been unsuccessful. If the item under inquiry has not been received back by the sender, we authorize you to compensate the inquirer within the prescribed limits and to debit us in a CP 75 or CN 48 account, as appropriate

References

☐ The full amount paid
☐ Half of the amount paid (bulk advice)

Office stamp

☐ According to the agreement between our two countries, you have to compensate the inquirer

Any other comments

Signature

Postal administration

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

CN 18
(old C 32)

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

Declaration	☐ This item was delivered to me on Date ☐ I have not received this item by post or by any other means Place and date Signature

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

Postal administration of origin

ADVICE
Redirection of a CN 08 form
Date | Our reference

Your date | Your reference

CN 21
(old C 9bis)

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

Item concerned

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

Information on the redirection of the item concerned

Notes	The office of exchange of destination received the item without comment If the inquiry is not answered in a reasonable time, a duplicate should be sent to the service to which we redirected the inquiry, giving the information below. The matter may be regarded as closed as far as our service is concerned		
Mail	From		To
	No of the mail		Date
Entry	☐ Bulk advice		No of entry
	☐ Letter bill (CN 31 or CN 32)	No	No of entry
	☐ Special list (CN 33)	No	No of entry
	☐ Dispatch list (CN 16)	No	No of entry
	☐ Parcel bill (CP 87 ou CP 88)		
Other information			

Signature

Convention, Seoul 1994, art RE 3001.3.6 – Size 210 x 297 mm

Article RE 3002
Inquiries concerning items posted in another country

1 If the inquiry concerns an item posted in another country, the CN 08 form shall be forwarded to the central administration or the specially appointed office of the administration of origin of the item. The certificate of posting must be produced but shall not be attached to the CN 08 form. The latter shall be endorsed *"Vu récépissé de dépôt No ... le ... par le bureau de ..."* (Seen, certificate of posting No ... issued on ... by the office of ...).

2 The form must reach the administration of origin within the period prescribed for the retention of documents.

■ **Commentary**

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

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

Chapter 4

Customs matters

Article 31
Customs control

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

■ **Commentary**

31.1 Congress adopted formal opinion C 40/Hamburg 1984 to encourage adms to approach the authorities in charge of customs questions in their countries to have their governments ratify Annex F.4 to the Kyoto Customs Convention.

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

The conditions of submission of items to the Customs depend on any national law which the Customs is required to apply.

Each country has the right to submit for customs inspection letters which appear to contain dutiable articles and have not been declared as such.

For the list of adms that place restrictions on the acceptance of articles subject to customs duty, see Prot art IX.

Article RE 3101
Items subject to customs control

1 Items to be submitted to customs control shall bear on the front a CN 22 adhesive label, or be provided with a tie-on label in the same form. The CN 22 adhesive label shall be affixed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given. With the authorization of the administration of origin, users may use envelopes or wrapping bearing, in the place provided for affixing the CN 22 label, a preprinted facsimile of that label. The dimensions and colour must be the same as those of the CN 22 label. If the value of the contents declared by the sender exceeds 300 SDR, or if the sender prefers, the items shall also be accompanied by the prescribed number of separate CN 23 customs declarations. In this case, only the upper part of the CN 22 label shall be affixed to the item.

2 CN 23 customs declarations shall be securely attached to the outside of the item, preferably in a transparent adhesive envelope. Exceptionally, these declarations may, if the sender prefers, also be inserted in registered items in a closed envelope containing valuable articles as mentioned in article 26.2 of the Convention, or in insured items.

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

4 For M bags, the CN 22 label shall be stuck on the address 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 CN 22 label shall be affixed to the address label and the CN 23 customs declarations shall be affixed to that same label. If the administration of the country of destination so requests, they shall be attached to one of the items contained in the bag.

5 The absence of a CN 22 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 CN 23 customs declaration. Descriptions of a general character shall not be admitted.

7 Administrations shall accept no liability for the customs declarations. However, they shall do their utmost to inform senders of the correct way to complete the CN 22 labels or CN 23 customs declarations.

Prot Article RE V
Items subject to customs control

1 Notwithstanding article RE 3101, the postal administration of the United Kingdom of Great Britain and Northern Ireland will not accept liability for obtaining the signature of the sender on the forms CN 22 and CN 23 to the effect that the item does not contain any dangerous article prohibited by the postal regulations.

■ **Commentary**

3101.1 Congress urges adms 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 SDR (formal opinion C 18/Brussels 1952).
This information is published in the Compendium (Conv).

Only items whose contents exceed 300 SDR in value have to be accompanied by a CN 23 customs declaration form. Items of lower value for submission to customs control bear the green CN 22 label. Adms of destination do not have the option of requiring CN 23 customs declarations to be attached to items of a value less than 300 SDR.

3101.2 Wherever possible, the CN 23 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.

3101.4 The information concerning the affixing of the customs declaration on the items is published in the Compendium (Conv).

3101.7 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. 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 CN 22 and CN 23. For this purpose, postal adms are recommended:

a to check that all letter-post items subject to customs duty and all postal parcels are accompanied by a customs declaration form CN 22 or CN 23 as the case may be, in the requisite number of copies;

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.

CN 22 (Back)

CUSTOMS **CN 22**
May be opened officially (old C 1)

Part to be detached if the item is accompanied by a customs declaration, otherwise to be filled out.

See instructions on the back

Detailed description of contents	Value (Customs) *(specify the currency)*
Net weight	Total value

☐ Gift ☐ Merchandise

I certify that this item does not contain any dangerous article prohibited by postal regulations. Signature

Convention, Seoul 1994, art RE 3101.1 –
Size 52 x 74 mm, colour green

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 CN 23 should be completed

The contents of your item **(even if a gift or sample)** must be described fully and accurately

Non-observance of this condition may lead to delay of the item and inconvenience to the addressee, or even lead to the seizure of the item by the customs authorities abroad

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

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

(Postal administration)

CUSTOMS DECLARATION

CN 23
(old C 2/CP 3)

BEFORE COMPLETING THIS DECLARATION, READ INSTRUCTIONS ON BACK CAREFULLY

From | Name and address of sender | Sender's reference (if any)

No of item (bar code, if any)

To | Name and address of addressee, including country of destination

The item may be opened officially

List of contents (and number of articles)	Country of origin of goods	Tariff No (if known)	Net weight	Value (Customs)

☐ Commercial sample ☐ Documents ☐ Gift

Observations

Number of certificates and invoices

Office of origin/Date of posting

Total gross weight of the item

I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by postal regulations

Date and sender's signature

Parcels, Seoul 1994, art RE 306.2 – Size 210 x 148 mm

Instructions

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

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

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

Box "From (Name and address of sender)"	Indicate the sender's name and address
Box "To (Name and address of addressee, including country of destination)"	Indicate the addressee's full name and address, including the country of destination
Boxes "Commercial sample", "Documents", "Gift"	Make an "x" in the appropriate box. The insertion of a cross in this space does not relieve you of the obligation of completing the declaration in detail; nor does it necessarily imply that the goods will be admitted free of duty in the country of destination: – "commercial sample" means: articles considered by Customs as being of negligible value, which are merely used in pursuit of orders for merchandise of the kind they represent; – "documents" means: any medium intended to contain and actually containing information which, by virtue of its quantity or nature, is considered by Customs as being of negligible value
Box "List of contents (and number of articles)"	Indicate separately different kinds of goods and their number. General terms, such as "foodstuffs", "samples", "spare parts", etc, are not permitted
Box "Country of origin of goods"	Indicate the name of the country of origin for each kind of goods
Box "Tariff No (if known)"	If known, state customs tariff number in the country of destination
Box "Net weight"	State net weight of each kind of goods
Box "Value (Customs)"	State the value of each kind of goods separately, indicating the monetary unit used
Box "Date and sender's signature"	Your signature on the front is your pledge that the item does not contain any dangerous article prohibited by postal regulations
Box "Observations"	Insert here any other relevant information (eg "returned goods", "temporary admission")

Article 32
Presentation-to-Customs charge

1 Items submitted to customs control in the country of origin or of destination, as the case may be, may be subjected to a special charge of 2.61 SDR at most as a postal charge. For each M bag, the special charge may be up to 3.27 SDR at most. This charge shall only be collected for the submission to Customs and customs clearance of items which have attracted customs charges or any other similar charge.

Prot Article XII
Presentation-to-Customs charge

1 The postal administration of Gabon reserves the right to collect a presentation-to-Customs charge from customers.

■ **Commentary**

32.1 Adms are allowed to collect the customs clearance charge on items submitted to customs control, only if they are subject to customs duties.

For the term "or any other similar charge" see commentary 33.1.

Article 33
Customs duty and other fees

1 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.

■ **Commentary**

33.1 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. In all cases the internal legislation is applicable.

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 (recommendation C 2/Ottawa 1957).

Article RE 3301
Cancellation of customs duty and other fees

1 Postal administrations shall undertake to seek from the appropriate services in their country cancellation of customs duty and other fees on items:

1.1 returned to origin;

1.2 destroyed because of total damage to the contents;

1.3 redirected to a third country.

Chapter 5

Liability

Article 34
Liability of postal administrations. Indemnities

1 General
1.1 Except for the cases provided for in article 35, postal administrations shall be liable for:
1.1.1 the loss of, theft from or damage to registered items and insured items;
1.1.2 the loss of recorded delivery items.
1.2 Postal administrations may undertake to cover risks arising from a case of force majeure.

Prot Article XIII
Liability of postal administrations

1 The postal administrations of Bangladesh, Benin, Burkina Faso, Congo (Rep), Côte d'Ivoire (Rep), Djibouti, India, Lebanon, Madagascar, Mali, Mauritania, Nepal, Niger, Senegal, Togo and Turkey shall be authorized not to apply article 34.1.1.1 with respect to liability in cases of theft from or damage to registered items.

2 Notwithstanding articles 34.1.1.1 and 35.1, the postal administrations of Chile, China (People's Rep) and Colombia shall be liable only for the loss of, total theft of or total damage to the contents of registered items.

3 Notwithstanding article 34, the postal administration of Saudi Arabia shall accept no liability in case of loss of or damage to items containing articles mentioned in article 26.2.

■ **Commentary**
34 In recommendation C 77/Washington 1989, Congress invited adms to refrain from submitting reservations to the provisions dealing with the liability of the Post. Adms are also requested to do their utmost to get their appropriate national authorities to reconsider and withdraw such reservations from the Prots to the UPU Acts.
Liability also extends to postage-free items.

34.1.1.1 Total theft and total damage are assimilated to loss.
Where, through the fault of the Post, an item is delivered to a person other than the addressee, this is also "loss". The question who can, in the circumstances, be considered the entitled person on behalf of the addressee is a matter for internal legislation.
The Post is not liable for delay in the dispatch, transmission or delivery of an item.
Adms assume no liability for carrying out subsequent instructions given by entitled persons unless these instructions reach the offices concerned in due time. In other words, adms assume liability for carrying out instructions relating to withdrawal from the post, alteration or correction of address, cancellation or alteration of a COD amount, if these instructions reach the offices concerned in due time.

2 Registered items

2.1 The sender of a registered item shall be entitled to an indemnity if his item is lost.

2.1.1 The indemnity for the loss of a registered item shall amount to 30 SDR, including the cost of the charges paid on posting the item.

2.1.2 The indemnity for the loss of a registered M bag amounts to 150 SDR, including the cost of the charges paid on posting the item.

2.2 The sender of a registered item shall be entitled to an indemnity if the contents of his item are rifled or damaged. However, the packing must have been recognized as being sufficient to guarantee the contents effectively against accidental risks of theft or damage.

2.2.1 The indemnity for a rifled or damaged registered item shall correspond, in principle, to the actual value of the theft or damage. It may, however, in no case exceed the amounts fixed under 2.1.1 and 2.1.2. Consequential losses or loss of profits shall not be taken into account.

■ **Commentary**

34.2 The customer is entitled to the amount of the indemnity in force at the time the item was posted (International Bureau opinion).

34.2.1 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.
The equivalent of the amounts mentioned in 2.1.1 and 2.1.2 in the national currency of each country is published in the Compendium (Conv).
If the sender demands an amount inferior to the standard indemnity, he shall not receive more than the sum requested.

3 Recorded delivery items

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

3.2 The sender shall also be entitled to a refund of the charges paid in the event of total theft of or total damage to the contents. However, the packing must have been recognized as being sufficient to guarantee the contents effectively against accidental risks of theft or damage.

■ **Commentary**

34.3.1 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.

4 Insured items

4.1 In the event of theft from or damage to an insured item, the sender shall be entitled to an indemnity corresponding, in principle, to the actual amount of the loss, theft or damage. Consequential losses or loss of profits shall not be taken into consideration. However, this indemnity may in no case exceed the amount of the insured value in SDRs.

4.2 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.

4.3 When an indemnity is due for the loss of, total theft from or total damage to an insured item, the sender, or the addressee, as the case may be, shall also be entitled to repayment of the charges and fees paid. However, the insurance charge shall in no case be repaid; it shall be retained by the administration of origin.

■ **Commentary**

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

34.4.3 It is the adm that collected the charge in respect of claims which refunds to the party concerned, where appropriate.

5 Notwithstanding the provisions set out under 2.2 and 4.1, the addressee shall be entitled to the indemnity after delivery of a rifled or damaged registered item or insured item.

6 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 2.1. The same shall apply to the administration of destination when the indemnity is paid to the addressee. However, the amounts laid down in 2.1 shall remain applicable:

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

6.2 if the sender waives his rights in favour of the addressee or vice versa.

Article RE 3401
Application of the liability of postal administrations

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

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

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

■ **Commentary**

3401.2 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.

3401.3 As the decision lies solely within the competence of the legislation of the country in which the loss has occurred, the circumstances constituting a case of force majeure need not automatically and in all cases be notified to the adm of origin. It is sufficient if such information is available on request.

Article 35
Non-liability of postal administrations

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

1.1 when theft or damage is discovered either prior to or at the time of delivery of the item;

1.2 when, internal regulations permitting, the addressee, or the sender if it is returned to origin, makes reservations on taking delivery of a rifled or damaged item;

1.3 when, internal regulations permitting, the registered item was delivered to a private mail-box and, in the course of the inquiry, the addressee declares that he did not receive the item;

1.4 when the addressee or, in the case of return to origin, the sender of an insured item, although having given a proper discharge, notifies the delivery administration without delay that he has found theft or damage. He shall furnish proof that such theft or damage did not occur after delivery.

2 Postal administrations shall not be liable:

2.1 in cases of force majeure, subject to article 34.1.2;

2.2 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;

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

2.4 in the case of items whose contents fall within the prohibitions specified in article 26, in so far as these items have been confiscated or destroyed by the competent authority because of their contents;

2.5 when the items have been seized under the legislation of the country of destination, as notified by the administration of that country;

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

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

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.

Prot Article XIV
Non-liability of postal administrations

1 The postal administration of Bolivia shall not be required to observe article 35.1 as regards maintenance of its liability in case of total theft or total damage of registered items.

■ **Commentary**

35.2.1 By "force majeure" is generally meant in the legal sense any event not resulting from the dangers inherent in actual handling and not attributable to human error; an event, moreover, in which all foresight and all precautions are of no avail and which it is impossible to withstand when it occurs. However, the legal interpretation may be more or less restrictive. Generally speaking loss or damage to mails due to acts of war, including confiscation of mails resulting from military censorship, are considered cases of force majeure.

35.2.7 The one-year period concerns relations between claimants and adms and does not include the transmission of inquiries from adm to adm.

Any country which, under this article, 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 (recommendation C 7/ Paris 1947).

Article RE 3501
Delivery of a rifled or damaged insured item

1 The office making delivery of a rifled or damaged insured item shall prepare a CN 24 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 CN 24 report prepared in accordance with article RE 4323.10.2 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 CN 24 report.

Postal administration

REPORT

CN 24
(old VD 4/CP 14)

Office preparing the report | Date | Reference

☐ Letter-post item ☐ Postal parcel

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

Convention, Seoul 1994, art RE 3501.1 – Size 210 x 297 mm

CN 24 (Back)

Damage/Theft	Description The loss is due to
Estimate of loss	Amount and currency ☐ According to the addressee ☐ According to the sender
Mail in which the item was sent	Date of dispatch / Dispatching office / No Date of arrival / 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	☐ By airmail ☐ By train ☐ By ship ☐ Flight No/Train No/Name of ship ☐ In a bag ☐ Loose
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 (with a CP 78 verification note in the case of a postal parcel) to the authority shown below
	Authority to which the report should be sent

Office preparing the report
Signature of the postal officials

Signature of the customs officer (as applicable)

Article 36
Sender's liability

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

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

3 The sender shall remain liable even if the office of posting accepts such an item.

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

Article RE 3601
Establishment of sender's liability

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

Article 37
Payment of indemnity

1 Subject to the right of recourse against the administration which is liable, the obligation to pay the indemnity shall rest either with the administration of origin or with the administration of destination. The obligation to refund the charges for recorded delivery items shall rest with the administration of origin.

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

3 The administration of origin or destination, as the case may be, shall be authorized to indemnify the rightful claimant on behalf of the administration which, having participated in the conveyance and having been duly informed, has allowed two months to pass without finally settling the matter, or without having reported:
3.1 that the damage appeared to be due to a case of force majeure;
3.2 that the item had been detained, confiscated or destroyed by the competent authority because of its contents or seized under the legislation of the country of destination.

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

Prot Article XV
Payment of indemnity

1 The postal administrations of Bangladesh, Bolivia, Guinea, Mexico, Nepal and Nigeria shall not be obliged to comply with article 37.3 in so far as concerns finally settling the matter within a period of two 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 Congo (Rep), Djibouti, Guinea, Lebanon and Madagascar shall not be obliged to comply with article 37.3 in so far as concerns finally settling a claim within a period of two months. Nor do they agree to the rightful claimant's being indemnified, on their behalf, by another administration upon expiry of the above-mentioned period.

■ **Commentary**

37.3 An adm which has allowed two months to pass without answering a claim may not invoke art 46.2, so as to pay only half of the amount of the indemnity.

Article RE 3701
Period for payment of indemnity

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

■ **Commentary**

3701.1 "The day of inquiry" is the day on which the formal inquiry is filed, ie the date entered in the appropriate place on the CN 08 form or, in the absence of such indication, the date-stamp impression of the post office at which the form is handed in.

Article RE 3702
Automatic payment of indemnity

1 The return of a CN 08 form in which the "Particulars to be supplied by the intermediate services or by the service of destination", "Particulars to be supplied by the service of destination" and "Final reply" sections have not been completed shall not be considered as a final reply within the meaning of article 37.3 of the Convention.

2 Postal administrations which have made reservations in the Final Protocol to the Convention regarding the application of article 37.3 of the Convention shall notify a period, which may not exceed six months, within which they will finally settle the matter.

■ **Commentary**

3702.1 It is important to ensure that a detailed investigation is always made. The fact is that CN 08 forms are frequently returned without certain information (date of delivery, addressee's declaration made out on a form conforming to the specimen CN 18, 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.

3702.2 It is essential to notify such a period so that customers can be informed.

Article 38
Possible recovery of the indemnity from the sender or the addressee

1 If, after payment of the indemnity, a registered item or an insured item or part of the contents previously considered as lost is found, the sender or the addressee, as the case may be, 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. 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 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.

3 In the case of subsequent discovery of an insured item the contents of which are found to be of less value than the amount of the indemnity paid, the sender shall repay the amount of this indemnity against return of the item, without prejudice to the consequences of fraudulent insurance.

■ **Commentary**

38.1 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.

Chapter 6

Electronic mail

Article 39
General provisions

1 Administrations may agree with each other to participate in electronic mail services.

2 Electronic mail is a postal service which uses telecommunications for transmitting within seconds messages true to the original posted by the sender in either a physical or an electronic form for delivery to the addressee in a physical or electronic form. In the case of physical delivery, the information is generally transmitted by electronic means for the longest possible part of the way and reproduced in physical form as near as possible to the addressee. Physical messages are delivered in an envelope to the addressee as a letter-post item.

3 The tariffs applicable to electronic mail are fixed by administrations, taking costs and market requirements into account.

Article 40
Facsimile-based services

1 The bureaufax range of services permits the transmission of texts and illustrations true to the original by facsimile.

Article 41
Text-based services

1 The range of text-based services permits the transmission of texts and illustrations produced by means of data-processing equipment (PC, mainframe computer).

Part III

Provisions concerning the letter post: Relations between postal administrations

Chapter 1

Treatment of letter-post items

Article 42
Quality of service targets

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

2 Administrations of origin shall publish service targets for priority and airmail items for abroad by reference to the targets fixed by the administrations of origin and destination and including the conveyance time.

3 Postal administrations shall undertake to verify periodically that the established times are achieved either within the framework of the surveys organized by the International Bureau or by the Restricted Unions, or on the basis of bilateral agreements.

4 It is also desirable that postal administrations should verify periodically that the established times are achieved, using other quality control systems, in particular, external quality control.

5 Wherever possible, administrations shall implement quality measurement systems for international mails (both outgoing and incoming); this should, as far as possible, include measurement from posting to delivery (end to end).

6 All member countries shall provide the International Bureau with up-to-date information about the latest acceptance times *(heures limites de dépôt)* against which they operate for international postal purposes.

7 Where possible, separate information shall be provided for priority and non-priority streams of traffic.

■ **Commentary**

42 With regard to the conclusion of bilateral agreements on service targets, Congress adopted recommendation C 33/Washington 1989, the operative part of which is given below:

"Congress 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."

In recommendation C 85/Seoul 1994, Congress further recommended that those administrations which conclude bilateral agreements on quality of service targets should incorporate into these agreements appropriate references to handling and transmission time targets for mails sent in transit à découvert.

Article RE 4201
Priority treatment of priority items and airmail items

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

2 Administrations without an air service shall forward priority items and airmail items 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 Administrations shall take all necessary steps to:

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

3.2 ensure that agreements concluded with the carriers concerning the priority due to such mails are respected;

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

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

4 Administrations of transit and destination shall treat priority items and airmail items equally; administrations shall also give the same treatment to surface LC items when no better service is available to the sender. Similarly, no distinction as regards speed of handling shall be made between non-priority items, surface AO items and S.A.L. items.

■ **Commentary**

4201 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." Negociations are under way on revising this agreement.

Congress passed resolution C 60/Lausanne 1974 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.

Article 43
Exchange of items

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

2 When the conveyance of mail in transit through a country takes place without the participation of the postal administration of that country, this administration shall be informed in advance. This form of transit shall not involve the liability of the postal administration of the transit country.

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

4 Exchanges shall take place on the basis of the provisions of the Detailed Regulations.

■ **Commentary**

43.2 This form of transit concerns in particular mail exchanged in containers by international road transport.

Article RE 4301
Mails

1 Mails shall be classified as follows.

1.1 "Airmails" which are conveyed by air with priority. Airmails may contain airmail items and priority items.

1.2 "Priority mails" which are conveyed by surface but which have the same priority as airmails. Priority mails may contain priority items and airmail items.

1.3 "Surface airlifted (S.A.L.) mails" which contain S.A.L. items and non-priority items.

1.4 "Surface mails" which contain surface mail and non-priority items.

2 Mails conveyed by air or by surface containing only items posted in bulk shall be called "bulk mails".

2.1 The provisions of these Detailed Regulations applicable to the mails under 1.1 to 1.4 shall also apply to bulk mails conveyed by the same route or mode, unless specific arrangements are expressly made.

■ **Commentary**

4301.1.1 The 1984 Hamburg Congress adopted the concept of "priority" to distinguish "airmail items" (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 given airmail corr by adms under art RE 4201.

4301.1.3 The term "S.A.L." is the abbreviation of "Surface Air Lifted".

Article RE 4302
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 number or the weight of à découvert items is such as to hinder its work. Dispatches of à découvert items with an average weight exceeding 3 kilogrammes per mail or per day (when several dispatches are made in a day) can be considered as likely to hinder work as regards weight.

2 A découvert items forwarded by surface shall be subject to the payment of transit charges when the total weight of the items dispatched to a particular country of destination exceeds 3 kilogrammes, if these items are included in a single mail or per day, if more than one mail is received in a day. In such a case, the scales appearing in article 48 of the Convention, increased by 10 percent, shall be applicable.

3 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.

3bis In order to participate in good quality mail circulation, every administration should make up a minimum of three priority letter mails per week for each destination. If the volume and weight of items do not warrant such frequency, dispatch in transit à découvert should be envisaged.

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

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

Article RE 4303
Transit à découvert

1 The transmission of à découvert items to an intermediate administration shall be strictly limited to cases where the making up of closed mails for the country of destination is not justified. 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. Priority items and airmail items in transit à découvert shall, in so far as possible, be sent to an administration which makes up priority mails or airmails 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 44 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:

3.1 priority items sent by air and airmail items shall be made up in bundles identified by CN 25 labels;

3.2 priority items sent by surface, non-priority items and surface items shall be made up in bundles identified by CN 26 labels.

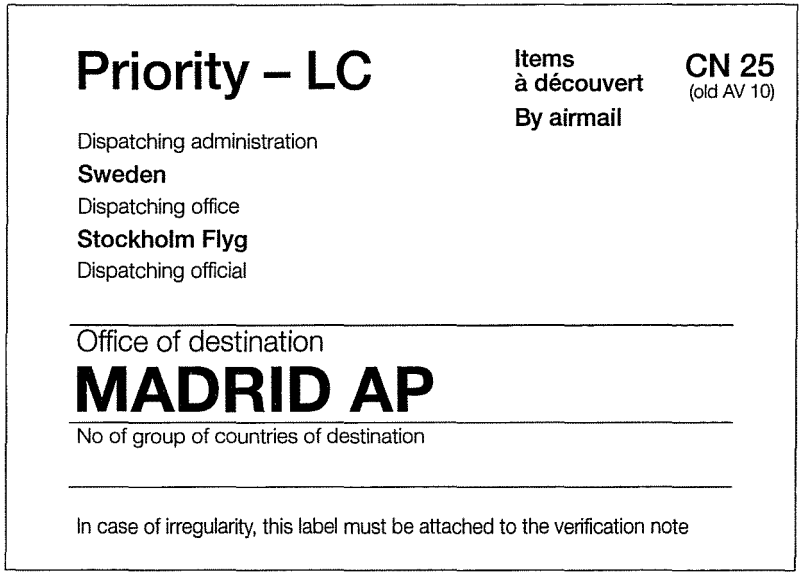
4 When their number and make-up permit, items sent à découvert to an administration shall be separated by country of destination. They shall be made up in bundles labelled with the name of each country in roman letters.

■ **Commentary**

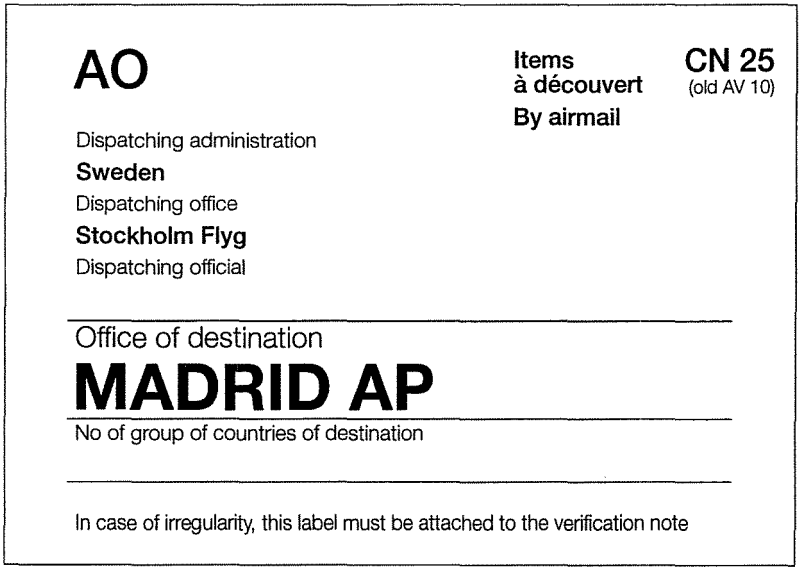
4303.3.1 For the other models of CN 25 labels, see article RE 4305.

4303.3.2 For the models of CN 26 labels, see article RE 4305.

4303.4 Separation by country of destination is essential in all cases where the average weight of items exceeds 500 g per mail or per day (when several dispatches are made in a day), unless the number of items is ten per mail or less. Bundles containing items for reforwarding as priority items by air or surface must be labelled on the basis of the CN 68 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 adm gathers them, sorted into categories, in bundles identified by the appropriate CN 25 labels, according to groups of countries of destination on the basis of the information in the CN 68 List. When the total weight of the separate labelled bundles sent to an intermediate adm exceeds 3 kg, the bundles are 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 kg, the bundles must, as far as possible, be placed in an extra-light bag (which may be made of transparent plastic); sealed, labelled "Transit" and inserted in the bag which contains the letter bill.



Convention, Seoul 1994, art RE 4303.3.1 – Size 105 x 74 mm or 148 x 105 mm, colour white



Convention, Seoul 1994, art RE 4303.3.1 – Size 105 x 74 mm or 148 x 105 mm, colour light blue

Note. – To take account of the needs of their service, administrations may alter slightly the text, size or colour of these forms without, however, deviating too far from the instructions contained in the model

Priority – ☐ LC

R ☐ AO

Number of registered items

Registered items à découvert

By airmail

CN 25 (old AV 10)

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

Office of destination

MADRID AP

No of group of countries of destination

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

Convention, Seoul 1994, art RE 4303.3.1 – Size 105 x 74 mm or 148 x 105 mm, colour pink

Note. – To take account of the needs of their service, administrations may alter slightly the text, size or colour of these forms without, however, deviating too far from the instructions contained in the model

Article RE 4304
Routes and methods of transmission of insured items

1 By means of the CN 27 tables received from the others concerned, each administration shall decide on the routes to be used for the transmission of its insured items.

2 In the relations between countries separated by one or more intermediate services, insured items shall follow the most direct route. Nevertheless, the administrations concerned may 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.

3 Subject to service requirements, insured items may be dispatched in closed mails. They may also 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 CN 27 tables.

4 Administrations of origin and destination may agree among themselves to exchange insured items in closed mails by means of the services of one or more intermediate countries, whether these participate in the insured items service or not. The intermediate administrations shall be advised at least one month prior to commencement of the service.

■ **Commentary**
4304 With regard to the security of valuable items conveyed by the post, Congress adopted recommendation C 63/Lausanne 1974 concerning general security and protection measures at offices of exchange and airports.

Postal administration

TABLE
Routes and methods of transmission of insured items

CN 27
(old VD 1)

Notes
Countries for which the above-mentioned administration accepts insured items 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, Seoul 1994, art RE 4304.1 – Size 210 x 297 mm

Article RE 4305
Make-up of mails

1 Making up of bundles

1.1 All ordinary items which can be bundled shall be classified by size (standardized items, large flat items and other items) and arranged with the addresses facing the same way. Administrations applying the classification system provided for in article 8.3 of the Convention shall bundle the items according to the following categories:

1.1.1 letters and postcards;

1.1.2 newspapers and periodicals as mentioned in article RE 4315.5;

1.1.3 other AO items.

1.2 The bundles shall be distinguished by labels bearing the indication in roman letters of the office of destination or of the reforwarding office of the items enclosed in the bundles. CN 25 labels shall be used in the case of priority items sent by air or airmail items and CN 26 labels in the case of priority items sent by surface, non-priority items or surface items.

1.3 Unpaid or underpaid items shall be made up in separate bundles which shall be placed in the bag containing the letter bill. The bundle label shall be impressed with the T stamp.

1.4 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.

1.5 If priority items and 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.

■ **Commentary**

4305.1.1 In recommendation C 75/Washington 1989, Congress recommended that adms use appropriate bundling materials.

4305.1.2 For the models of CN 25 labels concerning transit à découvert, see article RE 4303.

2 Making up of bags

2.1 Mails, including those made up solely of empty bags, shall be contained in bags the number of which shall be kept to the strict minimum. The bags shall be in good condition to protect their contents. Each bag shall be labelled.

2.2 The bags shall be closed, sealed preferably with lead. The seals may also be made of light metal or plastic. The sealing shall be so done that it cannot be handled or tampered with without showing signs thereof. The impressions of the seals shall reproduce, in very legible roman letters, the name of the office of origin or an indication sufficient to identify that office.

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

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

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

2.6 When the number or volume of the items necessitates the use of more than one bag, separate bags shall, as far as possible, be used:

2.6.1 for letters and postcards;

2.6.2 where applicable, for the newspapers and periodicals mentioned in article RE 4315.5;

2.6.3 for other AO items;

2.6.4 where applicable, for small packets; the labels on these bags shall bear the words *"Petits paquets"*.

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

2.8 Administrations may agree on a bilateral basis not to insert any ordinary mail in the bag containing the letter bill, but to keep the bag purely for registered, insured and express items.

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

■ **Commentary**

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

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

4305.2.2 Tin or plastic seals should be used only where adms are sure that the sealing leaves no scope for rifling. When adms are in agreement on this subject, bags containing unregistered non-priority items and unregistered AO items only and empty bags need not be sealed with lead; the same applies to bags containing unregistered items if they are conveyed in a sealed container by a direct service or if they are forwarded by a country of embarkation that puts them into such a container for the country of destination. When string is used it shall be passed twice round the neck of the bag in such a way that one of the two ends is drawn under the loops and then tied. After being sealed with lead, the ends of the string shall not protrude more than necessary from the lead seal so that the string cannot be released or removed without damaging the lead seal.

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

4305.2.7 For the use of red labels, see art RE 4315.3.1.

3 Making up of packets and envelopes

3.1 In the absence of special agreement, small mails shall simply be wrapped in strong paper so as to prevent any damage to the contents.

3.2 The packets shall be tied with string and sealed with lead, light metal or plastic seals.

3.3 When the packets contain only ordinary items they may be closed by means of gummed seals bearing the printed indication of the office of origin.

3.4 For airmail dispatches of priority items and airmail items in small quantities, CN 28 envelopes may be used. They shall be made either of strong blue paper or of plastic or other material and bearing a blue label.

3.5 Late postings at airport offices of priority items and airmail items in small quantities may be sent, by aircraft about to leave, in CN 28 envelopes. This procedure shall be admitted only for dispatch to the exchange offices of those administrations of destination which have agreed to receive airmail items made up in this manner.

■ **Commentary**

4305.3.2 If lead, light metal or plastic seals are used, these mails must be made up so that the string cannot be detached.

4305.3.3 Adms 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 art RE 4315 for the labels of bags of mails. However, closing by means of gummed seals shall not be permitted for bags containing insured items.

4 *Sacs collecteurs.* Conveyance in containers

4.1 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.

4.2 Where warranted by the number of light-weight bags, envelopes or packets to be conveyed on the same sector, *sacs collecteurs* shall be made up, wherever possible. They shall be made up by the post offices responsible for handing over airmails to the airline undertaking the conveyance. 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.

4.3 For conveyance purposes, mails may be placed in containers, subject to special agreement between the administrations concerned on the methods of using the containers.

4.4 Administrations may agree on a bilateral basis to exchange mails in receptacles other than bags (eg trays, pallets, etc) when it is established that this will ease the handling process and safeguard the condition of the mail.

■ **Commentary**

4305.4.3 The Washington Congress recommended that adms with a containerization programme actively seek bilateral agreements for use of these receptacles in their international service (recommendation C 76/1989).

Priority – LC

CN 25
(old AV 10)

By airmail

Dispatching administration
Sweden
Dispatching office
Stockholm Flyg
Dispatching official

Office of destination

MADRID AP

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

Convention, Seoul 1994, art RE 4303.3.1 – Size 105 x 74 mm or 148 x 105 mm, colour white

AO

CN 25
(old AV 10)

By airmail

Dispatching administration
Sweden
Dispatching office
Stockholm Flyg
Dispatching official

Office of destination

MADRID AP

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

Convention, Seoul 1994, art RE 4303.3.1 – Size 105 x 74 mm or 148 x 105 mm, colour light blue

Note. – To take account of the needs of their service, administrations may alter slightly the text, size or colour of these forms without, however, deviating too far from the instructions contained in the model

R ☐ Priority – LC ☐ AO | Number of registered items

CN 25
(old AV 10)

By airmail

Dispatching administration
Sweden
Dispatching office
Stockholm Flyg
Dispatching official

Office of destination

MADRID AP

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

Convention, Seoul 1994, art RE 4303.3.1 – Size 105 x 74 mm or 148 x 105 mm, colour pink

Priority – LC

CN 26
(old 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, Seoul 1994, art RE 4303.3.2 – Size 105 x 74 mm or 148 x 105 mm, colour white

Note. – To take account of the needs of their service, administrations may alter slightly the text, size or colour of these forms without, however, deviating too far from the instructions contained in the model

Non-priority – AO

CN 26
(old 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, Seoul 1994, art RE 4303.3.2 – Size 105 x 74 mm or 148 x 105 mm, colour light blue

R ☐ Priority – LC ☐ Non-priority – AO

Number of registered items

CN 26
(old 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, Seoul 1994, art RE 4303.3.2 – Size 105 x 74 mm or 148 x 105 mm, colour pink

Note. – To take account of the needs of their service, administrations may alter slightly the text, size or colour of these forms without, however, deviating too far from the instructions contained in the model

Administration dispatching the mail

Dispatching office

CN 28
(old AV 9)

Date stamp

ENVELOPE FOR THE MAKE-UP OF AIRMAILS

AIRMAIL DISPATCH

No _____

Weight Priority – LC/AO
grammes

_____
Flight No

_____
Airport of transhipment

LONDON-HEATHROW (LHR)

AIRMAIL DISPATCH

for

MONROVIA (MLW)

(Liberia)

Convention, Seoul 1994, art RE 4305.3.4 – Size 250 x 176 mm or 353 x 250 mm, colour blue

Article RE 4306
Letter bills

1 A CN 31 letter bill shall accompany each mail except for bulk mails, which shall be accompanied by a CN 32 letter bill as provided for in article RE 4314. The letter bill shall be placed in an envelope marked in bold letters *"Feuille d'avis"* (Letter bill). This envelope shall be pink if the mail contains insured items and blue if it does not. It 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.

2 Except for the cases provided for in articles RE 4310.1 and RE 4311.2, where a dispatch does not contain any registered or insured mail, administrations may agree bilaterally to attach the letter bill to the outside of one of the bags of the dispatch in a strong waterproof pouch which will withstand the rigours of transportation.

3 In relations between countries whose administrations have reached agreement, the dispatching office of exchange shall send one copy of the CN 31 by air to the office of exchange of destination. Administrations may, by means of special agreements, decide that mails containing empty bags exclusively shall not be accompanied by a letter bill.

4 The dispatching office shall complete the letter bill with all the details called for, taking the following into account.

4.1 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 or priority and non-priority mail. Each mail shall thus bear a separate number. In the case of the first dispatch of each year the letter 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 last mail the indication "Last mail".

4.2 Table 1: administrations may agree that only red-label bags shall be entered in table 1 of the letter bills.

4.3 Table 4: the number of bags used by the dispatching administration and the number of bags returned to the administration of destination shall be entered in this table. Where applicable, the number of empty bags belonging to an administration other than that to which the mail is addressed shall be shown separately with a reference to that administration. When two administrations have agreed to enter red-label bags only (4.2), 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 4. Where IBRS items are contained in the mail, the "Other information" box shall be completed, indicating separately the number and weight of IBRS bags and bundles and the total number of IBRS items.

4.4 Where administrations have agreed on a bilateral basis to exchange mails in receptacles other than bags, the number and weight of each type of receptacle must be recorded on the CN 31 letter bill. Provision must therefore be made on the CN 31 form for recording this information.

5 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.

6 In the case of surface à découvert items weighing more than 3 kilogrammes per mail or per day dispatched to a particular country of destination, the administration of transit shall be authorized to prepare a CN 31 letter bill for each country, one copy of which it shall send to the administration of origin.

7 A "Nil" letter bill shall be sent in the next mail when an office of exchange has no item to pass forward to a corresponding office and when, by special agreement between the administrations concerned, the letter bills are not numbered. In the case of annually numbered mails, no "Nil" letter bill shall be sent.

■ **Commentary**

4306.1 For the model of the CN 32 form, see art RE 4314.

4306.4 The name of the ship transporting the mail or the official abbreviation of the flight used are shown when the dispatching office knows it. In table I the dispatching office enters the number of bags making up the mail by category (priority/non-priority or LC/AO, M bags, empty bags) and by type of label (red or white/blue). In table 2, the dispatching office enters the weight of the bags subject to transit charges and terminal dues according to the categories to which they belong (priority/non-priority or LC/AO, on the one hand, and M bags, on the other). The M bags are entered by weight (weight and number of bags up to 5 kg and weight of bags over 5 kg). The weight of the mail exempted from transit charges and terminal dues must be the same as the total weight of the bags containing only empty bags and of those marked "Exempt".

4306.4.3 Unclosed official letters and the various communications or recommendations from the dispatching office relating to the service are also mentioned in this table.

4306.4.4 The administrations concerned are responsible for agreeing on the model of the letter bill to be used.

Dispatching administration

Dispatching office of exchange

LETTER BILL
Exchange of mails
Date of dispatch

CN 31
(old C 12)
Mail No

☐ Priority ☐ Non-priority

☐ By airmail ☐ By S.A.L. ☐ By surface

Office of exchange of destination	Flight No/Train No/Name of ship
	Transit administration(s)

	Priority/Non-priority – LC/AO		M bags		Empty bags
1 Number of bags	Red labels	White/blue labels	Red labels	White/blue labels	Sacks of empty bags (SV)
	Number	Number	Number	Number	Number
	Total number of bags in mail				

	Priority/Non-priority – LC/AO		M bags		
2 Transit charges and terminal dues	Mail subject to transit charges and/or terminal dues[1]	Mail exempt from transit charges and terminal dues	Up to 5 kg		More than 5 kg
	Weight kg ⌈g	Weight kg ⌈g	Weight kg ⌈g	Number	Weight kg ⌈g
	Total weight of mail		⌈kg	⌈g	

[1] Including the weight of the IBRS items

3 Summary of items entered in the mail	Number of bags containing	Number of packets containing	Number of	Total number of items included in the mail
	Registered items[2]	Registered items[2]	CN 33 special lists[2]	Registered items[2]
	Insured items[2]	Insured items[2]	CN 16 dispatch lists[2]	Insured items[2]

4 Official notes	Presence of unregistered items ☐ express ☐ airmail		Presence of registered items ☐ express ☐ airmail	
	☐ CN 44 note enclosed in mails		Number of CN 65 bills	
	Other information	Number	Weight	Total IBRS items
	IBRS bags:	Number	Weight	
	IBRS bundles:			
	Dispatching administration bags			Number
	Empty bags returned belonging to the administration of destination			Number

5 Closed mails included in the mail	No of the mail	Office of origin	Office of destination	Number of bags or packets

6 Registered items[2]	Bulk entry In words	In figures
	Individual entry Specify contents on the back of the form	

[2] Add the indication "Nil" in the event of the absence of registered or insured items

Dispatching office of exchange
Signature

Office of exchange of destination
Signature

Convention, Seoul 1994, art. RE 4306.1 – Size 210 x 297 mm

List of registered items CN 31 (Back)

Serial No	No of the item	Office of origin	Observations	Serial No	No of the item	Office of origin	Observations
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			

Article RE 4307
Transmission of registered items

1 Registered items shall be transmitted entered individually on the back of the letter bill. One or more CN 33 special lists may be used, either in place of the back of the letter bill or as a supplement to that bill. The use of special lists shall be compulsory if the administration of destination so requests. The lists in question shall show the same mail number as that shown on the letter bill of the corresponding mail. When several special lists are used they shall also be numbered in their own series for each mail. The number of registered items which can be entered on a single special list or on the back 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 3 of the letter bill. When the mail comprises several bags of registered items, every bag except the one in which the letter bill is inserted shall contain a CN 33 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 6 reserved for that purpose.

3 Registered items and, where applicable, the special lists provided under 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. Bags and packets made up in this way may be replaced by heat-sealed plastic bags. The registered items shall be arranged in each packet according to their order of entry. When one or more special lists are used, each of them shall be tied up with the registered items to which it refers and placed on top of the first item in the bundle. When several bags are used each of them shall contain a special list detailing the items which it contains.

4 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.

5 In no case may registered items be included in the same bundle as unregistered items.

6 As far as possible a single bag shall not contain more than 600 registered items.

7 Registered M bags shall be entered as a single item in table 6 or on the back of the CN 31 letter bill or on a CN 33 special list. The letter M shall be added in the "Observations" column.

■ **Commentary**

4307.1 If an adm of origin wishes to use special lists, the adm of destination must admit them.

4307.2 Adms may agree, for security reasons, that this provision does not apply to money orders subject to automatic registration (cf Money Orders, Det Regs, art RE 501.1).

Dispatching administration

Dispatching office of exchange

SPECIAL LIST
Registered items
Date

Mail No

CN 33
(old C 13)
Special list No

☐ Priority
☐ Non-priority

☐ By airmail
☐ By S.A.L.
☐ By surface

Office of exchange of destination	Flight No/Train No/Name of ship

Bulk entry

Number (in letters)	Number (in figures)

Individual entry

Serial No	No of the item	Office of origin	Observations	Serial No	No of the item	Office of origin	Observations
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

Dispatching office of exchange
Signature

Office of exchange of destination
Signature

Convention, Seoul 1994, art RE 4307.1 – Size 210 x 297 mm or 210 x 148 mm

Article RE 4308
Transmission of recorded delivery items

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

■ **Commentary**

4308.1 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.

Article RE 4309
Transmission of insured items

1 The dispatching office of exchange shall enter the insured items on CN 16 special dispatch lists with all the details for which the form provides.

2 Insured items shall be made up with the dispatch list or lists into one or more special packets tied to one another. The latter shall be wrapped in strong paper, tied on the outside and sealed with fine wax on every fold by means of the seal of the dispatching office of exchange. These packets shall be endorsed *"Valeurs déclarées"* (Insured items).

3 Instead of being made up in a packet, the insured items may be placed in a strong paper envelope, closed by means of wax seals.

4 The packets or envelopes of insured items may also be closed by means of gummed seals bearing the printed indication of the administration of origin of the mail. 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. This method of closure cannot be used if the administration of destination of the mail requires the packets or envelopes of insured items to be sealed with wax or lead.

5 If their number or volume makes it necessary, insured items may be placed in a bag suitably closed and sealed with wax or lead.

6 The packet, envelope or bag of insured items 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 items 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 items 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.

■ **Commentary**

4309.2 "Packet" is a general term that also includes "envelope".

Dispatching administration

Dispatching office of exchange

DISPATCH LIST
Insured items
Date

CN 16
(old VD 3)
Mail No

☐ Priority
☐ Non-priority

☐ By airmail
☐ By S.A.L.
☐ By surface

Office of exchange of destination	No of dispatch list

Entry

Serial No	No of the mail	Office of origin	Place of destination	Amount of insured value	Observations
1	2	3	4	5	6
1				SDR	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Dispatching office of exchange
Signature

Office of exchange of destination
Signature

Convention, Seoul 1994, art RE 2802.5 – Size 210 x 297 mm

Article RE 4310
Transmission of money orders and unregistered COD items

1 Postal money orders sent unenclosed shall be made up in a separate bundle and placed in a packet or bag containing registered items or, if there is one, in the packet or bag with insured items. The same shall apply to unregistered COD items. 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.

■ **Commentary**

4310.1 Cf Money Orders, Det Regs, art RE 501.

Article RE 4311
Transmission of express items

1 The presence of express items shall be shown by a cross (x) in the corresponding box of table 4 on the CN 31 letter bill (table 3 on the CN 32 letter bill).

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, 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. The word *"Exprès"* (Express) shall be written opposite the appropriate entries in the "Observations" column on the back of the letter bill or the CN 33 special lists. In the case of bulk advice, the presence of such registered items shall also be shown by a cross in the corresponding box of table 4 of the letter bill. A similar indication shall be made in the "Observations" column of the CN 16 dispatch lists opposite the entries of insured items for delivery by express.

■ **Commentary**

4311.2 The Seoul Congress recommended that adms place their express items in bundles and insert them in a special envelope, preferably plastisized, in order to preserve their integrity and make them easy to recognize (recommendation C 53).

Article RE 4312
Transmission of IBRS items

1 Administrations operating the service shall designate the office of exchange of destination specializing in handling mails containing IBRS items. If justified by operational reasons, administrations may designate several offices of exchange for this purpose.

2 IBRS items shall be made up in separate bundles. The CN 25 bundle label shall bear the indication "IBRS" and the number of items. The bundles of IBRS items shall be placed in the bag containing the letter bill. However, they must not be placed in the bag of registered items.

2.1 If the mail contains more than 2 kilogrammes of IBRS items, these items shall be placed in a separate bag. The bag label shall bear the indication "IBRS" and, on the back, the number of items.

3 The IBRS items contained in a mail shall be indicated in table 4 of the CN 31 letter bill (table 3 of the CN 32 letter bill) under "Other information" as follows:

3.1 for items in separate bags, write "IBRS bags", the number and weight of the bags and the number of items;

3.2 for items sent with the rest of the mail, write "IBRS bundles", the number and weight of the bundles and the number of items.

4 Depending on the volume of traffic involved, administrations may agree on specific procedures on a bilateral basis.

Article RE 4313
Transmission of M bags

1 Every M bag shall be furnished with a CN 34, CN 35 or CN 36 label to which a large letter M has been added in the upper right-hand corner. This label shall be additional to the address label provided by the sender.

■ **Commentary**

4313.1 For the models of the CN 34, CN 35 and CN 36 labels, see article RE 4315.

Article RE 4314
Transmission of bulk items

1 At the request of the administration of destination, bulk items shall be sent in specific mails, accompanied by the CN 32 letter bill.

2 The CN 32 letter bill shall include the number and weight of the items.

2.1 For administrations that have so agreed, the number and weight of the items may be indicated according to their format.

3 The provisions of article RE 4306 shall apply by analogy to CN 32 letter bills.

4 Administrations may agree bilaterally to alternative forms and accounting procedures for bulk items.

Dispatching administration

Dispatching office of exchange

LETTER BILL
Bulk mails
Date of dispatch

CN 32
Mail No

☐ Priority ☐ Non-priority

☐ By airmail ☐ By S.A.L. ☐ By surface

Office of exchange of destination	Flight No/Train No/Name of ship
	Transit administration(s)

1 Number and weight of bags and items	Bags				Items
	Red labels	Violet labels	Total in mail		
	Number	Number	Number	Weight kg g	Number

2 Summary of items entered in the mail	Number of bags containing	Number of packets containing	Number of	Total number of items included in the mail
	Registered items[1]	Registered items[1]	CN 33 special lists[1]	Registered[1]
	Insured items[1]	Insured items[1]	CN 16 dispatch lists[1]	Insured[1]

3 Official notes	Presence of unregistered items ☐ express ☐ airmail	Presence of registered items ☐ express ☐ airmail
	☐ CN 44 note enclosed in mail	Number of CN 65 bills
	Other information (eg, number of IBRS items)	
	Dispatching administration bags	Number
	Empty bags returned belonging to the administration of destination	Number

4 Closed mails included in the mail	No of the mail	Office of origin	Office of destination	Number of bags or packets

5 Registered items[1]	Bulk entry In words	In figures
	Individual entry Specify contents on the back of the form	

[1] Add the indication "Nil" in the event of the absence of registered or insured items

Dispatching office of exchange
Signature

Office of exchange of destination
Signature

Convention, Seoul 1994, art RE 4306.1 – Size 210 x 297 mm

List of registered items CN 32 (Back)

Serial No	No of the item	Office of origin	Observations	Serial No	No of the item	Office of origin	Observations
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			

Article RE 4315
Labelling of mails

1 The labels of the bags shall be made of sufficiently rigid canvas, of plastic, of strong cardboard, of parchment, or of paper glued to wood. They shall be provided with an eyelet. Their layout and text shall conform to the specimens annexed hereto and mentioned below:
1.1 CN 34 in the case of surface bags;
1.2 CN 35 in the case of airmail bags;
1.3 CN 36 in the case of surface airlifted (S.A.L.) bags.

2 In the service between neighbouring offices, strong paper labels may be used. These shall, however, be strong enough to withstand the various handling processes the mails undergo during transmission.

3 Bags containing registered items, insured items, and/or the letter bill shall be provided with a vermilion red label.
3.1 However, administrations may agree, in their bilateral relations, to dispense with the use of red labels in favour, for security reasons, of any mutually agreed alternative method.

4 A white label shall be used for bags containing only ordinary items of the following categories:
4.1 priority items;
4.2 letters and postcards dispatched by surface and air;
4.3 mixed items (letters, postcards, newspapers and periodicals and other items).

5 A white label shall also be used for bags containing 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.

6 A light blue label shall be used for bags containing only ordinary items of the non-priority, printed papers, literature for the blind and small packets categories.

7 A light blue label shall also be used for bags containing periodicals other than those mentioned under 5. The words *"Ecrits périodiques"* (Periodicals) may be written on the blue label when the bags contain only items of this category.

8 A violet label shall be used for bags containing only ordinary bulk items.

9 A green label shall be used for bags containing only empty bags being returned to origin.

10 Where priority mails conveyed by surface are concerned, the CN 34 label shall be marked "PRIOR" in large, very bold letters.

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

12 The label of receptacles containing express items must bear a tab or be marked *"Exprès"* (Express). Where the "Express" tab or marking will interfere with any bar code or text on the CN 35 label, an additional larger backing label bearing the "Express" marking may be affixed to the bag.

13 A white label may also be used in conjunction with a 5 x 3 cm tab in one of the colours mentioned under 3 to 7 and 9. A blue or violet label may also be used in conjunction with a similar tab in red.

14 Items containing perishable infectious biological substances 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 RE 2401 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".

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

16 The gross weight of each bag, envelope or packet forming part of the mail shall be shown on the bag label or with the external address. If a sac collecteur is used, its weight shall not be taken into account. The weight shall be rounded up to the nearest hectogramme when the fraction of the hectogramme is equal to or greater than 50 grammes and rounded down to the nearest hectogramme otherwise. The indication of the weight shall be replaced by the figure 0 for airmails weighing 50 grammes or less.

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

■ **Commentary**

4315.1 Naturally, in order to take account of the needs of their services, adms are entitled to modify slightly the text and dimensions of the forms mentioned in 1.1, 1.2 and 1.3, without however departing too far from the specifications of the specimens.
IATA abbreviations (three-letter codes) may be used on CN 35 and CN 36 forms to show airports of destination and, when applicable, of transhipment. The IATA codes are given for information in the List of Airmail Distances (parts III and IV).
Adms may use CN 35 labels instead of the CN 36 label, writing thereon in bold letters the term "S.A.L. Surface air lifted".

4315.5 Adms 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.

4315.13 Use of blue label with red tab to indicate that the bag containing registered items and/or the letter bills contains non-priority or AO items only.



Convention, Seoul 1994, art RE 4313.1 – Size 148 x 74 mm, colour vermilion red, white, light blue, violet or green



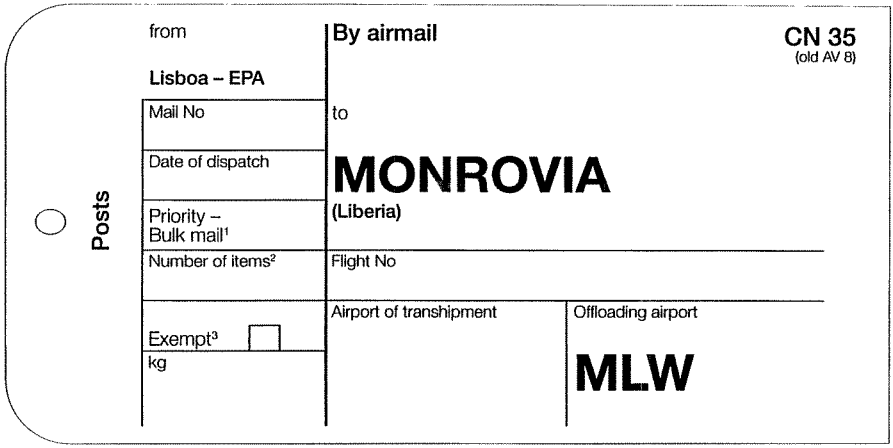
Convention, Seoul 1994, art RE 4313.1 – Size 148 x 90 mm, colour vermilion red, white, light blue, violet or green

[1] On red labels: Priority/Non-priority – Bulk mail or LC/AO – Bulk mail
On white labels: Priority or LC/AO
On blue labels: Non-priority or AO; administrations have the option of printing check boxes for "Non-priority (AO)" and for "M bags"
On violet labels: Bulk mail

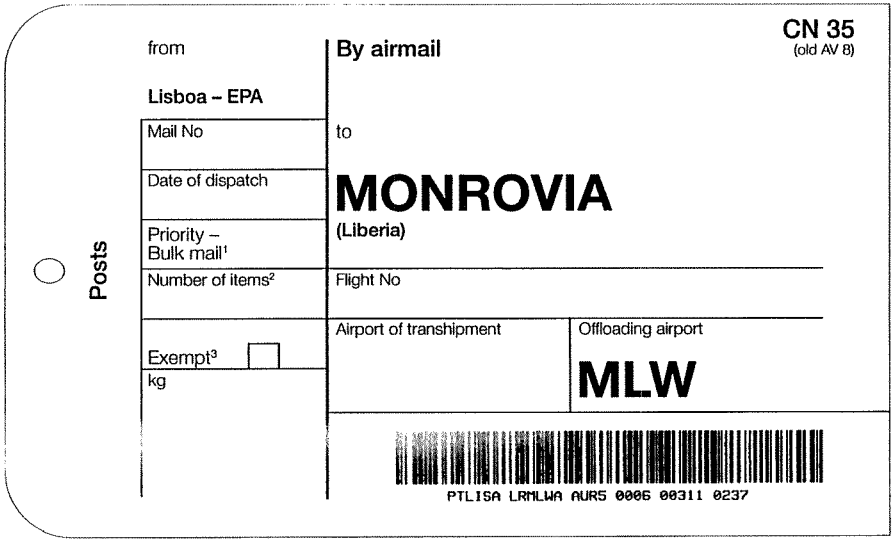
[2] Only for red and violet labels

[3] Only for red, white, blue or green labels; for green labels "SV (Exempt)", without check box

Notes:
- To take account of the needs of their service, administrations may alter slightly the text and size of this form without, however, deviating from the instructions contained in the model
- Green labels must bear the indication "Empty bags"
- Administrations using bar codes in their service may use CN 34 labels similar to the above model bearing these codes in addition to the information already provided for. This model is given only as an example. Administrations may use bar codes with 13 or 29 characters



Convention, Seoul 1994, art RE 4313.1 – Size 148 x 74 mm, colour vermilion red, white, light blue, violet or green



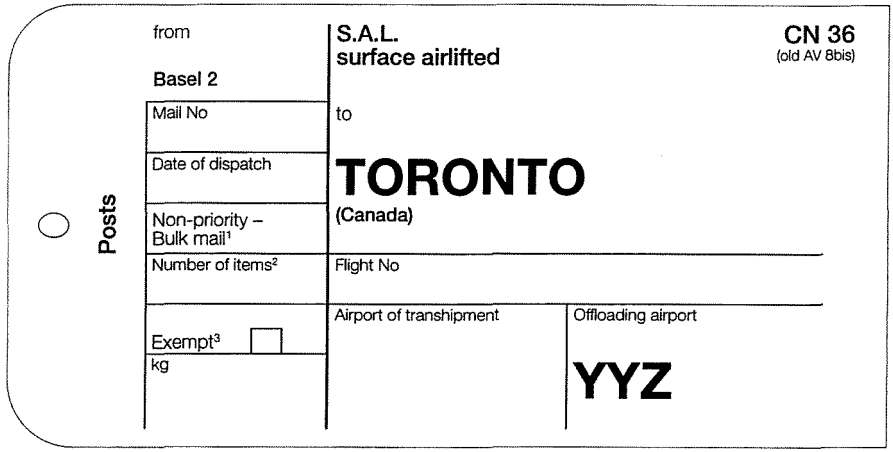
Convention, Seoul 1994, art RE 4313.1 – Size 148 x 90 mm, colour vermilion red, white, light blue, violet or green

[1] On red labels: Priority/Non-priority – Bulk mail or LC/AO – Bulk mail
On white labels: Priority or LC/AO
On blue labels: AO; administrations have the option of printing check boxes for "AO" and for "M bags"
On violet labels: Bulk mail

[2] Only for red and violet labels

[3] Only for red, white, blue or green labels; for green labels "SV (Exempt)", without check box

Notes:
- To take account of the needs of their service, administrations may alter slightly the text and size of this form without, however, deviating from the instructions contained in the model
- Green labels must bear the indication "Empty bags"
- Administrations using bar codes in their service may use CN 35 labels similar to the above model bearing these codes in addition to the information already provided for. This model is given only as an example. Administrations may use bar codes with 13 or 29 characters



Convention, Seoul 1994, art RE 4313.1 – Size 148 x 74 mm, colour vermilion red, white, light blue, violet or green



Convention, Seoul 1994, art RE 4313.1 – Size 148 x 90 mm, colour vermilion red, white, light blue, violet or green

[1] On red labels: Non-priority – Bulk mail or LC/AO – Bulk mail
On white labels: LC/AO
On blue labels: Non-priority or AO; administrations have the option of printing check boxes for "Non-priority (AO)" and for "M bags"
On violet labels: Bulk mail

[2] Only for red and violet labels

[3] Only for red, white, blue or green labels; for green labels "SV (Exempt)", without check box

Notes:
- To take account of the needs of their service, administrations may alter slightly the text and size of this form without, however, deviating from the instructions contained in the model
- Green labels must bear the indication "Empty bags"
- Administrations using bar codes in their service may use CN 36 labels similar to the above model bearing these codes in addition to the information already provided for. This model is given only as an example. Administrations may use bar codes with 13 or 29 characters

Article RE 4316
Routeing of mails

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

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

3 The administration of the country of origin may prescribe the route to be followed by the closed mails which it dispatches, provided that the use of that route does not entail special costs for an intermediate administration. Information about the routeing shall be entered on the CN 37, CN 38 or CN 41 bills and on the CN 34, CN 35 or CN 36 labels.

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

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

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

Prot Article RE VI
Routeing of mails

1 The postal administrations of Azerbaijan, Belarus*, Bolivia, Estonia, Latvia, Tajikistan, Turkmenistan and Uzbekistan will recognize only the costs of the conveyance effected in accordance with the provision concerning the line shown on the CN 35 bag labels of airmail dispatches and on the CN 38 delivery bills.

2 Having regard to the provision in 1, the postal administrations of France, Greece, Italy, Senegal, Thailand and the United States of America will forward closed airmails only on the conditions laid down in article RE 4316.4.

■ **Commentary**

4316.3 For the models of forms CN 37, CN 38 and CN 41, see article RE 4321.

Prot RE VI.1 The adm marked with an asterisk (*) has waived its reservation following the entry into force of the Seoul Acts.

Article RE 4317
Transhipment of airmails and of surface airlifted (S.A.L.) mails

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

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

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

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

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

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

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

■ **Commentary**
4317.2 and **4317.4** Practical application formula for the direct 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 CN 38 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 CN 45 envelope.

viii Following an alteration in the airline timetables, the dispatching adm shall review, in consultation with the first airline, the arrangements made for the transhipment and, where appropriate, advise the intermediate adm of any changes made.



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

Article RE 4318
Steps to be taken when direct transhipment of airmails cannot take place as scheduled

1 If mails 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 This shall not apply when:
2.1 the administration dispatching the mails has provided for reforwarding on a later flight;
2.2 in the absence of the arrangements referred to under 2.1, the airline responsible for handing over the mails can arrange for them to be reforwarded within 24 hours of their arrival at the transhipment airport.

3 In the case referred to under 1, the office which did the reforwarding shall inform the office of origin of each mail by CN 43 verification note, indicating in particular on the verification note the air service from which the mail was taken and the services used (air or surface) for onward transmission to its destination.

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

Article RE 4319
Preparation of trial notes

1 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 CN 44 trial note. This note shall be included in the mail and attached to the CN 31 letter bill, on which its presence shall be shown by a cross in the corresponding box of table 4 (table 3 of the CN 32 letter bill). If the CN 44 form is missing when the mail arrives, the office of destination shall make out a duplicate. The trial note, duly completed by the office of destination, shall be returned by the quickest route (air or surface) either to the address specified or, if no address is given, to the office which prepared it.

2 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 CN 44 trial note. This note shall be inserted in an envelope on which the indication "CN 44" 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).

3 Whenever the administration of destination observes serious delays and discovers a quicker route, it may prepare a CN 44 trial note and suggest the most favourable routeing both for closed mails and for items sent à découvert through another administration. The administration of origin shall give careful consideration to the request of the office of destination.

Dispatching administration

TRIAL NOTE

CN 44
(old C 27)

Date

Determination of the most favourable route

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

Administration of destination	To be returned to

Notes
To be returned duly completed by the quickest route (air or surface)

To be filled in by the dispatching office

Mail	☐ Letter post – Priority/Air	☐ Letter post – S.A.L.	☐ Letter post – Non-priority/Surface
	☐ Air parcels	☐ S.A.L. parcels	☐ Surface parcels
	No	Dispatching office	
	Date of dispatch	Office of destination	
Method of conveyance	☐ By air	Flight No	
		No	
	☐ By train	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	☐ By air	Flight No
		No
	☐ By train	Name of ship
	☐ By ship	
	☐ By	
Other information		

Signature

Convention, Seoul 1994, art RE 4319.1 – Size 210 x 297 mm

Article RE 4320
Transfer of mails

1 Priority mails and surface mails

1.1 In the absence of special agreement between the administrations concerned, the transfer of mails between two corresponding offices shall be carried out by means of a CN 37 delivery bill. Two copies of the bill shall be prepared. The first shall be for the receiving office and the second for the dispatching office. The receiving office shall acknowledge receipt on the second copy and return it immediately by the quickest route (air or surface).

1.2 The CN 37 delivery bill may be prepared in triplicate when the transfer of mails between two corresponding offices is made through a transport service. In that case, the first copy shall be for the receiving office and shall accompany the mail. The second shall receive the acknowledgement of receipt by the transport service and shall be given to the dispatching office. The third shall be retained by the transport service after being signed by the receiving office.

1.3 The CN 37 delivery bill may also be prepared in triplicate when the transmission of mails is effected by a means of transport without accompanying staff. The first two copies shall be sent with the mail and the third retained by the dispatching office. The first copy shall be for the receiving office and the second shall be returned by the quickest route, duly signed by the latter, to the dispatching office.

1.4 Because of their internal organization, certain administrations may request that separate CN 37 bills be made out for letter-post mails on the one hand, and for parcels on the other.

1.5 When the transfer of mails between two corresponding offices involves a sea service, the dispatching office of exchange may prepare a fourth copy of the CN 37 delivery bill, which the receiving office of exchange shall return after certifying it. In this case the third and fourth copies shall accompany the mail. In the absence of special agreement between the administrations dispatching and receiving sea mails, one copy of the CN 37 bill must be sent by air or by electronic mail or any other appropriate means of telecommunication, either to the receiving office of exchange of the port of offloading or to its central administration.

2 Airmails and surface airlifted (S.A.L.) mails

2.1 Mails to be handed over at the airport shall be accompanied by five copies of a CN 38 delivery bill, for each stop in the case of airmails or a CN 41, in the case of surface airlifted (S.A.L.) mails.

2.2 One copy of the CN 38 or CN 41 bill, signed as a receipt for the mails by the airline or the authority responsible for the ground services, shall be retained by the dispatching office.

2.3 Two copies of the CN 38 or CN 41 bill shall be retained at the airport of loading by the airline carrying the mails.

2.4 Two copies of the CN 38 or CN 41 bill shall be inserted in a CN 45 envelope. These shall be conveyed in the aircraft's flight portfolio or other special pouch in which the flight documents are kept. Upon arrival at the airport of offloading of the mails, the first copy, duly signed as a receipt for the mails, shall be kept by the airline which has carried the mails. The second copy shall accompany the mails to the post office to which the CN 38 or CN 41 bill is addressed.

2.5 CN 38 or CN 41 bills which have been transmitted electronically by the air carrier may be accepted at the receiving exchange office if the two copies identified under 2.4 are not immediately available. In this case, two copies of the CN 38 or CN 41 bill must be signed by the air carrier representative at the destination airport prior to submission to the receiving administration. One copy shall be signed by the receiving administration as a receipt for the mails and shall be kept by the air carrier. The second copy shall accompany the mails to the post office to which the CN 38 or CN 41 bill is addressed.

2.6 Administrations may agree among themselves to make systematic use of electronic mail or any other appropriate means of telecommunication for transmitting CN 38 or CN 41 bills between the office preparing the document and the office receiving it.

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

■ **Commentary**

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

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

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

CN 45
(old AV 6)
Date stamp

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

Airport of offloading

MONROVIA (MLW)

Airline	Flight No
Date of departure	Time

Convention, Seoul 1994, art RE 4320.2.4 – Size 229 x 162 mm, colour light blue

Article RE 4321
Preparation and checking of CN 37, CN 38 or CN 41 delivery bills

1 The delivery bills shall be completed, in accordance with their layout, on the basis of the particulars appearing on the bag labels or with the address. The total number and total weight of the bags and items in each mail shall be entered in bulk by category. Administrations of origin may elect to enter each bag individually should they wish to do so. The number and weight of bags bearing red labels shall be shown separately; they shall be indicated by an "R" in the "Observations" column of the delivery bill. If the weights entered include those of mail exempted from transit charges and terminal dues, the "Observations" column shall also be used to enter, by category, the weight to be deducted.

■ Example:

Entry

Mail No	Office of origin	Office of destination	Number of			Gross weight of bags, etc			Observations
			letter-post bags[1]	CP bags and loose parcels[1]	sacks of empty bags	Letter post	CP	Empty bags	
1	2	3	4	5	6	7	8	9	10
1	LONDON FS	ROTTERDAM	6			kg[2] 88.3	kg[2]	kg[2]	RM bags = 1
1	"	"	44			351.7			M bags = 10

2 The presence of priority surface mails shall be indicated by the entry "PRIOR" in the "Observations" column of the CN 37 bill.

3 The following shall also be entered on the CN 38 delivery bill:
3.1 mails included in a sac collecteur entered individually with an indication that they are so included;
3.2 mails in CN 28 envelopes.

4 Any intermediate office or office of destination which notices errors in the entries on the CN 38 or CN 41 delivery bill shall immediately correct them. It shall report them by CN 43 verification note to the last dispatching office of exchange and to the office of exchange which made up the mail. Administrations may agree to make systematic use of electronic mail or any other appropriate means of telecommunication for reporting irregularities.

5 When the mails forwarded are inserted in containers sealed by the postal service, the serial number and the number of the seal of each container shall be entered in the column of the CN 37, CN 38 or CN 41 bill reserved for that purpose.

■ **Commentary**

4321.1 If the receiving adm finds that more than 10 percent of the mails from a particular origin do not reflect the information recorded on the CN 38 delivery bills, or are not accompanied by CN 38 bills, it may require the dispatching adm to list each bag and corresponding weight individually on all future CN 38 bills.

Postal administration of origin

Office of origin of the bill

Office of destination of the bill

DELIVERY BILL
Surface mails
Date

CN 37
(old C 16)

Serial No

☐ By train
☐ By ship

Date of departure | Time

☐ Priority ☐ Non-priority

Train No | Route

Name of ship | Port of disembarkation | Company

If a container is used | No of container | No of seal

Entry

Mail No	Office of origin	Office of destination	Number of letter-post bags[1]	Number of CP bags and loose parcels[1]	Number of sacks of empty bags	Gross weight of bags, etc: Letter post	Gross weight of bags, etc: CP	Gross weight of bags, etc: Empty bags	Observations
1	2	3	4	5	6	7	8	9	10
						kg[2]	kg[2]	kg[2]	
		Totals							

[1] The number of M bags and/or loose parcels must be reported in the "Observations" column
[2] Kg to one decimal

Dispatching office of exchange
Signature

The official of the carrier
Signature

Office of exchange of destination
Date and signature

Convention, Seoul 1994, art RE 4316.3 – Size 210 x 297 mm

Postal administration of origin

DELIVERY BILL
Airmails

CN 38
(old AV 7)

Office of origin of the bill — Date — Serial No

Office of destination of the bill

☐ Priority ☐ By airmail

Flight No	Date of departure	Time
Airport of direct transhipment **LONDON-HEATHROW (LHR)**	Airport of offloading **MONROVIA (MLW)**	
If container is used	No of container	No of seal

Entry

Mail No	Office of origin	Office of destination	Number of letter-post bags[1]	Number of CP bags and loose parcels[1]	Number of sacks of empty bags	Gross weight of bags, etc: Letter post	Gross weight of bags, etc: CP	Gross weight of bags, etc: Empty bags	Observations
1	2	3	4	5	6	7	8	9	10
						kg[2]	kg[2]	kg[2]	
		Totals							

[1] The number of M bags and/or loose parcels must be reported in the "Observations" column
[2] Kg to one decimal

Dispatching office of exchange
Signature

The official of the carrier or airport
Date and signature

Office of exchange of destination
Date and signature

Convention, Seoul 1994, art RE 4316.3 – Size 210 x 297 mm

Postal administration of origin

DELIVERY BILL
Surface airlifted (S.A.L.) mails

CN 41
(old C 18bis)

Office of origin of the bill

Date

Serial No

Office of destination of the bill

Flight No	Date of departure	Time
Airport of direct transhipment **LONDON-HEATHROW (LHR)**	Airport of offloading **MONROVIA (MLW)**	
If a container is used	No of container	No of seal

Entry

Mail No	Office of origin	Office of destination	Number of letter-post bags[1]	Number of CP bags and loose parcels[1]	Number of sacks of empty bags	Gross weight of bags, etc Letter post	Gross weight of bags, etc CP	Gross weight of bags, etc Empty bags	Observations
1	2	3	4	5	6	7	8	9	10
						kg[2]	kg[2]	kg[2]	
		Totals							

[1] The number of M bags and/or loose parcels must be reported in the "Observations" column
[2] Kg to one decimal

Dispatching office of exchange
Signature

The official of the carrier or airport
Signature

Office of exchange of destination
Date and signature

Convention, Seoul 1994, art RE 4316.3 – Size 210 x 297 mm

Article RE 4322
Missing CN 37, CN 38 or CN 41 delivery bill

1 In the absence of the CN 37 bill, the receiving office shall prepare one in triplicate in accordance with the load received. Two copies accompanied by a CN 43 verification note shall be sent to the dispatching office, which shall return one copy after examination and signature.

2 When a mail reaches the airport of destination – or an intermediary airport responsible for forwarding it with another carrier – without a CN 38 or CN 41 bill, the administration under whose jurisdiction the airport comes shall automatically prepare one. The latter shall be duly countersigned by the carrier from whom the mail is received. This fact shall be reported by CN 43 verification note, together with two copies of the CN 38 thus prepared, to the office responsible for loading the mail. The latter office shall be requested to return one copy duly authenticated.

3 If the original CN 38 or CN 41 bill is missing, the administration receiving the mail shall accept the CN 46 substitute bill prepared by the airline. This fact shall be reported to the office of origin by means of a CN 43 verification note, accompanied by two copies of the CN 46 substitute bill.

4 Administrations may agree to make systematic use of electronic mail or any other appropriate means of telecommunication for settling cases where the CN 38 or CN 41 bill is missing.

5 The exchange office at the airport of destination – or an intermediary airport responsible for forwarding the mail with another carrier – may accept, without preparation of a CN 43 verification note, a CN 38 or CN 41 bill provided by the original carrier which has been electronically transmitted from its office at the airport of dispatch and signed by its representative at the airport where the mail is unloaded.

6 If the airport of loading cannot be determined, the verification note shall be sent straight to the office of dispatch of the mail for it to forward the note to the office through which the mail transited.

Airline originating substitute bill

Airport of origin of substitute bill

SUBSTITUTE DELIVERY BILL

CN 46
(old AV 7/C 18bis)

Date

☐ CN 38
☐ CN 41

Observations concerning mails as found	Administration of origin of mails

Description of mails as found (from CN 35, CN 36, CP 84 or CP 85 labels)

From	To	Flight No	Airport of tran-ship-ment	Airport of off-loading	Mail No	Date of dispatch	Number of bags: Letter post	Number of bags: CP	Number of bags: Empty bags	Gross weight
										kg[1]
						Totals				

[1] Kg to one decimal

Actual conveyance of mails

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

Airline at airport of loading
Signature

Airline at airport of offloading
Signature

Postal administration taking delivery of mails
Date and signature

Convention, Seoul 1994, art RE 4322.3 – Size 210 x 297 mm

Guidelines for the use of the CN 46 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 CN 38 or CN 41 delivery bill:

1 When airmail or S.A.L. mail is received at an airport without an accompanying CN 38 or CN 41, the airline receiving the mail shall prepare on the basis of the CN 35, CN 36, CP 84 and/or CP 85 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 CN 43 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

Article RE 4323
Checking of mails

1 Every office receiving a mail shall check:
1.1 the origin and destination of the bags making up the mail and entered on the delivery bill;
1.2 the sealing and make-up of the bags bearing red labels;
1.3 the accuracy of the information on the delivery bill.

2 The weight entered on the CN 34, CN 35 or CN 36 label shall be checked by sampling or systematically. The data given by the office of origin shall be accepted as valid if they differ from the weights or from the number of items established:
2.1 by 200 grammes or less in the case of bags of surface mails or surface airlifted (S.A.L.) mails;
2.2 by 100 grammes or less in the case of bags of airmails, priority mails or bulk mails;
2.3 by 100 grammes or less or 20 items or fewer in the case of IBRS items.

3 When an intermediate office or office of destination establishes that the difference between the actual weight and the weight recorded of a bag or the difference between the actual number or weight and the number or weight recorded of IBRS items exceeds the limits provided for under 2.1, 2.2 or 2.3, as the case may be, it shall amend the bag label and the delivery bill. It shall immediately notify the dispatching office of exchange and when appropriate the last intermediate office of exchange of the mistake by CN 43 verification note.

4 When an intermediate office receives a mail in bad condition, it shall check the contents if it thinks that these have not remained intact. It shall 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 CN 43 verification note and insert one copy thereof in the repacked mail.

5 Upon receipt of a mail, the office of exchange of destination shall proceed as follows.
5.1 It shall check whether the mail is complete and has arrived in the sequence in which it was dispatched.
5.2 It shall check whether the entries on the letter bill and, where applicable, on the CN 16 dispatch lists and the CN 33 special lists are correct.
5.3 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 items.
5.4 It shall check the number of insured items and inspect them individually.
5.5 If a mail or one or more bags thereof are missing, the facts shall be immediately established by two officials. These shall make the necessary corrections on the letter bills or special lists. They shall take 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.

5.6 The procedure provided for in 5.5 shall also apply in the case of any other irregularity such as missing insured items, registered items, letter bill, dispatch list or special list.

5.7 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 items or registered items received.

6 Additional information regarding bulk mails

6.1 A CN 43 verification note shall be sent to the administration of origin, accompanied by a replacement CN 32 letter bill that shall include the details of the bulk items received in the following cases:

6.1.1 the administration of destination has requested the make-up of bulk mails and receives bulk items in other mails;

6.1.2 the bulk mails are not accompanied by a CN 32 letter bill;

6.1.3 the administration of destination receives unreported bulk items for which the specific payment is applied with immediate effect; in this case, the administration of destination shall transmit the CN 43 and CN 32 forms by telecommunication to the administration of origin of the mails.

6.2 In the cases provided for under 6.1.1 and 6.1.3, the CN 31 letter bill of the mail containing the bulk items shall be corrected accordingly and transmitted attached to the CN 43 verification note.

7 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.

8 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).

9 Irregularities established upon receipt of a mail containing insured items 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 items shall be sent immediately by telecommunications to the dispatching office of exchange or to the intermediate service. In addition, a CN 24 formal report 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 CN 43 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.

10 The office of exchange which receives from a corresponding office a damaged or an insufficiently packed insured item shall send it on after observing the following rules.

10.1 If it is a matter of slight damage or of partial destruction of the seals, it is sufficient to re-seal the insured item to safeguard the contents. This shall be authorized on condition 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 items shall be repacked, retaining the original packing as far as possible. Repacking may also be done by placing the damaged item in a bag labelled and sealed with lead. In such cases, it is unnecessary to re-seal the damaged item. The bag label shall be marked *"Envoi avec valeur déclarée endommagée"* (Damaged insured item). It shall show the following information: serial 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.

10.2 If the state of the insured item is such that the contents could have been removed, the office shall automatically open it, where this is not contrary to the laws of the country, and check the contents. The result of this check shall be given in a formal CN 24 report. A copy of this report shall be attached to the insured item. This shall be repacked.

10.3 In all these cases, the weight of the insured item 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 ...). This note shall be supplemented by an impression of the date-stamp and by the signature of the officials who have affixed the seals or done the repacking.

11 The discovery of any irregularity whatsoever during the check may in no case be the cause of the return of an item contained in the mail examined except as provided in article 26 of the Convention.

■ **Commentary**

4323.9 Exchange office telephone, telex and telefax Nos are given in the Compendium (Conv) (surface mails) and in the CN 68 List (airmails).

Article RE 4324
Verification notes

1 The irregularities established shall be reported immediately to the office of origin of the mail, by means of a CN 43 verification note made out in duplicate, after the complete check of the mail. Where transit is involved, the verification note shall be sent to the last intermediate office which transmitted the mail in bad condition.

2 The details on the verification note shall specify as precisely as possible the bag, cover, packet or item concerned. If the mail contains bundles provided with CN 26 and CN 25 labels, such labels shall, in case of irregularity, be attached to the verification note. 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.

3 Unless this is impossible for a stated reason, the following elements 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:

3.1 the bag, or envelope, with the string, labels and lead or other seals;

3.2 all the inner and outer packets or bags in which the insured items and registered items were enclosed;

3.3 the packing of any damaged items which can be recovered from the addressee.

4 When the mails are transmitted through the intermediary of a carrier, the CN 37, CN 38 or CN 41 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 CN 37, CN 38 or CN 41 bill 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.

5 In the cases provided for in article RE 4323.4, 5 and 8, the office of origin and, where appropriate, the last intermediate office of exchange may, in addition, be advised by telecommunications at the expense of the administration which sends it the advice. Such an 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. Where necessary, the intermediate office shall advise the preceding administration also by telecommunications for the continuation of the inquiry.

6 When the absence of a mail is the result of a missed mail connection or when it is duly explained on the delivery bill, a CN 43 verification note shall be prepared only if the mail does not reach the office of destination by the next post.

7 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).

8 When a receiving office responsible for checking a mail has not sent a CN 43 note reporting irregularities of any kind to the office of origin and, where appropriate, to the last intermediate office of exchange by the quickest route (air or surface), it shall be considered, until the contrary is proved, as having received the mail and its contents. The same assumption shall be made in respect of irregularities to which no reference has been made or which have been incompletely reported in the verification note. The same shall apply when the provisions of the present article and of article RE 4323 regarding the formalities to be fulfilled have not been observed.

9 Verification notes and any associated evidence shall be sent by the quickest route (air or surface). If the administration of origin has asked to be sent the articles mentioned under 3, 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.

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

11 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. The verification notes shall be considered duly accepted until proved otherwise:

11.1 if they are not returned within a period of one month from the date of their dispatch;

11.2 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 relevant documents.

■ **Commentary**

4324.4 The third and fourth copies of the CN 37 bill provided for in RE 4320.1.4 or the fourth and fifth copies of the CN 38 and CN 41 bills provided for in RE 4320.2.4 must indicate the reservations made.

Postal administration of origin

Office of origin of the note

VERIFICATION NOTE
Exchange of mails
Date

Mail No

CN 43
(old C 14)

☐ Priority
☐ Non-priority

☐ By airmail
☐ By S.A.L.
☐ By surface

Office of destination of the note	Mail No	Date of dispatch
	Flight No/Train No/Name of ship	
Office of exchange of destination	Dispatching office of exchange	

1 Irregularities concerning bags or covers

Mail No	Office of origin	Office of destination	Number of receptacles concerned ☐ Bags ☐ Covers					
			red	white	blue	violet	green	CP

The bags and covers described above

☐ did not arrive here
☐ were missent
☐ arrived in excess
☐ arrived unlabelled
☐ arrived in bad condition
☐ have been repaired here
☐ were they received by your office?
☐

2 Irregularities concerning documents

Missing documents (please accept the substitute form attached)

☐ Delivery bill ☐ CN 37 ☐ CN 31 letter bill
☐ CN 38 ☐ CN 32 letter bill
☐ CN 65 bill ☐ CN 41 ☐ CN 33 special list

Number of registered items received

No

	Letter post	CP	Empty bags	The total weight was checked here
☐ The delivery bill has been corrected as follows according to the weights given on the labels (amended as necessary)				
☐ In view or 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 (see part 3 overleaf)			
☐ Total registered items			
☐ Special lists			
☐ Dispatch lists			
☐ Total insured items			
☐ Bags returned, etc (number)			

Convention, Seoul 1994, art RE 4318.3 – Size 210 x 297 mm

3 Irregularities concerning the mail subject to terminal dues

CN 43 (Back)

Findings and differences	Priority/Non-priority – LC/AO bags		M bags				Bulk mail		
			Up to 5 kg		Over 5 kg				
	Number	Weight	Number	Weight	Number	Weight	Number of bags	Weight	Number of items
According to declaration of dispatching office		kg		kg		kg		kg	
According to findings of transit office									
According to findings of office of destination									
Difference									

4 Other irregularities

This form must be returned to

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

Office preparing the note
Place and signature

Office of destination of the note
Place, date and signature of the official in charge

Article RE 4325
Missent items

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

Article RE 4326
Steps to be taken in the event of an accident

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

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

3 Administrations which had mail on the transport facility involved in the accident shall send a copy of the CN 37, CN 38 or CN 41 delivery bills to the administration of the country where the accident occurred.

4 The qualified office shall then notify the offices of destination of the mails involved in the accident by CN 43 verification note giving details of the circumstances of the accident and the results of the check of the mails. One copy of each verification note shall be sent to the offices of origin of the relative mails and another to the administration of the country to which the transport company belongs. These documents shall be sent by the quickest route (air or surface).

Article RE 4327
Steps to be taken in the event of an interrupted flight, or of diversion or missending of airmails

1 When an aircraft interrupts its flight for a length of time likely to delay the mails or when, for any reason whatsoever, the mails are unloaded at an airport other than that given on the CN 38 delivery bills, the airline shall hand over such mails immediately to the officials of the administration of the country where the stop has been made. The latter shall reforward them by the quickest route (air or surface).

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

3 In every case the office which did the reforwarding shall inform the office of origin of each dispatch or bag by CN 43 verification note, indicating in particular on the verification note the air service from which the mail was taken and the services used (air or surface) for onward transmission to its destination.

Article RE 4328
Steps to be taken in the event of an interrupted flight, or of diversion or missending of surface airlifted (S.A.L.) mails

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

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

1.2 If rapid delivery by surface to the country of destination cannot be ensured, the administration of the transit country shall get in touch, by telecommunications, with the administration of origin of the mails to determine how the latter are to be reforwarded to their destination and how compensation for reforwarding is to be calculated and settled.

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

Article RE 4329
Return of empty bags

1 In the absence of special agreement between the administrations concerned, bags shall be returned empty by the next post in a mail for the country to which they belong and if possible by the normal route followed on the outward journey. The number of bags returned by each mail shall be noted in table 4 of the CN 31 letter bill (table 3 of the CN 32 letter bill). This entry shall not be made when two administrations have agreed to indicate only red-label bags on the letter bill.

2 Administrations of origin may make up special mails for the return of empty bags. However, the make-up of special mails shall be compulsory when the administrations of transit or destination so request. For airmail bags, the make-up of special mails shall be compulsory as soon as the number of empty bags to be returned reaches ten. The special mails shall be described on CN 47 bills. If special mails are not made up, the number and the weight of sacks of empty bags shall be entered in the appropriate column of the CN 37, CN 38 or CN 41 bill.

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

4 The empty bags shall be rolled into suitable bundles. Where appropriate the label blocks, labels of canvas, parchment or other stout material shall be placed inside the bags.

5 If there are not too many of them, the empty bags to be returned may be placed in the bags containing letter-post items. Otherwise, they shall be placed in separate bags labelled with the name of the offices of exchange. These bags may be sealed by agreement between the administrations concerned. The labels shall be endorsed *"Sacs vides"* (Empty bags).

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

7 If the check made by an administration establishes that bags belonging to it have not been returned to its service within a period longer than that required for their transmission (round trip), it shall be entitled to claim reimbursement of the value of the bags as provided for under 8. The administration in question may refuse this reimbursement only if it can prove the missing bags were returned.

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

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

■ **Commentary**

4329 In resolution C 71/Washington 1989, Congress urged all adms to return empty mailbags, both efficiently and promptly, to the countries to which they belong.

It also recommended:

a those adms 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 adms may be principally responsible for the failure to return bags;

b those adms which have such problems to make direct contact with the adms concerned to seek the return of their bags or, failing that, applying the relevant provisions in order to obtain reimbursement;

c all adms 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 adms 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.

4329.2 The practical method of application recognized by the IATA–UPU Contact Comm 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 CN 35 on which the indication 'EMPTY AIRMAIL BAGS – BY AIR' shall be very clearly marked.
v The weight of the bags shall be indicated on the back of the label.
vi Dispatches of empty airmail bags shall be entered on a separate CN 47 delivery bill bearing in bold characters the words 'EMPTY BAGS'.
vii Dispatches of empty airmail bags thus formed shall be handed over to the airline concerned. In the absence of carrying capacity, the latter has the right to defer or refuse the consignment. If the dispatch is deferred, the airline shall amend the date of dispatch indicated on form CN 47 accordingly. In case of refusal, it shall return the relevant CN 47 bill with an indication to that effect and shall advise the postal adm concerned as to when it will be able to take the consignment.
viii An intermediate adm reforwarding empty bags to the adm of origin may send them by any other airline with available capacity."

Article RE 4320 applies with appropriate changes to CN 47 bills.

Postal administration of origin

Office of origin of the bill

Office of destination

DELIVERY BILL
Mails of empty bags
Date

Serial No

CN 47
(old C 18 S/AV 7 S)

☐ Priority
☐ Non-priority

☐ By airmail
☐ By S.A.L.
☐ By surface

Date of departure | Time

Type of bags returned

☐ Priority/By air
☐ Non-priority/Surface
☐ Parcels
☐ EMS

Flight No | Airport of direct transhipment | Airport of offloading

Train No | Route

Name of ship | Port of disembarkation | Company

If container is used | No of container | No of seal

Entry

Mail No	Office of origin	Office of destination	Number of sacks of empty bags	Gross weight[1]	Observations
1	2	3	4	5	6
				kg[2]	
		Totals			

EMPTY BAGS

[1] To be completed if the carrier requires this information
[2] Kg to one decimal

Dispatching office of exchange
Signature

The official of the carrier or airport
Signature

Office of exchange of destination
Date and signature

Convention, Seoul 1994, art RE 4329.2 – Size 210 x 297 mm

Article RE 4330
Use of bar codes

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

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

■ **Commentary**

4330.1 The bar codes and the unique identification system may be used in order to identify, for example:
- individual items;
- mail receptacles (mailbags, containers, letter trays, etc);
- related docs (forms, labels, etc).

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

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

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

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

4330.2 The current status of bar-code standards in the UPU is as follows:
- a 13-character static bar code standard symbology 39 was adopted in 1989 for items, receptacles and documents (recommendation CCEP 1/1988/Rev 1990); since then, developments have created new options available to adms;
- it is now acceptable for administrations to choose code 128 symbology for the 13-character static bar code;
- the ETSG submitted to CCPS a new proposed standard for a 29-character dynamic bar code symbology 128 for receptacle identification; this proposed standard has been granted status 1 in the standard evaluation procedure. It is currently being tested.

Article 44
Exchange of closed mails with military units

1 Closed mails may be exchanged through the intermediary of the land, sea or air services of other countries:

1.1 between the post offices of any member country and the commanding officers of military units placed at the disposal of the United Nations;

1.2 between the commanding officers of such military units;

1.3 between the post offices of any member country and the commanding officers of naval or air units, warships or military aircraft of the same country stationed abroad;

1.4 between the commanding officers of naval or air units, warships or military aircraft of the same country.

2 Letter-post items enclosed in the mails referred to under 1 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.

3 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, the terminal dues and the air conveyance dues.

■ **Commentary**
44.3 See art RE 5105.

Article RE 4401
Mails exchanged with military units

1 Intermediate administrations shall be informed, as far as possible in advance, of the establishment of an exchange of closed mails as mentioned in article 44 of the Convention.

2 The address of these mails shall be worded as follows:

From the office of .....

For { the (nationality) naval (or air) unit of (designation of the unit) at ..... / the (nationality) ship (name of ship) at ..... } (Country)

or

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

Article 45
Temporary suspension of services

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

■ **Commentary**

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

"Congress,

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

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

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

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

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

i to take what initiatives he considers advisable to facilitate, while respecting national sovereignties, the maintenance or re-establishment of postal exchanges with or between the parties to a dispute, conflict or war;

ii to offer his 'good offices' to find a solution to postal problems which may arise in the event of a dispute, conflict or war."

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

Article RE 4501
Steps to be taken in the event of temporary suspension and resumption of services

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

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

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

Chapter 2

Treatment of cases of liability

Article 46
Determination of liability between postal administrations

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

2 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.

3 The liability of an administration towards other administrations shall in no case exceed the maximum insured value that it has adopted.

4 Postal administrations not providing the insured items service shall assume, in respect of such items conveyed in closed mails, the liability laid down for registered items. This provision shall also apply when postal administrations do not accept liability for insured items carried on board the ships or aircraft used by them.

5 If the loss, theft or damage occurs in the territory or service of an intermediate administration which does not provide the insured items service, the administration of origin shall bear the loss not covered by the intermediate administration. The same rule shall apply if the amount of the damage is higher than the maximum insured value adopted by the intermediate administration.

6 Customs duty and other fees of which it has not been possible to secure cancellation shall be borne by the administrations liable for the loss, theft or damage.

7 An administration which has paid the indemnity shall take over the rights, up to the amount of the indemnity, of the person who has received it in any action which may be taken against the addressee, the sender or third parties.

■ **Commentary**

46.2 Should an insured item 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 46.5, the difference must be shared among the adms of all the other countries concerned.

When the exchange of registered items takes place under the bulk advice system, 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 (Formal opinion C 50/Tokyo 1969).

Article RE 4601
Procedures for determining the liability of postal administrations

1 Until the contrary is proved and subject to article 46.2 of the Convention, an intermediate administration or administration of destination shall be relieved of all liability:

1.1 when it has observed the provisions for inspection of mails and establishment of irregularities;

1.2 when it can prove that it was informed of the inquiry after the destruction of the official records relating to the item in question, the period of retention having expired. This reservation shall not prejudice the rights of the claimant;

1.3 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 enter the registered items in detail on the CN 31 or CN 32 letter bill or on the CN 33 special lists.

2 Until the contrary is proved, an administration dispatching an insured item 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 CN 24 report stating either that the whole packet of insured articles or the particular item is missing or has been tampered with.

3 If the theft or damage of an insured item 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:

3.1 that neither the packet, envelope or bag and its fastening, nor the wrapping and fastening of the item bore any apparent trace of theft or damage;

3.2 that the weight established at the time of posting has not varied.

4 When the proof mentioned in 3 has been furnished, 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 When a registered item or an insured item 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 be liable to the administration of origin only if the two administrations undertake to cover risks of force majeure.

Article RE 4602
Recovery of indemnities paid from air carriers

1 When the loss occurs in the service of an air carrier, the administration of the country which collects the conveyance dues shall reimburse the administration of origin for the indemnity paid to the sender. It shall be for the former administration to recover this amount from the air carrier in question. Where the administration of origin settles the conveyance dues direct with the air carrier, it shall itself seek reimbursement of the indemnity from the air carrier.

Article RE 4603
Reimbursement of the indemnity to the paying administration

1 The administration which is liable or on behalf of which payment is made shall reimburse the paying administration the amount of indemnity paid to the rightful claimant. The reimbursement shall be made within two months of the date of dispatch of the notice of payment.

2 If the indemnity is due to be borne by several administrations, the whole of the indemnity shall be paid to the paying administration, within the period mentioned under 1, by the first administration which, having duly received the 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 administration whose liability is duly established and which has at first declined to pay the indemnity shall assume all additional costs resulting from the unwarranted delay in payment.

■ **Commentary**

4603.3 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. 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.

Article RE 4604
Settlement of indemnities between postal administrations

1 Immediately after paying the indemnity, the paying administration shall communicate to the administration which is liable the date and the amount of payment made. If, one year after the date of dispatch of authorization to pay the indemnity, the paying administration has not communicated the date and amount

of payment or debited the account of the administration which is liable, the authorization shall be considered null and void. The administration which received it shall then no longer be entitled to claim reimbursement of any indemnity paid.

2 When liability has been admitted, as well as in the case provided for in article 37.3 of the Convention, 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.

3 When proof of delivery is supplied after the period laid down in article RE 3701.1, the indemnity paid shall continue to be borne by the intermediate administration or administration of destination if the sum paid cannot, for any reason, be recovered from the sender.

4 If the sender or the addressee takes delivery of an item found afterwards against repayment of the amount of the indemnity, that sum shall be refunded to the administration or, where appropriate, administrations which bore the loss, within one year of the date of such repayment.

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

6 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.

7 The creditor administration shall be reimbursed in accordance with the rules for payment laid down in article RE 5503.

Article RE 4605
Accounting for amounts due in respect of indemnity for letter-post items

1 When payments have to be charged to the administrations which are liable, the creditor administration shall prepare CN 48 monthly or quarterly accounts.

2 The CN 48 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 CN 48 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 CN 51 detailed account or with the CN 52 general account, or possibly with the CP 75 account.

■ **Commentary**

4605.4 For the models of the CN 51 and CN 52 forms, see article RE 5305.

Creditor administration

STATEMENT
Amounts due in respect of indemnity
Date

CN 48
(old C 31/CP 22)

☐ Letter post ☐ Postal parcels

Debtor administration	Month / Quarter
	Year

Notes[1]
To be filled in by typewriter or computer printer

Serial No	Date of posting, item No and office of origin	Destination	Letters authorizing recoveries (No of statement, name of office, date, reference No of debtor administration)	Amount in SDR	
1	2	3	4	5	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
			Total		

[1] Any observations may be made on the available part of the front or on the back of the form

Creditor administration
Signature

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

Convention, Seoul 1994, art RE 4605.1 – Size 210 x 297 mm

Chapter 3

Transit charges and terminal dues

Article 47
Transit charges

1 Subject to article 50, closed mails exchanged between two administrations or between two offices of the same country by means of the services of one or more other administrations (third party services) shall be subject to the payment of transit charges. The latter shall constitute remuneration for the services rendered in respect of land transit and sea transit.

2 A découvert items may also be subject to transit charges. The conditions for application are specified in the Detailed Regulations.

■ **Commentary**

47.1 By "services" is meant services performed by a transport organization in the country traversed. This organization may be the Post only, another carrier only or a combination of the two. 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.

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.

47.2 See art RE 4302.2.

Article RE 4701
Application of transit charges

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

2 Sea transit shall begin when the mails cease to be under the control of a postal administration and shall end when the mails are handed over to the administration of destination. Sea transit charges include all costs incurred by the shipping line at the port of arrival. However, any storage costs incurred after notification by the shipping line that the mails are available and physically accessible for collection, shall be borne by the administration of destination. If the administration of destination has to pay additional charges for services incurred prior to notification, such as port charges, canal tolls, terminal or pier charges for related service and any other similar charges for handling containerized or bulk dispatches, the administration of destination may obtain reimbursement of these additional charges from the dispatching administration.

3 When a foreign transport service crosses the territory of a country without the participation of the latter's services in accordance with article 43.2 of the Convention, mails thus forwarded shall not be subject to the payment of land transit charges.

■ **Commentary**

4701.3 If no services have been rendered, the right to collect transit charges does not exist. 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

Article 48
Transit charge scales

1 The transit charges shall be calculated in accordance with the scales set out in the following table:

Distances traversed 1	Charge per kg gross 2
1.1 Distances traversed by land expressed in kilometres	**SDR**
Up to 50 km	0.15
Above 50 up to 100	0.17
100 200	0.19
200 300	0.22
300 400	0.24
400 500	0.26
500 600	0.28
600 700	0.30
700 800	0.32
800 900	0.34
900 1 000	0.36
1000 1 100	0.38
1100 1 200	0.39
1200 1 300	0.41
1300 1 400	0.43
1400 1 500	0.44
1500 1 600	0.46
1600 1 700	0.48
1700 1 800	0.49
1800 1 900	0.51
1900 2 000	0.52
2000 2 500	0.57
2500 3 000	0.64
3000 4 000	0.74
4000 5 000	0.87
5000 7 000	1.05
7000 8 000	1.22
8000 9 000	1.33
9000 11 000	1.49

Distances traversed 1				Charge per kg gross 2
1.2	**Distances traversed by sea expressed in nautical miles**		**expressed in kilometres after conversion on the basis of 1 nautical mile = 1.852 km**	**SDR**
Up to 50 nm			Up to 93 km	0.15
Above	50 up to 100		Above 93 up to 185	0.16
	100	500	185	926 0.19
	500	750	926	1 389 0.21
	750	1 000	1 389	1 852 0.23
	1 000	1 500	1 852	2 778 0.25
	1 500	2 000	2 778	3 704 0.27
	2 000	2 500	3 704	4 630 0.29
	2 500	3 000	4 630	5 556 0.30
	3 000	3 500	5 556	6 482 0.32
	3 500	4 000	6 482	7 408 0.33
	4 000	4 500	7 408	8 334 0.34
	4 500	5 000	8 334	9 260 0.36
	5 000	5 500	9 260	10 186 0.37
	5 500	6 000	10 186	11 112 0.38
	6 000	6 500	11 112	12 038 0.39
	6 500	7 000	12 038	12 964 0.40
	7 000	8 000	12 964	14 816 0.42
	8 000	9 000	14 816	16 668 0.44
	9 000	10 000	16 668	18 520 0.45
	10 000	11 000	18 520	20 372 0.47
	11 000	15 000	20 372	27 780 0.51
	15 000	17 000	27 780	31 484 0.56

2 The Postal Operations Council shall be authorized to revise and amend the scales mentioned under 1 between Congresses. Any revision made, in accordance with a methodology that ensures equitable remuneration for administrations which conduct transit operations, must be based on reliable and representative economic and financial data. Any change decided upon shall enter into force at a date set by the Postal Operations Council.

Prot Article XVI
Special transit charges

1 The postal administration of Greece reserves the right to raise by 30 percent the land transit charges and by 50 percent the sea transit charges given in article 48.1.

2 The postal administration of the Russian Federation shall be authorized to collect a supplement of 0.65 SDR in addition to the transit charges indicated in article 48.1.1 for each kilogramme of letter-post items conveyed in transit over the Trans-Siberian route.

3 The postal administrations of Egypt and Sudan shall be authorized to collect a supplement of 0.16 SDR in addition to the transit charges indicated in article 48.1 for each bag of letter post in transit via Lake Nasser between Shallal, Egypt, and Wadi Halfa, Sudan.

4 The postal administration of Panama (Rep) shall be authorized to collect a supplement of 0.98 SDR to the transit charges mentioned in article 48.1 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.

5 Exceptionally, the postal administration of Panama (Rep) shall be authorized to collect a charge of 0.65 SDR per bag for all mails stored or transhipped in the port of Balboa or Cristobal, provided that that administration does not receive any payment in respect of land or sea transit for those mails.

6 Notwithstanding article 48.1, 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.

7 Notwithstanding article 48.1, the Syria–Iraq motor services shall be considered as extraordinary services giving rise to the collection of special transit charges.

■ **Commentary**
48 The new scales given in article 48 were adopted by the 1998 POC. They came into effect on 1 January 1999.

Article RE 4801
Kilometric distances

1 The distances used to determine the transit charges for distances traversed by land according to article 48.1.1 of the Convention shall be taken from the "List of Kilometric Distances relating to land sectors of mails in transit" published by the International Bureau.

Article RE 4802
Extraordinary services. Multimodal transport

1 The transit charges specified in article 48 of the Convention 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.

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.

■ **Commentary**

4802.1 Apart from "extraordinary services" properly speaking, there are "services giving rise to special charges". Cf Prot art XVI, reproduced after art 48.

Article RE 4803
Transit charges for diverted or missent mails

1 Postal administrations of transit shall do their utmost to route the mails as specified by the dispatching administration. If the mails are nevertheless diverted or missent, transit charges shall be payable to the administrations participating in the transit conveyance of such mails without article 51.1.5 of the Convention being applicable. The administration of origin may in its turn claim reimbursement from the administration whose services made the dispatching error.

Article 49
Terminal dues

1 Subject to article 50, each administration which receives letter-post items from another administration shall have the right to collect from the dispatching administration a payment for the costs incurred for the international mail received.

2 Payment
2.1 Payment for the letter-post items, excluding M bags, shall be 3.427 SDR per kilogramme.
2.2 For M bags, the rate to be applied shall be 0.653 SDR per kilogramme.
2.2.1 M bags weighing less than 5 kilogrammes shall be considered as weighing 5 kilogrammes for terminal dues payment purposes.

3 Revision mechanism
3.1 When, in a given relation, an administration dispatching or receiving a mail flow of more than 150 tonnes a year (M bags excluded) establishes that the average number of items contained in 1 kilogramme of mail dispatched or received deviates from the world average of 17.26 items, it may have the rate revised if, compared with this world average:
3.1.1 the number of items is more than 21 or
3.1.2 the number of items is less than 14.
3.1.3 In the case provided for under 3.1.2 the revision shall not be applicable if the flow in question is destined for a developing country included in the list approved for this purpose by Congress.
3.1.4 When an administration requests application of the revision provided for under 3.1, the corresponding administration may do likewise, even if the flow in the other direction is less than 150 tonnes a year.
3.1.4.1 The provisions under 3.1.4 shall not apply to the developing countries included in the list approved for this purpose by Congress.
3.2 The revision shall be carried out on the terms specified in the Detailed Regulations.

4 Bulk mail
4.1 For bulk mail, the administration of destination may request specific payment according to one of the following formulas:
4.1.1 application of the world average rates of 0.14 SDR per item and 1 SDR per kilogramme;
4.1.2 application of rates per item and per kilogramme reflecting the handling costs in the country of destination; these costs must be in relation with the domestic rates in accordance with the conditions specified in the Detailed Regulations.
4.2 Subject to the provisions under 3.1.3, when an administration of destination requests specific payment for bulk mail, the dispatching administration shall be entitled to request that the remainder of the flow be subject to the revision provided for under 3.1.

5 The Postal Operations Council shall be authorized to amend the payments mentioned under 2 and 4.1.1 between Congresses. Any revision carried out shall be based on available economic and financial data. Any amendment decided upon shall come into force at a date set by the Postal Operations Council. The latter shall also be authorized to define the ways and means of implementing the payment system mentioned under 4.1.2.

6 Any administration may waive wholly or in part the payment provided for under 1.

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

■ **Commentary**

49.1 Congress adopted recommendation C 78/Washington 1989, 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.

Article RE 4901
Revision of the rates of terminal dues. Revision mechanism

1 If an administration sending or receiving more than 150 tonnes of mail a year (excluding M bags) establishes that the average number of items sent or received is greater than the number mentioned in article 49.3.1.1 or less than that mentioned in article 49.3.1.2 of the Convention, subject to the exceptions provided for in article 49, it may ask the corresponding administration for the application of the revision mechanism described below for determining the new rate of terminal dues suited to their traffic. This request may be made at any time during the year.

2 The revision mechanism shall consist in carrying out a special statistical count to calculate the average number of items per kilogramme, in accordance with the procedures set out in article RE 4902.

3 The administration intending to apply the revision mechanism shall so notify the corresponding administration at least three months in advance.

4 The request shall be supported by statistical data showing that the number of items per kilogramme of the flow concerned deviates from the world average. The data required in 3 shall be obtained from a sampling of at least six observation days over a period of one month.

5 While respecting the time limit provided for under 3, the statistical period shall commence at the beginning of a quarterly accounting period. The new rate shall take effect from this moment and shall remain in force for at least one year and until such time as a new revision is requested by one or other of the administrations concerned under the terms of article 49 of the Convention.

6 If the results of the statistical count confirm the finding of the administration requesting the revision mechanism, the latter shall be entitled to apply to the traffic in question the new rate of terminal dues, calculated in SDR as follows:
rate = (Average number of items per kg x 0.14) + 1.

7 In cases where the number of items per kilogramme resulting from this revision falls between 14 and 21, the rate provided for in article 49.2.1 of the Convention shall apply to the traffic in question.

Article RE 4902
Special statistical count for the application of the revision mechanism

1 To apply the revision mechanism, in the absence of a special agreement, a statistical count shall be carried out on the basis of a sampling of the flow in question.

1.1 The sampling shall reflect the composition of the mail. The statistical count shall include at least 24 days of observation within the twelve-month period to which it refers.

1.2 The observation days shall be chosen on a monthly, quarterly or yearly basis as follows (only working days for the office of exchange concerned shall be taken into consideration):

1.2.1 monthly basis: 24 observation days in one month or, failing that, all the working days for that month; the statistical count shall take place during May in odd years and October in even years;

1.2.2 quarterly basis: at least six observation days in the quarter; each working day of the week shall be observed at least once, with the same procedure repeated the three following quarters;

1.2.3 yearly basis: at least 24 observation days in a twelve-month period; each working day of the week shall be observed at least once per quarter.

2 The administration requesting application of the revision mechanism shall choose the statistical system to be applied and shall notify the corresponding administration thereof so that the latter can take any necessary control measures.

3 The administration requesting application of the revision mechanism shall not be required to provide notification in advance of the observation days that it has chosen.

4 During the observation days, the office of exchange of the administration requesting application of the revision mechanism shall enter, for each mail sampled, the number and weight of the items on a CN 53 bill.

5 From the CN 53 bills, the administration that requested the special statistical count shall prepare a CN 54 recapitulative statement consolidating the data concerning the mails sampled. From the CN 54 recapitulative statement, the administration that requested the statistical count shall calculate the average number of

items per kilogramme and the new rate of terminal dues by application of the formula set forth in article RE 4901.6.

6 The CN 54 recapitulative statement, accompanied by the CN 53 forms, shall be sent to the other administration concerned after each quarter and/or at the end of the sampling period not later than one month after the dispatch or receipt of the last mail included in the statistics.

7 If the other administration concerned has made no comment within three months of the date of transmission of the CN 54 recapitulative statement, the latter shall be regarded as fully accepted.

8 In cases where the other administration concerned has carried out a control statistical count, the data established by the administration that requested application of the revision mechanism shall be regarded as valid if they do not differ by more than 10 percent from those established by the other administration.

8.1 If there is a difference of more than 10 percent, the administrations concerned shall agree on the values to be used for settling the terminal dues, taking into account the precision of the statistical systems used by each administration.

9 In the event of disagreement between the two parties about the application of the revision mechanism, the administrations may resort to the arbitration procedure provided for in article 51.3 of the Convention.

Dispatching administration

Dispatching office

STATEMENT BY MAIL
Number of items and weight of bags
Date Mail No

CN 53
(old C 17)

Date of sampling

☐ Mail received ☐ Mail dispatched

☐ Priority ☐ Non-priority

☐ By airmail ☐ By S.A.L. ☐ By surface

Administration of destination	Flight No/Train No/Name of ship
Office of destination	Transit administration(s)

Information on mail

Total number of bags in mail	Total weight of mail		Observations
	kg	g	

Bags sampled

Serial No	Contents of bag			Observations
	Number of items	Weight		
		kg	g	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
Total				

Office of exchange preparing the form
Signature

Convention, Seoul 1994, art RE 4902.4 – Size 210 x 297 mm

Dispatching administration

RECAPITULATIVE STATEMENT OF ITEMS CN 54
Revision mechanism
(old C 17bis)

Date

☐ Mail received ☐ Mail dispatched

Administration of destination	Recording period

Month	Priority/Air		S.A.L.		Non-priority/Surface		Observations
	Weight	Number of items	Weight	Number of items	Weight	Number of items	
Totals							

Results		Priority/Non-priority – Air/S.A.L./Surface	Observations
	Total weight	kg	
	Total number of items		
	Average number of items per kg		
	Terminal dues rate	SDR/kg	

Administration preparing statement
Place and signature

Seen and accepted by the administration
Place, date and signature

Convention, Seoul 1994, art RE 4902.5 – Size 210 x 148 mm

Article RE 4903
Payment for bulk mail linked to domestic rates

1 Administrations opting for payment according to article 49.4.1.2 of the Convention shall notify the International Bureau no later than 1 September of the charge expressed in local currency for a 20-gramme letter in the domestic service.

1.1 Keeping the proportions between the rates laid down in article 49.4.1.1 of the Convention, the International Bureau shall convert the value notified into a rate per item and a rate per kilogramme, expressed in SDR at the latest available exchange rate.

1.1.1 For 1996, the rates per item and per kilogramme may not be higher than those calculated on the basis of 60 percent of the charge for a 20-gramme letter in the domestic service, or exceed 0.175 SDR per item and 1.25 SDR per kilogramme.

1.1.2 For the years 1997 to 2000, the Postal Operations Council shall determine the increases to be applied in the light of economic and commercial factors. At the end of that period, the rates per item and per kilogramme may not be higher than those calculated on the basis of 80 percent of the charge for a 20-gramme letter in the domestic service, or exceed 0.28 SDR per item and 2 SDR per kilogramme.

1.1.2.1 For 1998, the rates per item and per kilogramme may not be higher than those calculated on the basis of 67 percent of the charge for a 20-gramme letter in the domestic service, or exceed 0.204 SDR per item and 1.46 SDR per kilogramme.

2 The resultant rates shall be communicated by circular no later than 1 October. They shall come into effect on 1 January of the following year and remain in force for at least one calendar year. For the following years, barring any new notification, the International Bureau shall renew the option chosen and recalculate the rates in accordance with the procedure laid down under 1.1.

3 These rates shall apply to bulk mail received from all administrations in respect of which the bulk mail option has been requested.

4 If an administration applying to bulk mail a rate based on domestic rates has joined a multilateral terminal dues payment system based specifically on costs or on domestic rates, that administration shall offer for the mail received from all the other administrations conditions at least as favourable as those which it offers to the participants in the system it has joined.

■ **Commentary**

4903 Art adopted by the 1994 Seoul Congress.

4903.1.1.2 The 1996 POC decided that the rates for bulk mail laid down in article RE 4903.1.1.1 would remain valid in 1997.

The bulk mail rates laid down in art RE 4903.1.1.2.1 will remain valid in 1999 and 2000.

Article RE 4904
Request for payment specific to bulk mail

1 General case

1.1 When the administration of destination establishes that, over a period of 30 days, it repeatedly receives bulk items from the same administration, it shall be authorized to request that these items be dispatched in mails containing only bulk mail and to apply the specific payment for this type of mail. The request shall be supported by documentary evidence.

1.2 The specific payment for bulk mail shall become applicable three months after the request made by the administration of destination. From that date, the administration of origin shall begin to make up bulk mails.

2 Special case

2.1 The administration of destination shall be authorized to apply with immediate effect the payment specific to bulk mail when it establishes:

2.1.1 the receipt, in the same mail, or in one day when several mails are made up per day, of 5000 or more items posted by the same sender;

2.1.2 the receipt, in a period of two weeks, of 15 000 or more items posted by the same sender.

2.2 Once the administration of destination has applied the specific payment for bulk mail with immediate effect to an individual mailing of 5000 or more items posted by the same sender, the administration of origin may apply the specific payment to all bulk mail it dispatches to that administration.

2.3 If the administration of origin has chosen to make the specific payment for all bulk mail it dispatches to an administration which has requested a special case payment, this specific payment for all bulk mail shall become applicable three months after the administration of destination has applied the payment specific to bulk mail with immediate effect. From that date, the administration of origin shall begin to make up bulk mails, unless an earlier date to begin bulk mail accounting is bilaterally agreed.

2.4 From the date the administration of destination applies the specific payment for bulk mail with immediate effect to the date the administration of origin begins separate accounting for bulk mail, the administration of destination may apply the specific payment for bulk mail to any mailing of 5000 or more items posted by the same sender which are received from that same administration.

3 Duration of bulk mail accounting

3.1 The administration requesting specific payment for bulk mail may terminate separate bulk mail accounting and specific payment for bulk mail at the end of a calendar year after the administration of origin has provided separate bulk mail accounting and specific payment for bulk mail for at least one year.

3.2 To terminate specific payment for bulk mail at the end of a calendar year, the adminisration of destination must notify the administration of origin no later than 1 September of that year.

Article 50
Exemption from transit charges and terminal dues

1 The letter-post items relating to the postal service referred to in article 7.2.2, undelivered postal items returned to origin in closed dispatches and dispatches of empty mailbags shall be exempted from land and sea transit charges and from terminal dues.

Article 51
Accounting for transit charges and terminal dues

1 Transit charges

1.1 Accounting for surface-mail transit charges shall be done annually by the administration of transit, for each administration of origin. It shall be based on the weight of the mails received in transit, sent during the year concerned. The scales laid down in article 48 shall be applied.

1.2 The transit charges shall be borne by the administration of origin of the mails. They shall be payable, subject to the exception provided for under 1.4, to the administrations of the countries which are crossed or whose services take part in the land or sea conveyance of the mails.

1.3 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.

1.4 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. The postal administration of the port of embarkation concerned shall give its prior agreement.

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

2 Terminal dues

2.1 For letter-post items, with the exception of M bags, accounting for terminal dues shall be done annually by the creditor administration, according to the actual weight of the mails received during the year concerned. The rates laid down in article 49 shall be applied.

2.2 For M bags, accounting for terminal dues shall be done annually by the creditor administration, on the basis of the weight subject to terminal dues in accordance with the conditions laid down in article 49.

2.3 To enable the annual weight to be determined, the administrations of origin of the mails shall permanently indicate, for each mail:
- the weight of the mail (excluding M bags);
- the weight of the M bags weighing more than 5 kilogrammes;
- the number of M bags weighing less than 5 kilogrammes.

2.4 When it is necessary to determine the number and weight of bulk items, the modalities indicated in the Detailed Regulations for this category of mail shall be applied.

2.5 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 those laid down in the Detailed Regulations for the statistical period.

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

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 128 of the General Regulations. The arbitrators shall be empowered to fix in a fair and reasonable manner the transit charges or terminal dues to be paid.

■ **Commentary**

51 After each Congress, the IB prepares a guide for adms' use designed to facilitate the work of staff responsible for transit charges and terminal dues operations. The 1995 POC decided to prepare a guide to letter-post accounting.

51.1.3 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 is aimed at enabling the adm of destination to obtain reimbursement of the transit charges if it has had to pay them.

Article RE 5101
Preparation of CN 55 and CN 56 statements of mails

1 After receipt of the last mail of every month, the office of exchange of destination shall prepare, by type of mail and by dispatching office of exchange, from the particulars on the CN 31 letter bills, a CN 55 statement of mails. It shall then send these statements to its central administration.

2 For each administration of origin of the mails, as well as, where appropriate, for each administration of transit, the administration of destination shall prepare quarterly, from the particulars on the CN 55 statements, by type of mail, by office of origin, by office of destination and, where appropriate, by forwarding route, a CN 56 recapitulative statement of mails.

3 The CN 55 statements shall be supplied to the administration of origin in support of the CN 56 recapitulative statements. Where appropriate, after their acceptance, that administration shall distribute the CN 56 recapitulative statements among the administrations of transit and shall return a copy to the administration of destination of the mails.

4 In cases of differences, the administration of transit may transcribe the weights shown on the CN 37 delivery bill, as stipulated under 1 to 3.

■ **Commentary**

5101.2 The CN 56 summary statement of mails may be prepared for each route if the adm of origin of the mails has mentioned the route or routes on the CN 31 letter bill in the "Transit administration(s)" box and if the CN 55 forms have also been prepared for each route.

Administration preparing the form

STATEMENT OF MAILS

Date

CN 55
(old C 12bis/AV 3bis)

☐ Priority
☐ Non-priority

☐ By airmail
☐ By S.A.L.
☐ By surface

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

Summary of CN 31 and/or CN 32 letter bills

Date of dispatch	Mail No	Weight Priority/ Non-priority – LC/AO		M bags: Weight of bags up to 5 kg		Number of bags up to 5 kg	M bags: Weight of bags over 5 kg		Bulk mail: Weight		Bulk mail: Number of items	Observations
1	2	3		4		5	6		7		8	9
		kg	g	kg	g		kg	g	kg	g		
Totals		A		B		C	D		E		F	

Weight of M bags

Weight subject to terminal dues	Bags up to 5 kg	kg	G = C x 5	
	Bags over 5 kg	kg	H = D	Actual weight
	Total	kg	I = G + H	kg J = B + D

Office of destination
Place and signature

Convention, Seoul 1994, art RE 5101.1 – Size 210 x 297 mm

Administration preparing the form

RECAPITULATIVE STATEMENT OF MAILS **CN 56**
(old C 12ter/AV 5bis)

Date

☐ Priority ☐ By airmail
☐ Non-priority ☐ By S.A.L.
☐ By surface

Dispatching administration	Transit administration(s)
Administration of destination	Year ☐ First quarter ☐ Third quarter ☐ Second quarter ☐ Fourth quarter

Summary of CN 55 statements

Office of origin	Office of destination	Weight Priority/ Non-priority – LC/AO		M bags				Bulk mail			Observations
				Weight subject to terminal dues		Actual weight		Weight		Number of items	
1	2	3		4		5		6		7	8
		kg	g	kg	g	kg	g	kg	g		
Total to be entered on CN 61 detailed account and, where appropriate, on CN 62 detailed account											

Administration of destination or of transit
Place and signature

Seen and accepted by administration of origin
Place, date and signature

Convention, Seoul 1994, art RE 5101.2 – Size 210 x 297 mm

Article RE 5102
Transmission and acceptance of CN 55 and CN 56 statements of mails

1 The CN 56 recapitulative statement 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 it relates.

2 After accepting it, the administration of origin of the mails shall return one copy to the administration which prepared it. If the administration concerned has not received any notice of amendment within three months of the date of dispatch, it shall regard it as fully accepted. If verification reveals any discrepancies, the corrected CN 55 statement shall be attached in support of the duly amended and accepted CN 56 recapitulative statement. If the administration of destination of the mails disputes the amendments made to the CN 55 statement, the administration of origin shall confirm the actual data by sending photocopies of the CN 31 forms drawn up by the office of origin upon dispatch of the disputed mails.

3 Administrations may agree that the CN 55 and CN 56 statements shall be prepared by the administration of origin of the mails. In this case, the acceptance procedure provided for under 1 and 2 shall be adapted accordingly.

■ **Commentary**
5102.3 Under this provision, adms which have concluded reciprocal agreements can expedite settlement of accounts relating to transit charges and terminal dues.

Article RE 5103
Accounting for bulk mail

1 General case
1.1 When the administration of destination has requested the make-up of bulk mails, the CN 55 statements prepared by the office of exchange of destination shall also include bulk mail, on the basis of the data on the CN 32 letter bills.
1.2 The data regarding bulk mail shall be used for the quarterly preparation of the CN 56 recapitulative statements.
1.3 In cases where the data concerning bulk mail on the CN 55 statements differ, the administration of origin shall transmit photocopies of the CN 32 letter bills regarding the disputed mails.

2 Special case
2.1 When the administration of destination has applied the specific payment for bulk mail with immediate effect in accordance with article RE 4904.2, the procedures under 1.1 to 1.3 shall apply.
2.2 When the CN 56 recapitulative statements are prepared, the administration of destination shall prepare a CN 57 account from the CN 32 letter bills transmitted to the administration of origin of the mails in accordance with article RE 4323.6.1.3.

2.3 The CN 57 account shall be settled by the administration of origin within six weeks after it is prepared.

2.4 The CN 57 accounts settled by the administration of origin of the mails shall be the subject of a CN 58 recapitulative statement. The amount on the CN 58 statement shall be deducted from the CN 61 detailed account. A copy of the CN 58 form shall be attached to the CN 61 detailed account.

3 Administrations may agree bilaterally to alternative forms and accounting procedures for bulk items.

Prot Article RE VII
Accounting for bulk mail

1 Notwithstanding article RE 5103.2.3, accounts submitted to the postal administration of the United States of America shall not be considered accepted, nor shall payment be due, until six weeks after those accounts are received, unless the accounts are received within seven days of the date they are prepared by the creditor administration.

■ **Commentary**
5103.2.4 For the model of the CN 61 form, see art RE 5106.

Administration of destination

Office of destination

ACCOUNT
Bulk mail received

CN 57

Date

Mail No

Dispatching administration	Flight No/Train No/Name of ship
Dispatching office	Transit administration(s)

Notes
Please settle this amount within six weeks of the date of this account

Sender	Name and address
	Authorization number
	Observations

Information about bulk mail	Date of receipt	Number of items	Gross weight		Amount due	Observations
			kg	g		

Administration of destination
Signature

Seen and accepted by dispatching administration
Place, date and signature

Administration of destination

Dispatching administration

RECAPITULATIVE STATEMENT
Terminal dues accounts for bulk mail
Date

CN 58

Summary of CN 57 accounts

Date of CN 57s	Dispatching office	Receiving office	Amounts paid
			SDR
		Total	

Administration of destination
Place, date and signature

Seen and accepted by the dispatching administration
Place, date and signature

Convention, Seoul 1994, art RE 5103.2.4 – Size 210 x 297 mm

Article RE 5104
Airmails and S.A.L. mails in transit by surface

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

2 In the case referred to above, the transit charges shall be calculated in accordance with the actual gross weights shown on the CN 38 delivery bills for airmails and on the CN 41 bills and, where appropriate, the CN 36 labels for S.A.L. mails.

Article RE 5105
Closed mails exchanged with military units

1 It shall be the responsibility of the postal administrations of countries to which military units, warships or military aircraft belong to settle direct with the administrations concerned the transit charges and terminal dues arising from the mails sent by those military units, ships or aircraft.

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

Article RE 5106
Preparation, transmission and approval of transit charges and terminal dues accounts

1 The creditor administration shall be responsible for preparing the accounts and forwarding them to the debtor administration. However, the forwarding of accounts shall not be required when the balance is less than the minimum provided for this purpose in article 51.1.5 and 2.6 of the Convention.

2 The detailed accounts shall be prepared as follows.

2.1 Transit charges. On a CN 62 form, on the basis of the total weight of the categories of mail as appears from the CN 56 recapitulative statements.

2.2 Terminal dues. On a CN 61 form, on the basis of the difference between the amounts to be brought to account based on the weights of mail received and dispatched for each category of mail as appear from the CN 56 recapitulative statements and the CN 19 accounts.

3 The CN 62 and CN 61 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 detailed accounts that are not sent to it within eighteen months of the end of the year concerned.

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

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

Creditor administration

DETAILED ACCOUNT
Terminal dues
Date

CN 61
(old C 20bis)
Year of account

Debtor administration

1 Mail received/dispatched
(Data from CN 56 and CN 19 forms – Give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO			Weight of M bags			Bulk mail	
		Priority – By airmail	Non-priority – Surface/S.A.L.	Total	Priority – By airmail	Non-priority – Surface/S.A.L.	Total	Weight	Number of items
Mail Received	1st	kg	kg	kg	kg	kg	kg	kg	
	2nd								
	3rd								
	4th								
Total									
IBRS items (to be deducted)			——		——	——	——	——	——
Annual total									
Mail dispatched	1st	kg	kg	kg	kg	kg	kg	kg	
	2nd								
	3rd								
	4th								
Total									
IBRS items (to be deducted)			——		——	——	——	——	——
Annual total									

2 Terminal dues

	Weight of mail subject to world average rate	Weight of mail subject to revision mechanism	Weight of M bags	Bulk mail Number of items	Bulk mail Weight
Mail received (by category)	kg	kg	kg		kg
x rate	SDR 3.427	SDR	SDR 0.653	SDR	SDR
Totals (SDR)	A	B	C	D	E
Total amount (SDR)	F = A + B + C + D + E				
Mail dispatched (by category)	kg	kg	kg		kg
x rate	SDR 3.427	SDR	SDR 0.653	SDR	SDR
Totals (SDR)	G	H	I	J	K
Total amount (SDR)	L = G + H + I + J + K				

3 Summary

	Total amount (SDR)	CN 57 accounts settled[1] (SDR)	Difference (SDR)
Terminal dues for mail received	F	M	N = F – M
Terminal dues for mail dispatched	L	O	P = L – O
		To be received	Q = N – P

[1] To be taken from CN 58 forms

Creditor administration
Signature

Seen and accepted by debtor administration
Place, date and signature

Convention, Seoul 1994, art. RE 5103.2.4 – Size 210 x 297 mm, colour yellow

Creditor administration

DETAILED ACCOUNT
Transit charges
Date

CN 62
(old C 20)
Year of account

Debtor administration

Summary of CN 56 statements

Administration of destination of mails	Quarterly weight of mails: Priority/ Non-priority – LC/AO, M and/or bulk mail	Forwarding route	Land and/or sea transit charges per kg (scales)	Total
1	2	3	4	5
	kg		SDR	SDR
	1st			
	2nd			
	3rd			
	4th			
Annual total				
	1st			
	2nd			
	3rd			
	4th			
Annual total				
	1st			
	2nd			
	3rd			
	4th			
Annual total				

Total	
+ amount from overleaf	
Increase of 10% on the total amount for transit à découvert	
Total amount receivable	

Creditor administration
Signature

Seen and accepted by debtor administration
Place, date and signature

Convention, Seoul 1994, art RE 5106.2.1 – Size 210 x 297 mm

Summary of CN 56 statements (cont) CN 62 (Back)

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

Article RE 5107
Provisional payments of transit charges and 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. Should these weights not yet be settled, the provisional payments shall be calculated on the basis of the duly accepted CN 56 recapitulative statements for the last four quarters. The provisional payments in respect of a year shall be made no later than the end of July of that year. The provisional payments shall then be adjusted as soon as the final accounts of the year are accepted or regarded as fully accepted.

Article RE 5108
Special address for the transmission of forms concerning transit charges and terminal dues

1 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 (CN 43, CN 54, CN 56, CN 57, CN 58, CN 61 and CN 62) must be sent.

■ **Commentary**
5108.1 This information is published in the Compendium (Conv).

Article RE 5109
Payment of transit charges and terminal dues

1 As soon as the CN 62 and CN 61 detailed accounts between the administrations are accepted or regarded as fully accepted, the creditor administration shall prepare separate CN 63 and CN 64 statements in duplicate for transit charges and for terminal dues respectively.

2 The CN 63 or CN 64 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 under 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 CN 63 or CN 64 statements concerning the provisional payments laid down in article RE 5107 shall be sent by the creditor administration to the debtor administration in the second calendar quarter of the year to which they relate.

5 Settlements may be made in accordance with the provisions of articles RE 5501 and RE 5501bis.

Postal administration

STATEMENT
Transit charges
Date

CN 63
(old C 21)

Notes
Statement showing the balance of the CN 62 detailed account

Sums due	Year for which sums are due ☐ provisional ☐ final

	Administration preparing the statement	Corresponding administration
Carried forward from the CN 62 detailed accounts	SDR	SDR
Provisional payment made Paying administration		
Totals		
Deduction Creditor administration		
Balance		
Additional information		

Administration preparing the statement
Signature

Convention, Seoul 1994, art RE 5109.1 – Size 210 x 297 mm

Postal administration

STATEMENT
Terminal dues
Date

CN 64
(old C 21bis)

Notes
Statement showing the balance
of the CN 61 detailed account

Sums due	Year for which sums are due ☐ provisional ☐ final

	Administration preparing the statement	Corresponding administration
Carried forward from the CN 61 detailed accounts	SDR	SDR
Provisional payment made Paying administration		
Totals		
Deduction Creditor administration		
Balance		
Additional information		

Administration preparing the statement
Signature

Convention, Seoul 1994, art RE 5109.1 – Size 210 x 297 mm, colour yellow

Article RE 5110
Payment of transit charges and terminal dues

1 If the amounts payable in respect of transit charges or terminal dues as a result of the general liquidation account of the International Bureau have not been paid within three months of the expiry of the prescribed period provided for in article RE 5503.9, the International Bureau shall include them in the next general liquidation account to the credit of the creditor administration. In this case, compound interest shall be chargeable, that is to say, the interest shall be added to the principal at the end of each year until full settlement.

2 When the provisions set out under 1 are 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.

■ **Commentary**
5110.1 The regulation period applies to direct payments between adms in the same way as to payments through the general liquidation account (see art RE 5503.9).

Chapter 4

Air conveyance dues

Article 52
General principles

1 The air conveyance dues for the whole distance flown shall be borne:

1.1 in the case of closed mails, by the administration of the country of origin of the mails;

1.2 in the case of priority items and airmail items in transit à découvert, including missent items, by the administration which forwards the items to another administration.

2 These same regulations shall be applicable to airmails, priority items and airmail items in transit à découvert exempt from transit charges.

3 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 kilometres. Unless agreement has been reached that no charge should be made, the dues shall be uniform for all priority mails and airmails originating abroad whether or not this mail is reforwarded by air.

4 However, where the terminal dues levied by the administration of destination are based specifically on costs or on domestic rates, no additional reimbursement for internal air conveyance shall be made.

5 The administration of destination shall exclude, for the purpose of calculating the weighted average distance, the weight of all mails for which the terminal dues calculation has been based specifically on costs or on the domestic rates of the administration of destination.

6 In the absence of special agreement between the administrations concerned, article 48 shall apply to airmail correspondence for any transit by land or by sea. Nevertheless, no transit charges shall be payable for:

6.1 the transhipment of airmails between two airports serving the same town;

6.2 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.

Prot Article XVII
Internal air conveyance dues

1 Notwithstanding article 52.3, the postal administrations of Bahamas, Cape Verde, Congo (Rep), Cuba, Dominican Republic, Ecuador, El Salvador, Gabon, Greece, Guatemala, Guyana, Honduras (Rep), Mongolia, Papua New Guinea, Saudi Arabia, Solomon Islands and Vanuatu reserve the right to collect the dues for the air conveyance of international mails within their countries.

2 Notwithstanding article 52.3, the postal administration of Myanmar reserves the right to collect the dues for the conveyance of international mails within its country whether or not these mails are reforwarded by air.

3 Notwithstanding articles 52.4 and 52.5, the postal administrations of Canada, Iran (Islamic Rep), Turkey and United States of America shall have the right to recover from the postal administrations concerned, in the form of uniform dues, the internal air conveyance costs they incur for mail received from any administration for which they apply terminal dues compensation based specifically on costs or on internal tariffs.

Article 53
Basic rates and calculation of air conveyance dues

1 The basic rate applicable to the settlement of accounts between administrations in respect of air conveyance shall be approved by the Postal Operations Council. It shall be calculated by the International Bureau according to the formula specified in the Detailed Regulations.

2 The calculation of air conveyance dues on closed mails, priority items and airmail items in transit à découvert, as well as the relevant methods of accounting, are set out in the Detailed Regulations.

■ **Commentary**

53.1 The 1995 POC decided that, provided the threshold of 3 percent variation from the rate calculated using the formula in article RE 5301.1 was exceeded, the basic air conveyance rate would be revised annually, without the allowed upward or downward movement exceeding 5 percent.

For 1996, the 1995 POC set the basic rate at 0.486 thousandth of an SDR.

The 1996 POC set the basic rate at 0.462 thousandth of an SDR as from 1 January 1997.

The 1997 POC set the basic rate at 0.439 thousandth of an SDR as from 1 January 1998. This rate will remain applicable for 1999 and 2000.

Article RE 5301
Formula for calculating the basic rate and calculation of air conveyance dues for closed mails

1 The maximum basic rate applicable in respect of air conveyance shall be calculated according to the formula below, the elements of which shall be taken from the International Airline Financial Statistics prepared by the International Civil Aviation Organization. This rate shall be rounded to the nearest thousandth of an SDR per kilogramme of gross weight and per kilometre; it shall apply proportionally to fractions of a kilogramme.

T = (A – B – C + D + E + F), where

T = Basic rate per t-km (priority for airmail is guaranteed within this rate).

A = Weighted average operating expense per t-km performed.

B = Cost of passenger services per t-km.

C = Percentage of the cost of ticketing, sales and promotion (based on the number of passengers in relation to traffic volume).

D = Expenses of non-operating items per t-km performed.

E = 10 percent of (A – B – C + D) as profit.

F = Income taxes per t-km performed.

2 Air conveyance dues shall be calculated according to the actual basic rate (less than and at most equal to the basic rate defined according to the formula under 1) and the kilometric distances given in the List of Airmail Distances 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 defined according to the formula under 1, and according to the weighted average distances of the sectors flown by international mail on the internal network. Subject to article 52.5 of the Convention, 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.

3.1 Administrations which apply a remuneration for terminal dues based on costs or on domestic rates shall be obliged to communicate to the International Bureau, within the period provided for in article RE 5307, the data for calculating the new weighted average distance.

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 defined according to the formula under 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.

5 The sum of the dues referred to under 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 under 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.

Prot Article RE VIII
Formula for calculating the basic rate and calculation of air conveyance dues for closed mails

1 Notwithstanding article RE 5301.3.1, the postal administration of Canada shall have the right to charge the administrations concerned internal air conveyance dues in order to recover the incremental costs it has incurred for their inbound items, and which are not included in terminal dues compensation based specifically on costs or on internal tariffs.

■ **Commentary**

5301.1 Provisions adopted by the 1994 Seoul Congress.

5301.4 The single prices set by adms are given in List CN 68.

Article RE 5302
Calculation of and accounting for air conveyance dues for priority items and airmail items in transit à découvert

1 General

1.1 Air conveyance dues for priority items and airmail items in transit à découvert shall be calculated, in principle, as indicated in article RE 5301.2 but according to the net weight. They shall be fixed on the basis of not more than 10 average rates, each relating to a group of countries of destination and fixed according to the weight of mail offloaded at different destinations within the group. The sum of these dues, which may not exceed the amounts which have to be paid for conveyance, shall be increased by 5 percent.

1.2 Accounting for air conveyance dues for priority items and airmail items in transit à découvert shall take place, in principle, on the basis of the data of statistical returns.

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

■ **Commentary**

5302.1.3 The phrase "items posted at irregular intervals" includes items 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.

2 Statistical operations

2.1 The statistical operations shall be conducted annually and alternately during May in odd years and October in even years.

2.2 During the statistical period, à découvert transit priority items and airmail items shall be accompanied by CN 65 bills. The CN 25 bundle label and the CN 65 bill shall be overprinted with the letter "S". When there are no à découvert priority items and airmail items, registered or unregistered, to be inserted in a mail which normally includes such items, one or two CN 65 bills, as necessary, endorsed *"Néant"* (Nil) shall accompany the letter bill of the mail.

2.3 During the statistical period, all priority items and all airmail items in transit à découvert shall be placed with the CN 65 delivery bill in a closed bag, which may be of transparent plastic, inserted in the bag containing the letter bill.

2.4 Each administration dispatching priority items or airmail items in transit 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.

■ **Commentary**

5302.2.1 The statistical period starts on 2 May because 1 May is a holiday in many countries.

3 Preparation and checking of CN 65 bills

3.1 The weights shall be shown separately for each group of countries of destination on the CN 65 bills. These shall be specially numbered in two consecutive series, one for unregistered items and the other for registered items. The number of CN 65 bills shall be entered in the corresponding item of table 4 of the CN 31 letter bill (table 3 of the CN 32 letter bill). Transit administrations may request the use of special CN 65 bills listing in a set order the most important groups of countries. All CN 65 bills shall be inserted into the bag containing the CN 31 letter bill.

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

3.3 If the intermediate office establishes that the actual weight of à découvert priority items and airmail items differs by more than 20 grammes from the weight recorded, it shall amend the CN 65 bill and immediately notify the dispatching office of exchange of the mistake by CN 43 verification note. If the discrepancy noted is within the above-mentioned limits the entries made by the dispatching office shall hold good.

3.4 In the absence of a CN 65 bill, à découvert priority items and airmail items shall be forwarded by air, unless the surface route would be quicker. In appropriate cases, the CN 65 bill shall be prepared routinely and the irregularity pointed out to the office of origin by CN 43 note.

4 Priority items and airmail items in transit à découvert which are excluded from statistical operations

4.1 Priority items and airmail items in transit à découvert which are excluded from statistical operations and for which accounts are prepared on the basis of the actual weight shall be accompanied by CN 65 bills. If the weight of missent priority items and airmail items 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 a CN 65 bill in accordance with 3.4 shall not take place.

4.2 Priority items and airmail items 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 a CN 65 bill when handed over à découvert to the administration at an intermediate port of call. If the ship does not have a post office, they shall be accompanied by a statement of weights which shall serve as a basis for the intermediate administration to claim the air conveyance dues. The CN 65 bill or statement of weights shall include the weight of the priority items and airmail items 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 items are handed over from the ship.

Dispatching administration

Dispatching office of exchange

BILL
Weight of à découvert priority/ airmail items

No

CN 65
(old AV 2)

Office of exchange of destination	Priority/airmail items in transit à découvert ☐ Registered ☐ Unregistered ☐ Statistics (during the statistical period)
Administration of destination	Date of dispatch | Mail No

Notes
The weight of items à découvert and, where applicable, for a specific zone, is rounded up to the next 10 grammes for fractions over 5 grammes and down for those below

Groups of countries for which the conveyance dues are the same	Net weight Priority or LC/AO	Observations
1	2	3
	g	

Dispatching office of exchange
Signature

Office of exchange of destination
Signature

Convention, Seoul 1994, art RE 5302.2.2 – Size 210 x 297 mm

Article RE 5303
Accounting for air conveyance dues

1 Accounting for air conveyance dues shall be effected in accordance with articles RE 5301 and RE 5302.

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

Article RE 5304
Preparation of CN 66 and CN 67 statements of weights

1 Each creditor administration shall prepare a CN 66 statement, monthly or quarterly as preferred, on the basis of the airmail particulars entered on the CN 38 delivery bills. Mails carried over the same air sector shall be entered on the CN 66 statement by office of origin, then by country and office of destination, and in chronological order of the mails for each office of destination. When the copies of the CN 55 statement are used for the settlement of air conveyance dues inside the country of destination in accordance with article 52.3 of the Convention, CN 55 statements of weights prepared on the basis of CN 31 and CN 32 letter bills shall be used.

2 For à découvert priority items and airmail items reforwarded by air, the creditor administration shall prepare a yearly CN 67 statement. This shall be done at the end of each statistical period as laid down in article RE 5302.2.1 and based on the particulars appearing on the CN 65 bills prepared during that period. The total weights shall be multiplied by 12 on the CN 67 statement. If the accounts have to be prepared on the basis of the actual weight of à découvert priority items and airmail items, CN 67 statements shall be drawn up as often as is provided for under 1 for CN 66 statements and on the basis of the corresponding CN 65 bills.

3 If, during an accounting period, a change occurring in the arrangements made for the exchange of priority items and airmail items 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 under 2 by another valid only for the year in question.

4 When the debtor administration so requests, separate CN 66, CN 55 and CN 67 statements shall be drawn up for each office of exchange which dispatches airmails or priority items and airmail items in transit à découvert.

■ **Commentary**
5304.1 Since the CN 55 statement also includes a col for M bags, it can be used both for calculating terminal dues and for settling internal air conveyance dues.

Administration reforwarding the mails

Office of exchange reforwarding the mails

STATEMENT OF WEIGHTS
Airmails and S.A.L. mails
Date

CN 66
(old AV 3)

☐ Priority/By airmail
☐ Non-priority/S.A.L.

Administration dispatching the mails	Month / Quarter / Year
	Mails forwarded from to

Notes
Any observations may be made on the back of the form

Date of con-veyance	Mail No	Dispatching office	Office of destination	No of the flight used	Weight of each category of item			
					Letter post		CP	
1	2	3	4	5	6		7	
					kg	g	kg	g
				Totals				

Convention, Seoul 1994, art RE 5304.1 – Size 210 x 297 mm

Administration preparing the form

STATEMENT OF WEIGHTS
A découvert priority/airmail items
Date

CN 67
(old AV 4)

Administration of destination	Month	Quarter
	Statistical period	Year
Office of exchange of destination of mails	Office of exchange dispatching the mails	
Administration dispatching the mails		

Date of dispatch of the mail	No of CN 65 bill	Groups of countries of destination				Observations
		Priority – LC/AO	Priority – LC/AO	Priority – LC/AO	Priority – LC/AO	
1	2	3	4	5	6	7
		g	g	g	g	
Totals						
To be multiplied by 12[1]						
To be carried forward to CN 51 form						

[1] In the case of CN 67 statements for correspondence sent during statistical periods

Convention, Seoul 1994, art RE 5304.2 – Size 210 x 297 mm

Article RE 5305
Preparation of CN 51 detailed accounts and CN 52 general accounts

1 The creditor administration shall prepare on a CN 51 form, detailed accounts showing the amounts due to it according to the CN 66, CN 55 and CN 67 statements of weights. Separate detailed accounts shall be prepared for closed airmails and for à découvert priority items and airmail items.

2 The amounts to be included in the CN 51 detailed accounts shall be calculated:
2.1 for closed mails, on the basis of the gross weights appearing on the CN 66 and CN 55 statements;
2.2 for à découvert priority items and airmail items, according to the net weights shown on the CN 67 statements, increased by 5 percent.

3 When the air conveyance dues within the country of destination are to be settled, the administration of that country shall send the CN 51 accounts relating thereto for acceptance together with the CN 56 and CN 55 statements.

4 CN 51 accounts shall be prepared by the creditor administration on a monthly, quarterly, half-yearly or annual basis, as agreed between the administrations concerned.

5 CN 51 detailed accounts may be summarized in a CN 52 general account, prepared quarterly by the creditor administrations which have adopted the offset system of settling accounts. This account may, however, be prepared half-yearly after agreement between the administrations concerned.

Creditor administration

DETAILED ACCOUNT
Airmail
Date

CN 51
(old AV 5)

Debtor administration	Month	Quarter	Year
	☐ Closed airmails		
	☐ A découvert priority items/airmail items		

Route Country of destination or groups of countries	Categories of items	Weight carried during the month or months of						Total weight		Cost of conveyance per kg		Total conveyance dues payable	
1	2	3		4		5		6		7		8	
		kg	g	kg	g	kg	g	kg	g	SDR		SDR	
	Priority[1]												
	CP												
	Priority[1]												
	CP												
	Priority[1]												
	CP												
	Priority[1]												
	CP												
	Priority[1]												
	CP												
	Priority[1]												
	CP												
Increase of 5% on the total amount for transit à découvert													
Final total													—

[1] If applicable LC/AO

Creditor administration
Signature

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

Convention, Seoul 1994, art RE 4605.4 – Size 210 x 297 mm

Administration preparing the account

GENERAL ACCOUNT
Date

CN 52
(old AV 11/CP 18)

Corresponding administration	☐ Airmail Month		☐ Postal parcels Year
	Quarter	Half-year	Year

Notes
To be filled in by typewriter or computer printer

Exchange	Period	Balance of CN 19/CN 51/CP 75 accounts in favour of the administration		Observations
		preparing the account	corresponding administration	
1	2	3	4	5
Received by the administration preparing the account		SDR	SDR	
Sent by the administration preparing the account				
Totals				
Less				
Credit balance				

Name of creditor administration

Administration preparing the account
Signature

Seen and accepted by the administration receiving the account
Place, date and signature

Convention, Seoul 1994, art. RE 4605.4 – Size 210 x 297 mm

Article RE 5306
Submission and acceptance of CN 66, CN 55 and CN 67 statements, CN 51 detailed accounts and CN 52 general accounts

1 As soon as possible and at the latest within six months from the end of the period to which they refer, the creditor administration shall send the debtor administration CN 66 statements, the copies of CN 55 statements and CN 67 statements when payment for à découvert priority items and airmail items is made on the basis of the actual weight, and the relevant CN 51 detailed accounts, all together in duplicate. The debtor administration may refuse to accept accounts not forwarded to it within that period.

2 After verifying the CN 66, CN 55 and CN 67 statements and accepting the relative CN 51 detailed account, a copy of the CN 51 accounts shall be returned to the creditor administration only in the event of an amendment. In this case, it shall be duly amended and accompanied by the CN 66, CN 55 and CN 67 statements. If the creditor administration disputes the amendments made to these statements, the debtor administration shall confirm the actual data by sending photocopies of the CN 38 or CN 65 forms drawn up by the office of origin upon dispatch of the disputed mails. A creditor administration which has received no notice of amendment within two months of the date of dispatch of the accounts shall regard the accounts as fully accepted.

3 Administrations that were net creditors for air conveyance dues in the preceding year have the option of receiving payment on a monthly, quarterly, half-yearly or annual basis. The option chosen shall remain in force for one calendar year with effect from 1 January.

4 Administrations may use the direct billing system or the bilateral clearing system.

5 The provisions under 1 and 2 shall also apply to priority items and airmail items for which payment is made on the basis of statistics.

6 Under the direct billing system, the CN 51 accounts shall serve as a bill for direct settlement. The debtor administration shall make payment for the amount billed within the period of six weeks provided for in article RE 5503.9. It may refuse to check and accept any CN 51 account which has not been presented by the creditor administration within six months after the period to which it refers. Any difference exceeding 9.80 SDR which may be noted by the debtor administration shall be indicated on the CN 51, which shall be returned to the creditor administration with the CN 66, CN 55 and CN 67 statements attached. The difference noted shall be incorporated in the next CN 51 account submitted to the debtor administration or shall be disputed. Failing this, the administration which drew attention to the difference shall regard it as fully accepted and shall have it appear as such in its next CN 51 account amended accordingly.

7 Under the bilateral offsetting system, the creditor administration shall prepare both the CN 51 and the CN 52 accounts and submit both simultaneously to the debtor administration on a monthly, quarterly, half-yearly or annual basis. The debtor administration shall accept or amend the CN 51 and CN 52 accounts and submit payment to the creditor administration within two months. If the CN 51 or CN 52 accounts have been amended, payment will be made on the basis of the amended amount. If the administration which has sent the accounts does not receive any notice of amendment within two months, the accounts shall be regarded as fully accepted.

8 Whenever the statistics fall in October, annual payments for priority items and airmail items in transit à découvert may be made provisionally on the basis of statistics compiled during May of the previous year. The provisional payments shall then be adjusted in the following year when the accounts based on the October statistics are approved or regarded as fully accepted.

9 If an administration is unable to carry out the annual statistical operations 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 RE 5304.3.

10 If the balance of a CN 51 or CN 52 account does not exceed 163.35 SDR, it shall be carried over to the next CN 51 or CN 52 account, when the administrations concerned participate in the clearing system of the International Bureau.

11 CN 66, CN 55 and CN 67 statements and the corresponding CN 51 and CN 52 accounts shall always be sent by the quickest route (air or surface).

12 Settlements may be made in accordance with the provisions of articles RE 5501 and RE 5502.

Prot Article RE IX
Submission and acceptance of CN 66, CN 55 and CN 67 statements, CN 51 detailed accounts and CN 52 general accounts

1 Notwithstanding article RE 5306.6, accounts submitted to the postal administrations of the United States of America and the Lao People's Dem Rep shall not be considered accepted, nor shall payment be due, until six weeks after those accounts are received, unless the accounts are received within seven days of the date they are dispatched by the creditor administration.

2 Notwithstanding article RE 5306.6 and 7, accounts submitted to the postal administration of China (People's Rep) shall not be considered accepted until two months after those accounts are received, nor shall payments be due until six weeks after those accounts are received, if the direct billing system is applied, unless the accounts are received within seven days of the date they are dispatched by the creditor administration.

■ **Commentary**

5306 Congress adopted recommendation C 71/Hamburg 1984 recommending adms to take certain measures listed below:

- the inclusion of an airmail account in a general account containing different debts must not result in delaying payment of the air conveyance dues owed to the airline concerned;
- adms wishing to settle airmail accounts by offsetting should include them in a CN 52 airmail general account;
- speeding up settlement of the recapitulative CN 51 accounts and of the CN 52 general accounts.

Article RE 5307
Amendments to air conveyance dues

1 The amendments made to the air conveyance dues mentioned in articles RE 5301.3 and RE 5302.1 shall:

1.1 come into effect exclusively on 1 January;

1.2 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 under 1.1.

Article RE 5308
Payment of air conveyance dues

1 Air conveyance dues shall be payable to the airline conveying the airmails for all or part of the distance flown.

2 Notwithstanding this rule, the conveyance dues may be paid to the administration of the country which the airline conveying the airmails comes under, subject to an agreement between the airline concerned and that administration.

3 Conveyance dues for priority items and airmail items in transit à découvert shall be paid to the administration which reforwards these items.

4 Unless other arrangements have been made, conveyance dues for airmails directly transhipped between two different airlines shall be settled by the administration of origin:

4.1 either with the first carrier, which shall then be responsible for paying the subsequent carrier;

4.2 or with each carrier involved in the transhipment.

Article RE 5309
Air conveyance dues for diverted or missent mails or bags

1 The administration of origin of a mail which has gone off its route in course of conveyance shall pay the conveyance dues for the mail relating to the sectors actually covered.

2 It shall settle the conveyance dues as far as the airport of offloading initially provided for on the CN 38 delivery bill when:
2.1 the actual forwarding route is not known;
2.2 the dues for the sectors actually covered have not yet been claimed; or
2.3 the diversion is attributable to the airline which effected the conveyance.

3 The supplementary dues relating to the sectors actually covered by the diverted mail shall be reimbursed as follows:
3.1 by the administration whose services have committed the error in the case of misrouteing;
3.2 by the administration which has collected the conveyance dues paid to the airline when the latter has offloaded in a place other than that shown on the CN 38 delivery bill.

4 The provisions set out under 1 to 3 shall be applicable by analogy when part only of a mail is offloaded at an airport other than that indicated on the CN 38 delivery bill.

5 The administration of origin of a mail or bag missent owing to a labelling error shall pay the conveyance dues relating to the whole distance flown in accordance with article 52.1.1 of the Convention.

■ **Commentary**
5309.1 Under the agreement arrived at in the IATA–UPU Contact Comm and ratified by the 1964 Vienna Congress, the air companies bear the supplementary air transport costs occasioned by reforwarding to destination of mail offloaded at a place other than that shown on delivery bill CN 38 as a result of an error committed by the air service, or for any reason other than an error of the postal service.
The adm of origin of the diverted mails is in the normal way liable for the conveyance dues for the mail as far as the airport of offloading initially provided for on the CN 38 delivery bill (as well as those relating to the sectors actually covered by the diverted mail) and then recovers the supplementary dues from the adm whose services committed the misrouteing. The 1984 Hamburg Congress confined the application of this procedure to the special cases listed in RE 5309.2.

Article RE 5310
Air conveyance dues for mail lost or destroyed

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

■ **Commentary**
5310.1 (This comment applies to French text only.)

Provision agreed with IATA. 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. The words "or through any other cause involving the liability of the air carrier" are designed to cover cases of loss or destruction of mail resulting from negligence or error on the part of the air service.

Chapter 5

Telematic links

Article 54
General provisions

1 Administrations may agree to establish telematic links amongst themselves and with other partners.

2 The postal administrations concerned shall be free to choose the suppliers and the technical facilities (hardware and software) to support the exchange of data.

3 In consultation with the supplier of network services, postal administrations shall agree bilaterally on the method of payment for these services.

4 Postal administrations shall not be financially or legally liable if another administration fails to make the payments owed in respect of services relating to the provision of telematic links.

Article RE 5401
General provisions concerning telematic links

1 Postal administrations shall observe internationally agreed standards to ensure system compatibility.

2 The International Bureau shall publish, maintain and update the UPU Message Development Guide and the UPU User Manual for the benefit of postal administrations.

3 For exchanges of data with other postal administrations and external partners, postal administrations shall use messages developed within the framework of the UPU and published by the International Bureau in the UPU Message Development Guide when such messages are defined and suitable for the intended exchange. Messages developed by other organizations may also be used once they have been approved by the UPU and published in the Message Development Guide.

4 Postal administrations shall be required to comply with the operational and technical specifications laid down in the UPU User Manual, which defines procedures for the exchange of data.

5 The International Bureau shall regularly publish a list of available documents and guides on telematic links and shall make them available on request to administrations providing telematic services.

■ **Commentary**

5401.3 The Washington Congress recommended that all adms should apply the syntax rules for EDIFACT messages, as well as the updates to be issued later, for the preparation of electronic messages to be exchanged between adms and Customs, carriers or other trade partners (recommendation C 36/1989).

The Washington Congress also recommended that all adms should use the names, descriptions and modes of representation of data elements shown in the UN Trade Data Elements Directory, and in the updates to that directory which will be issued subsequently, in data interchanges with Customs and with carriers or other trade partners (recommendation C 37/1989).

The definition of "external partners" adopted by POC Comm 7 Technical Standards Board is as follows: "an organization that works with one or more postal administrations in providing mail services to the public (eg: air carriers)".

Article RE 5402
Rules for payment for telematic links

1 Postal administrations shall decide on the method of payment for network services following one of the three procedures outlined below:

1.1 the sending administration pays only for the messages it sends;

1.2 the receiving administration pays only for the messages it receives;

1.3 the sending and receiving administrations agree to share equally the cost of messages sent and received.

2 If two administrations cannot agree on a method of payment for network services, the method described in paragraph 1.1 will automatically apply, unless these two administrations can agree bilaterally on an alternative method of payment.

Chapter 6

Miscellaneous provisions

Article 55
Settlement of accounts

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

Article RE 5501
Preparation and settlement of accounts

1 Except in the case of the CN 51 and CN 52 accounts, which shall be prepared according to article RE 5306, each administration shall draw up its accounts and refer them in duplicate to the others concerned. One accepted copy, if necessary amended or accompanied by a statement of discrepancies, shall be returned to the creditor administration. This account shall serve as a basis for the preparation, as necessary, of the final liquidation account between the two administrations.

2 In the total of each account made out in SDRs on CN 02, CN 03, CN 48, CN 51, CN 52, CN 57, CN 61, CN 62, CN 63 and CN 64 forms, decimals shall be ignored in the total or the balance. Discrepancies in the accounts made out on the forms listed above shall not be taken into consideration unless they exceed a total of 9.80 SDR per account.

3 Postal administrations may settle their accounts either bilaterally, or through the multilateral clearing system of the International Bureau, or by any other system of settling accounts.

4 The creditor administration shall choose the method of settling the accounts after consulting the debtor administration. If there is disagreement, the choice of the creditor administration shall prevail in all cases.

■ **Commentary**

5501.2 In recommendation C 65/Tokyo 1969, Congress invited postal adms to adopt the following uniform presentation for entries in accounts:

2 123 456.78 when there are decimals;
2 123 456 when there are no decimals.

Decimals may not be ignored in the total or balance in other accounting forms. By "accounts" within the meaning of art RE 5501.2 are to be understood only the forms expressly mentioned therein, which are used for the settlement of a sum due.

In recommendation C 82/Seoul 1994, Congress recommended administrations to avoid as far as possible filling out by hand accounting documents that are to be sent to other administrations and, to that end, to use typewriters or computer printers to ensure the legibility of these documents.

Article RE 5501bis
Settlement of accounts through the International Bureau

1 The settlement of accounts through the clearing system of the International Bureau shall be effected in accordance with the following provisions.

1.1 Participation in the clearing system of the International Bureau is open to postal administrations or their services. In the latter case, administrations shall notify which services are authorized to participate. Participation of other categories of partners shall be submitted for approval by the Postal Operations Council.

1.2 The creditor shall inform the International Bureau of the amounts to be paid by each debtor by means of recapitulative statements CN 59. Copies of these forms shall at the same time be sent to the debtors concerned.

1.3 Disputes arising between participants concerning accounts should be resolved directly between the participants involved.

1.4 Payments shall be made in accordance with articles RE 5502 and RE 5503.

1.5 Should the debtor fail to pay within the period set out in article RE 5503.9, the creditor shall send a reminder, with a period for payment of one month. A copy of this reminder shall be sent to the International Bureau. If the amounts payable have not been paid by the expiry of this supplementary period, the creditor shall inform the International Bureau which shall include these amounts in the next clearing operation to the credit of the creditor administration. In this case, compound interest at the rate of 6 percent per annum shall be chargeable until full settlement. The clearing account in question and those of the following two years shall not, as far as possible, include in the balances due as the result of the offsetting table amounts payable by the defaulting administrations to the creditor concerned.

1.6 In case of non-compliance or faulty performance of obligations by a participant, the International Bureau shall take the appropriate measures and inform the parties concerned.

RECAPITULATIVE STATEMENT CN 59

Amounts included in the International Bureau's multilateral clearing system (POST*Clear)

POST*Clear

Creditor _____ Debtor _____

Note. – This form should be completed **in printed letters by the *creditor,*** which then sends the original to the International Bureau and a copy to the debtor.

Name of accounts	Periods to which accounts refer	Amounts
		SDR

Total amount:

Creditor:

Date and Signature:

Article RE 5502
Payment of debts expressed in SDRs. General provisions

1 The rules for payment set out below shall apply to all debts expressed in SDRs and arising out of a postal transaction. The debts may result from general accounts or statements drawn up by the International Bureau or from liquidation accounts or statements not drawn up by the Bureau. The said rules shall also relate to the settlement of discrepancies, of interest or, where applicable, of payments on account.

2 Any administration may discharge its liabilities by payments on account, from which its debts shall be deducted when these have been established.

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

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

Article RE 5503
Rules for payment

1 Debts shall be paid in the currency selected by the creditor administration after consultation with the debtor administration. If there is disagreement, the choice of the creditor administration shall prevail in all cases. If the creditor administration does not specify a currency, the choice shall rest with the debtor administration.

2 The amount of the payment, as determined hereafter in the selected currency, shall be equivalent in value to the balance of the account expressed in SDRs.

3 Subject to the provisions set out under 4, the amount to be paid in the selected currency shall be determined by converting the SDR into currencies of payment in accordance with the following provisions:

3.1 In the case of currencies for which the SDR exchange rate is published by the International Monetary Fund (IMF), the exchange rate in force on the day prior to payment or the most recent rate published shall be used.

3.2 In the case of other currencies of payment, as a first stage, the amount in SDRs shall be converted into an intermediate currency for which the value is published daily by the IMF in terms of the SDR, using the most recent

exchange rate published. As a second stage, the result thus obtained shall be converted into the currency of payment, applying the latest rate of exchange quoted on the exchange market of the debtor country.

3.3 In the case of provisional payments provided for in article RE 5107, the procedures described in 3.1 and 3.2 above differ. Thus, in the case of currencies for which the SDR exchange rate is published by the International Monetary Fund, the rate in force on 30 June of that year or on the next working day, if 30 June is a holiday, shall be used; in the case provided for in 3.2, the conversion into an intermediate currency shall be made at the last rate published in June of that year.

3.4 In the case of payments through the clearing system of the International Bureau provided for in article RE 5501, the procedures described in 3.1 and 3.2 above differ. Thus, in the case of currencies for which the SDR exchange rate is published by the International Monetary Fund, the rate for the last day of the period pertaining to the clearing house statement shall be used, or the next working day rate, if the last day is a holiday. In the case provided for in 3.2, the conversion into an intermediate currency shall be made at the last rate published for the period concerned.

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

5 For the purpose of determining the official or generally accepted foreign exchange market equivalent of a currency, the rate used shall be the closing rate for currency which can be used in the majority of merchandise trade transactions, or the most recent rate quoted.

6 The debtor administration shall transmit, on the date of payment, the amount of the selected currency by a bank cheque, transfer or any other means, acceptable to both administrations. If the creditor administration expresses no preference, the choice shall fall to the debtor administration.

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

8 If, between the dispatch of the remittance (cheque, for example) and its receipt by the creditor administration, a variation occurs in the equivalent value of the selected currency calculated as described under 3, 4 or 5, and if the difference resulting from such variation exceeds 5 percent of the amount due (as calculated

following such variation), the total difference shall be shared equally between the two administrations.

9 Payment shall be made as quickly as possible and at the latest within six weeks from the date of dispatch for general liquidation accounts prepared by the International Bureau and from the date of acceptance or of notification of official acceptance for other liquidation accounts and accounts indicating the amounts or balances to be settled. After that period the amounts due shall be chargeable with interest at the rate of 6 percent per annum reckoned from the day following the day of expiry of the said period. By payment is meant the dispatch of funds or of the instrument of payment (cheque, draft, etc) or the signing of the order for transfer or deposit by the organization responsible for the transfer in the debtor country.

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

■ **Commentary**

5503.3.1 The IMF calculates the daily rates of some 50 currencies in relation to the SDR and sends these rates each working day by telex to a number of central banks or finance ministries of IMF member countries, to the news agencies (AP, Reuters and Agence France-Presse) and to the specialist financial newspapers. In addition, these rates are available on the IMF website: http://www.imf.int. The exchange rate for most of the world's currencies in SDR is published in the monthly issues of "International Financial Statistics". Publisher's address: International Monetary Fund, WASHINGTON DC 20431, UNITED STATES OF AMERICA.

The most recent rate published is, in principle, the rate published on the IMF website at the time payment is made, it being understood that adms will apply this provision with some flexibility.

5503.7 For the sum received by the creditor adm to correspond exactly to the amount of funds transferred by the debtor adm, no deduction must be made by the adm of the third country which has agreed to act as intermediary in their reciprocal exchanges.

Article 56
Provision of information, International Bureau publications, retention of documents, forms

1 The provisions relating to the provision of information concerning the execution of the postal service, International Bureau publications, retention of documents and the forms to be used are set out in the Detailed Regulations.

Article RE 5601
Information to be supplied by administrations

1 Administrations shall communicate to the International Bureau, on the forms sent by the latter, the necessary information concerning the operation of the postal service. This information shall cover, in particular, the following questions:

1.1 the decisions taken on the optional application of certain general provisions of the Convention and of its Detailed Regulations;

1.2 the reduced charges adopted under article 8 of the Constitution and details of the services to which the charges apply;

1.3 the internal postal charges applied;

1.4 in accordance with article 42 of the Convention:

1.4.1 the quality of service targets fixed for the delivery in their country of priority and airmail items and of non-priority and surface items;

1.4.2 the latest acceptance times (LATs) for incoming international mail, at the airport or other appropriate places;

1.4.3 the latest acceptance times at the inward offices of exchange;

1.4.4 the level of service that can be achieved (eg next-day delivery in the capital or day after for the rest of the country);

1.5 the different rates of air conveyance dues collected in accordance with articles RE 5301.3 and 4 and RE 5302.1.1 with the dates of application;

1.6 the air surcharges or combined charges for the various categories of airmail items and for the various countries, with an indication of the names of the countries for which unsurcharged mail is admitted.

2 Any amendment to the information mentioned under 1 shall be communicated to the International Bureau without delay, by the quickest means. Amendments concerning the information mentioned in 1.5 must reach the International Bureau within the time limits prescribed in article RE 5307.

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 items coming from abroad by air to catch various deliveries.

4 The administrations of countries which participate in the insured items service and which provide direct exchanges shall communicate to one another, by means of CN 27 tables, information concerning the exchange of these items.

5 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.

■ **Commentary**

5601.1 Details of information to be supplied to the IB by adms:

- the expression they have adopted, under art RE 1302.2.1 and 3.1, to indicate that the postage has been paid;
- the extraordinary conveyance dues collected under art RE 4802.1 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;
- the scale of insurance charges applicable in their service to insured items in accordance with art 18.5 of the Conv;
- the max amount up to which they admit insurance by surface and air routes;
- where necessary, a list of their offices which participate in the insured items service;
- 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 items;
- 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;
- updated information set out in clear, precise and detailed fashion concerning customs or other regulations, as well as the prohibitions or restrictions governing the entry and transit of postal items in their services;
- 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;
- a list of kilometric distances for land sectors followed in their countries by mails in transit;
- 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 adm of the country of departure, the necessary comments in this connection.

With regard to the airmail service, each adm must inform the IB of:

- the districts and principal towns to which mails or airmail items originating abroad are forwarded by internal air services;
- the rates per kg of the air conveyance dues calculated in accordance with art RE 5301.2 and its date of application;
- the decisions taken as regards the application of certain optional airmail provisions, including their willingness to receive mails in CN 28 envelopes;
- the rates per kg of the air conveyance dues, which it collects direct in accordance with art RE 5308.2 and their date of application;
- the rate per kg of the air conveyance dues for airmails in transit between two airports in the same country, fixed in accordance with art RE 5301.4, and its date of application;
- the countries for which it makes up airmails;
- the offices transferring transit airmails from one line to another and the min time necessary for such transhipment;
- 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;
- details on the surface airlifted (S.A.L.) mail services provided under art 43.3 of the Conv;
- the air conveyance rates fixed for the onward transmission of priority items and airmail items received à découvert in accordance with the system of average rates laid down in art RE 5302.1.1, and their date of application;
- the air surcharges or combined charges for priority items and the various categories of airmail items and for the various countries, with an indication of the names of the countries for which unsurcharged mail is admitted;
- where applicable, the special charges for reduction or return to origin fixed in accordance with arts 27.3 and 28.3, of the Conv.

Adms are requested to give the IB the information required 6 months at least before the entry into force of the Conv.

The information in question is, generally speaking, the subject of the IB publications mentioned in art RE 5602. Information of an exceptional or special character is always given in a circ.

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.

Article RE 5602
International Bureau publications

1 The International Bureau shall publish, on the basis of information supplied in accordance with article RE 5601, an official compendium of information of general interest relating to the implementation of the Convention and its Detailed Regulations in each member country. It shall also publish similar compendia relating to the implementation of the Agreements and their Detailed Regulations, on the basis of the information supplied by the administrations concerned in accordance with the relative provisions in the Detailed Regulations of each of the Agreements.

2 It shall also publish, from information supplied by administrations and, if appropriate, by the Restricted Unions as regards 2.1, or the United Nations as regards 2.5:

2.1 a list of addresses, heads and senior officials of postal administrations and Restricted Unions;
2.2 an international list of post offices;
2.3 a compendium of transit information comprising:
2.3.1 a list of kilometric distances relating to land sectors of mails in transit;
2.3.2 a list of transit services provided for surface mail (including S.A.L. mail);
2.4 a list of equivalents;
2.5 a list of prohibited articles in which are also mentioned narcotics prohibited under the multilateral treaties on narcotics and the definitions of dangerous goods prohibited from conveyance by post drawn up by the International Civil Aviation Organization;
2.6 a compendium of postal administrations' internal charges;
2.7 statistical data relating to the postal services (internal and international);
2.8 studies, opinions, reports and other statements relating to the postal service;
2.9 the following three catalogues:
2.9.1 International Bureau library catalogue (listing the works acquired by the library);
2.9.2 International Bureau periodicals catalogue (listing the periodicals received at the International Bureau);
2.9.3 International Bureau film library catalogue (listing the films available for loan by the International Bureau to postal administrations);
2.10 a catalogue of postal equipment;
2.11 a *liste générale des services aéropostaux* (known as *"Liste CN 68"*) (General List of Airmail Services or CN 68 List);

2.12 a *liste des distances aéropostales* (List of Airmail Distances) drawn up in collaboration with the air carriers.

3 It shall also publish:
3.1 the Manuals of the Convention, of the Postal Parcels Agreement and of the Postal Financial Services Agreements;
3.2 the other Acts of the UPU annotated by the International Bureau;
3.3 the Multilingual Vocabulary of the International Postal Service.

4 Amendments to the various publications listed under 1 to 3 shall be notified by circular, bulletin, supplement or other appropriate means. However, any amendments to the publications listed under 2.11 and 2.12 and the date on which the amendments take effect shall be notified to administrations by the quickest means (air or surface), with the minimum of delay and in the most appropriate form.

■ **Commentary**

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

5602.2.2 The 1997 edition of this publication is distributed under the name "Universal Postal List of Localities".

5602.2.4 The 1993 EC decided to discontinue this publication.

5602.2.6 The 1993 EC decided to discontinue this publication.

5602.2.10 This publication is distributed under the name of "List of Suppliers of Postal Equipment and Materials".

Article RE 5603
Distribution of publications

1 The publications published by the International Bureau shall be distributed to administrations in accordance with the following rules:
1.1 All publications, excepting the one specified under 1.2, shall be distributed in three copies, one of which shall be in the official language. The other two shall be supplied either in the official language or in the language requested in accordance with article 108 of the General Regulations.
1.2 The periodical "Union Postale" shall be distributed in proportion to the number of contribution units assigned to each administration under article 126 of the General Regulations.

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

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

Article RE 5604
Telegraphic addresses

1 For telegraphic communications exchanged between one another, administrations shall use the following telegraphic addresses:
1.1 "Postgen" for telegrams intended for central administrations;
1.2 "Postbur" for telegrams intended for post offices;
1.3 "Postex" for telegrams intended for offices of exchange.

2 These telegraphic addresses shall be followed by the indication of the place of destination and, where appropriate, any other details considered necessary.

3 The telegraphic address of the International Bureau shall be "UPU Berne".

4 The telegraphic addresses indicated under 1 and 3, completed as necessary by the indication of the dispatching office, shall also serve as the signature to telegraphic communications.

■ **Commentary**

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

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

Article RE 5605
Period of retention of documents

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

2 Documents concerning a dispute or inquiry shall be kept until the matter has been settled. If the initiating administration, being duly informed of the result of the inquiry, allows six months to pass from the date of the communication without raising any objections, the matter shall be regarded as closed.

Article RE 5606
Forms

1 The forms shall be in conformity with the annexed specimens.

2 The texts, colours and dimensions of forms as well as other characteristics such as the position reserved for entering the bar code shall be those prescribed in these Detailed Regulations.

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

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

5 Forms as well as any copies thereof shall be completed in such a way that the entries are fully legible. The original form shall be sent to the appropriate administration or to the party most concerned.

Prot Article RE X
Forms

1 Notwithstanding article RE 5606.2, the postal administrations of Brazil, Germany, Hungary (Rep), Luxembourg and the United States of America may modify the dimensions and format of the CN 07 form.

■ **Commentary**

5606 In resolution C 13/Seoul 1994, Congress approved a new principle for numbering forms, consisting in:

i rearranging the existing series "C", "AV" and "VD" series of forms in the Convention as a single series running from "CN 1 to CN XX", without the addition of "bis", "ter" and "S", in which the "XX" numbers correspond to a specific serial number indicating the order in which the forms will appear in the future Acts of the Union;

ii introducing some flexibility in the new numbering of the forms; two free numbers in each group of ten are set aside; they could be used later if new forms are introduced, without having to change the numbering of existing forms;

iii keeping the old number in small characters between brackets below the new number for all forms for a transitional period up to the year 2001.

5606.1 The model forms are given on loose leaves in the "Collection of UPU Forms" published by the IB, thus facilitating printing by adms.
To facilitate the running of postal operations and to ensure that all postal service docs remain in good order during their period of retention, the adms concerned are recommended to make use of good quality materials (Formal opinion C 78/Hamburg 1984).
In recommendation C 31/Washington 1989, Congress recommended adms to select paper manufactured by processes that cause as little pollution as possible (ecological paper) for printed matter used in the postal services. The word "ecological" mainly means that the paper is not bleached using chlorine (ie chloride gas, hypochlorite or chlorine peroxide). Bleaching with chlorine causes the emission of particularly dangerous pollutants; it is also a waste of energy and adds 10 to 15 percent to the cost of making the paper.

5606.2 If possible, the forms should be printed in green on ivory paper except where the Conv and the Agrs prescribe specific colours for certain forms.

5606.5 Adms must avoid as far as possible filling out by hand accounting documents that are to be sent to other adms and, to that end, to use typewriters or computer printers to ensure the legibility of these documents (recommendation C 82/Seoul 1994).

Article RE 5607
Forms for the use of the public

1 For the purpose of applying article RE 5606.3, the following shall be considered as forms for the use of the public:
CN 01 (International reply coupon);
CN 07 (Advice of receipt/of delivery/of payment/of entry);
CN 08 (Inquiry);
CN 11 (Franking note);
CN 14 (Collective envelope);
CN 17 (Request for withdrawal from the post, alteration or correction of address, cancellation or alteration of the COD amount);
CN 22 ("Customs" label);
CN 23 (Customs declaration).

Part IV

EMS

Article 57
EMS

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 EMS shall be regulated on the basis of bilateral agreements. Aspects that are not expressly governed by the latter shall be subject to the appropriate provisions of the Acts of the Union.

3 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.



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

■ **Commentary**
57.1 Supplementary provisions concerning EMS are given in resolution C 48 of the 1994 Seoul Congress reproduced in the EMS Operational Guide published by the IB.

Article RE 5701
Operation of EMS

1 With a view to preserving the EMS network and if circumstances so require, an administration shall have the option of providing the EMS service with private sector companies operating in another country, subject to the internal legislation in that country.

■ **Commentary**
5701.1 The word "circumstances" refers in particular to the situation where EMS is not provided in the country of destination.

Part V

Final provisions

Article 58
Undertakings regarding penal measures

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

1.1 for punishing the counterfeiting of postage stamps, even if withdrawn from circulation, and of international reply coupons;

1.2 for punishing the use or uttering:

1.2.1 of counterfeit postage stamps (even if withdrawn from circulation) or used postage stamps, as well as of counterfeit or used impressions of franking machines or printing presses;

1.2.2 of counterfeit international reply coupons;

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

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

Article 59
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.

2 To become effective, proposals relating to the Detailed Regulations which have been referred by Congress to the Postal Operations Council for a decision or which have been introduced between Congresses must be approved by a majority of the members of the Postal Operations Council.

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

3.1 two thirds of the votes, at least one half of the member countries of the Union having replied to the consultation, if they involve amendments to articles 1 to 7 (part I), 8 to 11, 13, 16 to 18, 20, 24 to 26, 34 to 38 (part II), 43.2, 44 to 51, 55 (part III) and 58 to 60 (part V) of the Convention or to any of the articles of its Final Protocol;

3.2 a majority of the votes, at least one half of the member countries of the Union having replied to the consultation, if they involve amendments of substance to provisions other than those mentioned under 3.1;

3.3 a majority of the votes if they involve:

3.3.1 drafting amendments to the provisions of the Convention other than those mentioned under 3.1;

3.3.2 interpretation of the provisions of the Convention and its Final Protocol.

4 Notwithstanding the provisions under 3.1, any member country whose national legislation is as yet incompatible with the proposed amendment may, within ninety days from the date of notification of the latter, make a written declaration to the Director-General of the International Bureau stating that it is unable to accept the amendment.

Article 60
Entry into force and duration of the Convention

1 This Convention shall come into force on 1 January 1996 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof the plenipotentiaries of the Governments of the 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 Seoul, 14 September 1994.

Article RE 6001
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 Postal Operations Council decides otherwise.

Done at Berne, 16 February 1995.

Other decisions concerning the Convention and its Detailed Regulations

Decision C 9/Seoul 1994
Charges for handling air transit mails

Congress,

Having accepted
the principle of paying the transit administration enough to cover the cost of handling airmails in transit through it,

Instructs

the Postal Operations Council:
- to set an appropriate rate after study;
- to prepare the methods of application to be inserted in the Detailed Regulations.

(Proposal 20. 46.91, Committee 4, 1st meeting)

Resolution C 12/Seoul 1994
Drawing up and implementation of the new edition of the UPU List of Prohibited Articles

Congress,

Noting
the work in progress on preparing and implementing a new edition of the UPU List of Prohibited Articles on the basis of a new model approved by the 1989 Washington Congress,

Convinced
of the need to make this new List available to the postal administrations of UPU member countries to facilitate execution of international postal service operations,

Aware
of the expediency of computerizing certain UPU publications, including the UPU List of Prohibited Articles,

Invites

the postal administrations of Union member countries:
- to draw up, as soon as possible, their list of prohibited articles on the basis of the model approved by the 1989 Washington Congress and with the assistance of their customs administration;
- to send their list to the International Bureau so that a new edition of the List of Prohibited Articles within the UPU, containing data about the maximum number of Union member countries, can be prepared and facilitated,

Instructs

the UPU International Bureau to continue work on drawing up the new edition of the List of Prohibited Articles,

Instructs

the Postal Operations Council, assisted by the International Bureau:
- to study the possibilities of computerizing the new presentation of the List of Prohibited Articles;
- to carry out, as appropriate, the work of computerizing the List.

(Proposal 20. 0.10, Committee 4, 2nd meeting)

Resolution C 13/Seoul 1994
Application of a new principle for numbering forms

Congress,

Noting
the results of the EC study on rationalizing UPU forms (CE 1993/C 4 – Doc 4a),

Considering
that the effects of the abolition of certain provisions of the Convention (Washington 1989), of proposals on merging or abolishing certain forms and EC work on recasting the Acts will call into question or even disrupt the consecutive numbering of UPU forms,

Aware
of the need to standardize wherever possible the presentation of the recast texts of the Acts of the Union,

Instructs

the Postal Operations Council to apply the new principle for numbering UPU forms, which consists in:

i rearranging the existing series "C", "AV" and "VD" series of forms in the Convention as a single series running from "CN 1 to CN XX", without the addition of "bis", "ter" and "S", in which the "XX" numbers correspond to a specific serial number indicating the order in which the forms will appear in the future Acts of the Union;

ii introducing some flexibility in the new numbering of the forms; two free numbers in each group of ten are set aside; they could be used later if new forms are introduced, without having to change the numbering of existing forms;

iii keeping the old number in small characters between brackets below the new number for all forms for a transitional period up to the year 2001,

Instructs

the International Bureau accordingly:

- to adapt the texts of the recast Acts following application of the new principle for renumbering forms;
- to renumber the forms in the final stage of the project when the new text of the recast Acts has been adopted by Congress.

(Proposal 20. 0.13, Committee 4, 2nd meeting)

Recommendation C 14/Seoul 1994
Completion of work on rationalizing UPU forms

Congress,

Having noted with satisfaction
the result of the EC study on rationalizing UPU forms,

Stressing
the importance of the objectives laid down in 1989 Washington Congress decision C 84 aimed at reducing the number of UPU forms, simplifying them and adapting them to new technologies,

Recognizing
that the final decisions of the discussions on the general problems of postal operations, mainly the introduction of a new terminal dues system, and other proposals to Congress could entail numerous changes in the forms,

Considering
that it is preferable, under these circumstances, that the forms should be adapted in a coherent manner immediately after Congress,

Recommends

- that the work on rationalizing UPU forms should be continued after Congress up to the first session of the Postal Operations Council, with the aim of adapting UPU forms in line with Congress decisions;
- that this work should be assigned to the reporting country of the study previously carried out by the EC, assisted by the International Bureau;
- that rationalizing forms should continue to be studied by the Postal Operations Council, particularly in respect of the use of dynamic bar codes.

(Proposal 20. 0.12, Committee 4, 2nd meeting)

Resolution C 15/Seoul 1994
Reconstitution of the CCC–UPU (Customs Co-operation Council[1]–Universal Postal Union) Contact Committee

Congress,

In view of
the positive results of the work done by the CCC–UPU Contact Committee,

Considering
that efforts to speed up and simplify customs treatment of postal items should be continued,

Taking account
of questions whose study must be developed,

Considering
that the cooperation between the UPU and the CCC which has existed since 1965 is in the best interests of both organizations,

Authorizes

the Postal Operations Council to reconstitute the CCC–UPU Contact Committee in order to continue the study of common problems.

(Proposal 20. 0.17, Committee 4, 2nd meeting)

[1] The Customs Co-operation Council has become the World Customs Organization.

Resolution C 20/Seoul 1994
Reconstitution of the Publishers–UPU Contact Committee

Congress,

Having noted
the results of the Publishers–UPU Contact Committee,

Considering
that the efforts aimed at modernizing and simplifying the regulations for printed papers should be continued,

Taking account
of questions whose study should be developed,

Considering
that the cooperation initiated between the UPU and the Publishers is in the interest of both organizations,

Considering
that relations between the two organizations should adopt a more commercial approach,

Authorizes

the Postal Operations Council to reconstitute the Publishers–UPU Contact Committee in order to continue the study of common problems.

(Committee 4, 3rd meeting)

Resolution C 29/Seoul 1994
Notification to the International Bureau of information from member countries concerning the designation of the entity or entities to be responsible for fulfilling obligations arising from adherence to the Convention and Agreements and notification of the separation of governmental activities from operational and commercial activities in the case of those countries which apply this separation to postal services

Congress,

In view of
the emergence in an increasing number of countries of the situation in which governmental oversight of postal services is being separated from the actual commercial and operational management of postal services, with the body responsible for the former often called the "regulator" and the body responsible for the latter often called the "public operator",

Considering
the circumstance in which a member country may choose to designate more than one entity, public or private, as an operator to be responsible for fulfilling obligations arising from adherence to the Convention and Agreements,

Recommends

in order that the International Bureau may report developments regarding the legal status and organization of the members of the Union:

i that member countries which apply the separation of governmental and regulatory activities from commercial and operational activities notify the International Bureau within six months of signing the Acts of the Union of the name and address of the governmental body responsible for overseeing postal affairs and provide the same information regarding the entity or entities designated to fulfill obligations arising from adherence to the Convention and Agreements;

ii that member countries communicate any change in respect to this information to the International Bureau at least three months prior to the date of implementation of this change,

Decides

that, in the circumstance in which a government formally designates more than one entity to be responsible for fulfilling its obligations arising from adherence to the Convention and Agreements, subject to that country's internal laws and government policies, each such entity may be represented at meetings of the Union's bodies considering services for which it is responsible,

Declares officially that

i the term "postal administration" in the Acts of the Union shall be defined by each member country within the framework of its national legislation;

ii the formal and institutional references contained in the Constitution or the General Regulations and affecting postal administrations will apply to the public service operators and to the governmental authorities, in accordance with the national legislation of each country.

(Proposal 040, Committee 3, 4th meeting)

Resolution C 32/Seoul 1994
Permanent study of terminal dues

Congress,

Having taken note
of the work done by the Executive Council,

Considering
that the problems associated with remuneration for services rendered by countries of destination are among the major concerns of the Union,

Believing
that the financial relations between countries of dispatch and countries of destination must be founded on economic criteria that take account not only of costs and of the services rendered, but also of the environment in which the Posts operate, particularly with regard to the competition,

Noting
that some administrations have for this reason introduced in their reciprocal relations a terminal dues system other than that provided for in the Convention and that these administrations, which have been joined by other administrations subjected to similar pressures of a commercial and regulatory nature, are endeavouring to improve this system so that it reflects the specific costs in each country of destination,

Observing
that these systems, based on the principle of a calculation of terminal dues comprising two elements (a rate per kilogramme and a rate per item), by taking account of delivery costs linked to the number of items, allow the countries of destination to ensure better coverage of their costs and the countries of dispatch to assume only those costs associated with the items they dispatch, and that, moreover, the principle underlying these systems has been refined so as to allow the establishment of rates even more closely approximating costs as a function of the various shapes, letters, flats, and bulky items,

Noting
that the work of the Executive Council included preliminary studies aimed at linking the costs of delivery and terminal dues compensation to the shapes of mail,

Considering
that it is of the utmost importance to adopt provisions aimed at increasing the allocation of all revenue generated by terminal dues to remuneration for handling of the mail in the country of arrival and to the reimbursement, in particular, of the costs chargeable to the implementation of programmes for replacing and improving postal infrastructures, and to use those same revenues to organize and improve the international postal service, in accordance with article 1, paragraph 2, of the Constitution of the Union,

Further considering
that the terminal dues systems adopted by the Union must protect the integrity of the entire international postal network, while safeguarding the financial and economic interests of the developing countries as well as of the developed countries, concerned about retaining their share of the domestic postal market in a commercial and competitive environment,

Instructs

the Council of Administration and the Postal Operations Council, in so far as each of them is concerned:

- to continue the study of the terminal dues question with a view to ensuring that administrations of destination receive equitable remuneration for handling foreign-origin mail, taking account of the elements set out in the foregoing preamble;
- to consider the possibility of establishing remuneration based on the costs specific to items which have been the subject of a special service, with priority being given to a study on registered items;
- to continue studying the possibility of establishing a specific link between the costs and the shapes of mail and of determining how that link can be taken into account in connection with terminal dues remuneration, bearing in mind the operational systems of the developing countries;
- to consider the operation of the accounting process applicable to bulk mail and to recommend amendments to be made to it between Congresses;
- to determine whether the accounting system applicable to bulk mail remains appropriate, so as to counter any abuse of the terminal dues system;
- to monitor the operation of the statistical and accounting systems used for the calculation and billing of terminal dues and to decide on amendments to be made to them between Congresses in order to improve their rules;
- to submit, if need be, to each Congress their recommendations concerning adjustments to be made to the terminal dues system along with proposals for amending the corresponding Acts.

(Proposal 039, Committee 4, 5th meeting)

Resolution C 33/Seoul 1994
Improvement of postal services in rural areas

Congress,

In view of
article 1, paragraph 2, of the Constitution, laying down the aim of the Union, which is "to secure the organization and improvement of the postal services and to promote in this sphere the development of international collaboration",

Noting
that the majority of the population in many countries lives in rural areas,

Noting further
that the quality of the postal services provided in rural areas of these countries is well below expectations,

Considering
that the world's postal services will fall short of their targets if the quality of postal services in the rural areas of member countries is not brought up to the mark,

Admitting
that there is an urgent need to improve postal services in the rural areas of member countries,

Considering
that there are many factors of a substantial nature that stand in the way of improving these services,

Considering further
that it is beyond the capability of a single postal administration to surmount many of these obstacles,

Recognizing
that a united global approach is essential in order to overcome the difficulties and attain the targets,

Instructs

the Postal Operations Council:

a to undertake an in-depth study of the present state of the rural postal services in member countries;
b to identify the obstacles to improvement of the rural postal services;
c to recommend ways and means of overcoming these obstacles and achieving the targets;
d to submit, to this end, proposals to the next Congress;

e to recommend, if appropriate, interim measures to the Executive Council, which will request their implementation.

(Proposal 09, Committee 6, 3rd meeting)

Resolution C 36/Seoul 1994
Liability

Congress,

Referring
to the provisions covering different kinds of liability matters appearing in articles 34 to 38 and 46 of the Convention as well as to articles 26 to 30 and 33 of the Postal Parcels Agreement,

Aware of the fact
that postal operators must provide high-quality services to customers,

Considering
that postal liability regulations ought to be adapted to the demands of the delivery market in general,

Recognizing
that all postal procedures for establishing liability should be simplified to reduce administrative work and the cost of such work,

Urges

postal operators to respond to legitimate customer expectations and to speed up the treatment of customers' claims as well as of the resultant settlement,

Instructs

the Postal Operations Council to study and to present to the competent body, proposals for approval concerning all aspects of postal operators' accepting liability for postal items.

(Proposal 20. 0.3, Committee 4, 6th meeting)

Decision C 40/Seoul 1994
Defining a standard for the introduction of an international postal code system

Congress

Instructs

the Postal Operations Council to continue the study on defining a standard for the introduction of an international postal code system, bearing in mind, on the one hand, the results of CCPS sub-study 741.1, and, on the other, the reservations and recommendations made in this respect at Congress.

(Proposal 20. 0.14, Committee 6, 3rd meeting)

Resolution C 47/Seoul 1994
Electronic mail services

Congress,

Noting with satisfaction
i the significant development of electronic mail services in certain countries;
ii the work done by the CCPS in the field of electronic mail,

Aware of the fact
- that, except as regards the bureaufax type services, the number of administrations offering electronic mail services is still relatively small;
- that there is, however, a growing demand by customers for development of these services at international level;
- that in some countries 70 percent of letter-post items are computer-generated;
- that electronic mail services are strategically important to the Post,

Instructs

the Postal Operations Council to prepare, distribute and update:
i one or more model framework agreements and regulations to facilitate the conclusion of bilateral agreements relating to electronic mail services;
ii recommendations concerning the operation of electronic mail services.

(Proposal 20. 0.25, Committee 5, 2nd meeting)

Resolution C 49/Seoul 1994
Recorded delivery service

Congress,

Recognizing
that the 1989 Washington Congress introduced a new optional service for "Recorded delivery items" which, in the range of postal products, fills a customer need between ordinary items and registered items,

Noting
the majority of administrations have not adopted this optional service and that this makes it difficult for those administrations offering the service to provide it,

Instructs

the Postal Operations Council to:
- make an in-depth study of this recorded delivery service;
- submit appropriate proposals to the next Congress.

(Proposal 20. 0.4, Committee 4, 8th meeting)

Resolution C 50/Seoul 1994
Study on international reply coupons

Congress,

Considering
that the international reply coupons service is used less and less in some countries, although the total number of coupons exchanged worldwide is increasing,

Noting
that, since the exchange of international reply coupons is compulsory, all postal administrations are required to establish control, accounting and insurance systems which are expensive in relation to the volume of items handled,

Taking into account
the cost incurred by the International Bureau of the UPU in producing international reply coupons, as well as in handling all stages of forwarding, control and final settlement of accounts for the service,

Instructs

the Postal Operations Council:
- to make an in-depth study of reply coupons so as to analyze all aspects of this service, including its accounting;
- to present appropriate proposals to the next Congress.

(Proposal 20. 0.5, Committee 4, 8th meeting)

Resolution C 52/Seoul 1994
Redirection and address correction

Congress,

Referring
to the provisions of article 27 of the Convention covering redirection and reforwarding of mail to an addressee who has changed his address,

Aware of the fact
that postal administrations provide publishers and other business mailers with means of promoting their services and of communicating with their subscribers and customers which are in competition with other means of communication and promotion,

Mindful of
the importance to large volume mailers of having items forwarded to addressees who have moved and of receiving change-of-address information in order to keep mailing lists current and to promote and expand their services,

Considering
that reforwarding and change-of-address notification services should be offered as widely as possible and should also be provided as efficiently and as effectively as possible,

Recognizing
that internal regulations and conditions may affect the extent to which such services can be provided at the domestic level and may also be extended to the international level,

Urges

postal administrations to introduce forwarding and change-of-address notification services if they do not already provide them and to take steps to improve the efficiency and effectiveness of these services where they do provide them,

Instructs

the Postal Operations Council to study forwarding and change-of-address notification services and procedures in member countries, including privacy constraints and other conditions, and develop recommendations for:

- the improvement of these services where they are offered at the domestic level;
- the introduction of these services where they are not yet offered at the domestic level;
- the expansion of change-of-address notification procedures to the international level if appropriate.

(Proposal 20. 0.19, Committee 4, 8th meeting)

Decision C 65/Seoul 1994
Undeliverable items

Congress,

Having examined
the question of the collection of a charge in respect of undelivered bulk items which are returned to the sender in a country other than the one in which they were posted,

Considering
that no charge should be set until after a study covering the new provisions of the terminal dues system, with special reference to bulk mail,

Instructs

the Postal Operations Council:

- to study the possibility of setting a charge to be collected from the sender of such items;
- to prepare, as required, appropriate proposals for the relevant bodies.

(Proposal 20. 29.4, Committee 4, 9th meeting)

Resolution C 83/Seoul 1994
Expansion of International Bureau offsetting arrangements

Congress,

Taking account
of the results of CCPS study 751 "International accounting – Modernization of billing systems and settlement of accounts", expanded by the 1993 EC to include all administrations, and in particular of the large majority of administrations in favour of settling AV 5[1] airmail accounts and CP 16[2] parcel-post accounts on the basis of monthly, quarterly, half-yearly or annual billing,

Convinced
of the advantages of multilateral offsetting offered by the UPU general liquidation account in terms of the efficiency, speed and low cost of settling accounts,

Instructs

the International Bureau to make known the advantages of the general liquidation account and to encourage administrations to make use of it, and to do its best to improve the system.

(Proposal 20. 0.9/Rev 1, Committee 4, 10th meeting)

[1] CN 51 (Seoul 1994).
[2] CP 75 (Seoul 1994).

Resolution C 84/Seoul 1994
Preparation and settlement of accounts. Monitoring the system of direct billing with AV 5 and CP 16[1] accounts

Congress,

Considering
the need to modernize as far as possible the preparation and settlement of accounts between administrations,

Taking account
of the results of CCPS study 751 "International accounting – Modernization of billing systems and settlement of accounts" relating to letter post and to the parcel-post service,

Having adopted
direct billing with AV 5 and CP 16 accounts,

Alphabetical Index

	Convention Art	Det Regs Art.
Accident occurring to an aircraft	–	RE 5310
Accident occurring to surface conveyance facilities	–	RE 4326
Accounting for airmail: See also "Air conveyance dues"	–	RE 5303 to RE 5306, Prot RE IX
– CN 51 detailed accounts. Acceptance	–	RE 5306.1, 2, 6 and 7
– – Preparation	–	RE 5305
– – Summaries in CN 52 general account	–	RE 5305.5, RE 5306.5
– – Transmission	–	RE 5306
– CN 66 and CN 67 statements of weight: preparation	–	RE 5304
– – Transmission and verification	–	RE 5306
– CN 52 general account	–	RE 5305.5
– for air conveyance dues	–	RE 5303
Accounting for customs, etc, charges with the administration of origin of items sent free of charges and fees	–	RE 2203
– for amounts due in respect of indemnity for letter-post items	–	RE 4605
– for transit charges and terminal dues	51	RE 5109
Accounting. Role of the International Bureau	–	RE 1501.7 to 11, RE 5109, RE 5501.3
Address. Make-up	–	RE 803
– of advices of delivery	–	RE 2001.2
– of forms during the statistical period	–	RE 5108
– of items in envelopes with a transparent panel	–	RE 807
– of items of all categories. Recommendations to the public	–	RE 803.2
– of postal administrations. List	–	RE 5602.2.1
– of poste restante items	–	RE 803.7
– of priority/non-priority items and letters.	–	RE 804.1
– of recorded delivery items	–	RE 1701.1
– of registered items	–	RE 1601.2
– of small packets	–	RE 804.6
– of standardized items	–	RE 902
– telegraphic – of administrations	–	RE 5604
– telegraphic – of the International Bureau	–	RE 5604.3
Advice of delivery	20	RE 2001, RE 2002, Prot RE X, RE 5607
Aerogrammes. Conditions of acceptance	8.5	RE 804.2.1 and 2
– Conditions of issue, manufacture and sale	–	RE 804.2.3
– Dimensions	–	RE 802.3
– Registration	–	RE 804.2.2
Air conveyance dues. See also "Accounting for airmail"		
– Accounting	–	RE 5303
– Amendments to air conveyance dues	–	RE 5307
– Basic rate	53.1	RE 5301.1

	Convention Art	Det Regs Art.
– for priority items and airmail items in transit à découvert	52.1.2	RE 5302, RE 5304.2 to 4, RE 5305, RE 5306
– for airmail lost or destroyed	–	RE 5310
– for closed airmails	52.1.1	RE 5304.1, RE 5305, RE 5306
– – conveyed from an airport to a depot	52.6.2	–
– – in transit between two airports in the same country	–	RE 5301.4
– – transhipped between two airports in the same town	52.6.1	–
– for diverted or missent airmails or bags	–	RE 5309
– General principles	52	–
– Payment	–	RE 5308
– within the country of destination	52.3	RE 5301.3, Prot RE VIII, RE 5304.1
Airlifted surface mails. See also "Surface airlifted mail"		
Airmails. See also "Priority items and airmail items" and "Priority items and airmail items in transit à découvert"		
– Conveyance between an airport and a depot	52.6.2	–
– Conveyance between two airports serving the same town	52.6.1	–
– Conveyance by surface	–	RE 4320.2.7, RE 5104
– Diversion	–	RE 4327, RE 5309
– included in another dispatch of the same kind	–	RE 4305.4
– involved in an accident	–	RE 4326, RE 5310
– Make-up	–	RE 4305
– Payments. See "Air conveyance dues"		
– Routeing	–	RE 4316.4
– Transhipment	–	RE 4317, RE 4318
– Weight. Establishing and verifying	–	RE 4315.16, RE 4323
– – Preparation of CN 66 statements of weight	–	RE 5304.1 and 4
Airmail bags	–	RE 4305.2.1
– CN 35 bag labels	–	RE 4315.1.2
– Diverted or missent	–	RE 4327, RE 5309
– Return of empty airmail bags	–	RE 4329.2
– Sacs collecteurs	–	RE 4305.4
Airmail charges: See also "Air surcharges"		
– Combined charges	10.2.3	–
– – Redirection and return to origin: special charges	–	RE 2701.2.3
Airmail distances	–	RE 5301.2, RE 5602.2.12
Air surcharges. See also "Airmail charges"		
– Calculation of surcharges	10	–
– – Optional use of small weight steps	–	RE 1001
– – Relation between the sum of the surcharges and conveyance costs	10.2.1	–
– – Uniformity	10.2.1	–

	Convention Art	Det Regs Art.
– Reduced air surcharges for S.A.L. mail	10.2.2	–
Allocation of charges	6.5	–
Alteration of address. See "Withdrawal from the post. Alteration or correction of address"		
Aniline blue. Packing	–	RE 806.4
Application of the date-stamp	–	RE 1304, RE 2701.1.4, RE 2802.3
A. R. stamp (advices of delivery)	–	RE 2001.1
Arbitration. Transit charges and terminal dues	51.3	RE 4902.9
Articles, dangerous, etc. Dispatch prohibited, etc	26.5.2	–
– Obscene or immoral. Dispatch prohibited, etc	26.5.3	–
– of glass. Make-up	–	RE 806.1
– of which the importation and circulation is prohibited in the country of destination	26.5.4	–
Authorized annotations and enclosures. Printed papers	–	RE 804.4.5 and 6
Avoirdupois. Ounce and pound	–	RE 901.1
Bags, empty. See "Empty bags"		
Bar code	–	RE 4330, RE 5606.2
Basic air conveyance rate	53.1	RE 5301.1
– Rounding off of rates per kg	–	RE 5301.6
Bees: See "Live bees"		
Books. Reduced charge	9.4.2	–
Bulk advice of registered items	–	RE 4307.2
Bulk mail. Accounting	–	RE 5103, Prot RE VII
– Definition	8.6	RE 804.8
– Terminal dues	49.4 and 5	RE 4903, RE 4904
– Transmission	–	RE 4314
Bulk mails. Definition	–	RE 4301.2
– Bag labels	–	RE 4315.8
– Letter bill	–	RE 4306.1, RE 4314
– Verification	–	RE 4323.6
Cancellation of charges	–	RE 2701.3.4
Cancellation of customs duty and other charges	46.6	RE 2701.3.5 and 6
Catalogue (International Bureau Film Library –)	–	RE 5602.2.9.3
Catalogue (International Bureau Library –)	–	RE 5602.2.9.1
Catalogue (International Bureau Periodicals –)	–	RE 5602.2.9.2
Central Prisoner-of-War Information Agency. Exemption from postal charges	–	RE 701
Characteristics of postage stamps	–	RE 1302.1
Characteristics of the impression of franking machines	–	RE 1302.2
Characteristics of franking impressions (printing press, etc)	–	RE 1302.3
Charges. Advice of delivery	20	–
– Allocation	6.5	–
– Alteration of address	29.3	–
– Books	9.4	–
– Cancellation	–	RE 2701.3.3
– Catalogues, prospectuses, price lists, etc	–	RE 901.4
– Collection at the sender's address	12.3.3	–
– Commercial printed papers	9.4	RE 901.4

	Convention Art	Det Regs Art.
– Commission –	22.5	–
– Compendium of internal charges	–	RE 5602.2.6
– Express items	19.4 to 6	–
– Fixing	6, 9	–
– Force majeure. Cases of force majeure	16.4	–
– Inquiries	30.4	RE 3001.4
– Insurance	18.5	–
– Internal postal – Communication	–	RE 5601.1.3
– Latest time of posting	12.3.1	–
– Letters	9	–
– Literature for the blind	7.4	–
– Newspapers and periodicals	9.4	RE 901.4
– not provided for. Prohibition	6.4	–
– Pamphlets	9.4.2	–
– Perishable biological substances	24	–
– Postcards	9.2.2	RE 901.3
– Poste restante items	12.3.5	–
– Posted outside normal counter opening hours	12.3.2	–
– Presentation-to-Customs	32	–
– Printed papers	9	–
– Recorded delivery items	17.2	–
– Redirected items	27	RE 2701
– Redirection	27	RE 2701
– Reduced –	–	RE 5601.1.2
– Registration	16	–
– Registered items	16	–
– Return	28.3	–
– Small packets	9, 12.1 and 2	–
– Storage	12.3.6	–
– Taxe perçue (Charge collected)	–	RE 1302.2.1 and 3.1
– to be collected on arrival on unpaid or underpaid correspondence	13.4	RE 1305
– Undeliverable items	28.3	RE 2801.2.5
– Unpaid or underpaid items	13	RE 1305, RE 2701.3.1
– Withdrawal from the post. Request for withdrawal from the post	29.3	–
– Withdrawal outside normal counter opening hours	12.3.4	–
Check of mails	–	RE 4323
Chemical reference substances	–	RE 806.7
Circulars – International Bureau	–	RE 5602.4
Civilian internees. Exemption from postal charges	7.3	–
– Annotation	–	RE 702.1.2
Closed mails. Routeing	–	RE 4316
– Alteration in the routeing	–	RE 4316.6
– Compulsory make-up	–	RE 4302.1
– Exchange	–	RE 4302
– exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft	44	RE 4401, RE 5105

	Convention Art	Det Regs Art.
– Indication of the route to be followed	–	RE 4316.3 and 6
– Preparation of statements	–	RE 5304
– Terminal dues	49	–
– Transit charges	47	RE 4701
– Transit in –	43	RE 4302
CN 25 and CN 26 bundle labels	–	RE 4303.3, RE 4305.1.2, RE 4324.2
CN 35 airmail bag label	–	RE 4315.1.2
CN 36 bag label for S.A.L. mail	–	RE 4315.1.3
CN 65 bill. Weight of à découvert priority airmail items	–	RE 5302.3
CN 37/CN 38/CN 41 delivery bill	–	RE 4320
– Missing	–	RE 4322
– Preparation and checking	–	RE 4321
CN 47 delivery bill	–	RE 4329.2
Coins. Not admitted in certain items	26.2	–
Colours of labels of mails	–	RE 4315
– of forms	–	RE 5606.2
Combining in one item of articles in different categories	9.7	–
Communications to be forwarded to the International Bureau	–	RE 4903.1, RE 5301.3.1, RE 5601
Compendium of Information (Convention)	–	RE 5602.1
Compendium of administrations' internal charges	–	RE 5602.2.6
Compendium relating to the implementation of the Agreements	–	RE 5602.1
Compendium of transit information	–	RE 5602.2.3
Conditions of approval of proposals concerning the Convention and its Detailed Regulations	59	–
Containers	–	RE 4305.4
Correction of address	–	RE 2901.1.3
Creation of a new service	3	–
Currency to be used for the payment of debts	–	RE 5503
Current and personal correspondence	26.3 and 4	RE 804.6.2
Customs control	31	RE 1902.2, RE 3101, Prot RE V, RE 4201.3.3
Customs declarations	–	RE 3101
Customs fees and other fees	33	–
– Cancellation, accounting, etc	46.6	RE 2203, RE 2701.3.5 and 6, RE 3301
– See also "Articles subject to customs duty"		
Customs label	–	RE 3101, RE 5607
Damage to the contents of registered items	34.1 and 2	–
Date-stamps. Application	–	RE 1304, RE 2701.1.4, RE 2802.3
Dead letters. See "Undeliverable items"		
Delivery by express. See "Express items"		

	Convention Art	Det Regs Art.
Delivery to the addressee in person	21	RE 2101
Destruction of airmail. Air conveyance dues	–	RE 5310
Dimensions. Aerogrammes	–	RE 802.3
– Forms	–	RE 5606.2
– Items sent on postal service	–	RE 801.2
– Letter-post items	–	RE 802, RE 902
Direct transfer label	–	RE 4317.6
Distribution of publications	–	RE 5603
Diversion of airmails	–	RE 4327, RE 5309
Diversion of surface mails	–	RE 4803
Documents to be supplied to the International Bureau	–	RE 5601.5
Documents published by the International Bureau	–	RE 5602
Dry powders: make-up	–	RE 806.4
Duration of the Convention and Detailed Regulations	60	RE 6001
Electronic mail. Definition of the term	39.2	–
– Charges	39.3	–
Empty bags. Return	–	RE 4306.4.3, RE 4329
EMS service	57	RE 5701
Entry into force of the Convention and the Detailed Regulations	60	RE 6001
Envelopes. Maximum dimensions	–	RE 802.1.1, RE 902.1
– CN 28	–	RE 4305.3.4 and 5, RE 4321.3.2
– Redirection and collective envelopes	–	RE 2702, RE 5607
– with transparent panels and wholly transparent envelopes	–	RE 807, RE 902.2
Equivalents. Upper limits	4, 6	RE 402
Exceptional circumstances. Temporary suspension and resumption of services	45	RE 4501
Exchange of items	43	–
– Airmails. Definition	–	RE 4301.1.1
– Priority mails. Definition	–	RE 4301.1.2
– Surface airlifted (S.A.L.) mails. Definition	–	RE 4301.1.3
– Surface mails. Definition	–	RE 4301.1.4
Exemption from postal charges. General provisions	7	–
– Advice of delivery	–	RE 2002.2
– Detailed provisions	–	RE 702
– "Postal service". Indication	–	RE 702.1.1
– Redirected items	–	RE 2701.3.3
– Weights and size of items sent on postal service	–	RE 801.2
Exemption from postal charges of items which concern prisoners of war and civilian internees	7.3	–
– "Civilian internees service". Indication	–	RE 702.1.2
– "Prisoners-of-war service". Indication	–	RE 702.1.2
– Literature for the blind	7.4	–
Exemption from transit charges. See "Transit"		
Exemption of literature for the blind from postal charges	7.4	–

	Convention Art	Det Regs Art.
Explosive or easily inflammable substances, etc. Dispatch prohibited. Undertaking by contracting countries ...	26.5.2, 58.1.4	–
Express items. General provisions	19	–
– Attempt at delivery	–	RE 1902.4
– Delivery in case of incomplete prepayment	–	RE 1902.3
– Detailed provisions	–	RE 1901, RE 1902
– Letter bill	–	RE 4311.1 and 4
– Redirection or non-delivery	–	RE 2701.3.4
– Special labels	–	RE 1901, RE 4311.2, RE 4315.12
– Transmission	–	RE 4305.2.4, RE 4311
"Express" marking	–	RE 4311.2 and 4, RE 4315.12
Extraordinary services. Special transit charges	–	RE 4802
F. Initial denoting the bag or packet containing the letter bill	–	RE 4315.11
Facsimile-based services	40	–
Fatty substances. Make-up	–	RE 806.3
Force majeure. Decision of the country which is liable, etc	–	RE 3401.3
– Risks. Special charge	16.4	–
– See "Registered items. Liability"		
Forms. Language, wording, colours and dimensions	–	RE 5606, Prot RE X
– for the use of the public	–	RE 5607
Fragile objects. Make-up	–	RE 806.1
Franking machines. See "Impressions of franking machines		
Franking note. Return. Recovery of charges and fees, etc	–	RE 2201 to RE 2203
Fraud in connection with postage stamps, franking impressions and reply coupons, etc	58	RE 1303
Fraudulent use, etc of reply coupons, counterfeit postage stamps and counterfeit impressions of franking machines or printing presses	58	RE 1303
Free of charges and fees (Items –)	22	RE 2201 to 2203
Free receipt	–	RE 1601.3, RE 1801.2, RE 1901.4
Freedom of transit. General provisions	1	–
– Failure to give	1.5	RE 102
– Insured items	–	RE 101.1
– Letters containing perishable biological substances or radioactive materials	1.2	–
– Postal parcels, air parcels and insured parcels	1.3 and 4	RE 101.2
Glass. Make-up of items	–	RE 806.1
Gold. Dispatch prohibited in certain items	26.2	–

	Convention Art	Det Regs Art.
Heads and senior officials of postal administrations. List of addresses	–	RE 5602.2.1
Impressions of franking machines; impressions of printing presses, etc	58.1.2.1	RE 1301.1, RE 1302.2 and 3, RE 1304.2.1 and 2
Indemnity. See "Registered items. Liability"		
Indications adopted to show that postage has been prepaid	–	RE 1302.2.1 and 3.1
Information to be forwarded to the International Bureau	–	RE 5601
Initials, etc. Use not permitted for poste restante items	–	RE 803.7
Inquiries. General provisions	30	–
– Charge	30.4	RE 3001.4.1
– Items posted in another country	30.3	RE 3002
– Registered items and insured items	30	RE 3001, RE 5607
– Time limit	30.1 and 2, 35.2.7	–
– Unregistered items	30	RE 3001, RE 5607
Insufficient prepayment. See "Unpaid or underpaid items"		
Insured items	18	–
– Address in pencil	–	RE 1801.6
– Advice of arrival (express items)	–	RE 1902.1
– Charges and fees paid. Repayment	34.4.3	–
– Closed mails	–	RE 4304.3 and 4
– CN 27 table	–	RE 5601.4
– Customs duty. Cancellation	46.6	RE 2701.3.5
– Delivery of a rifled or damaged item	–	RE 3501
– Dispatch list	–	RE 4309.1 and 2
– "Force majeure"	34.1.2, 35.2.1	RE 3401.2 and 3, RE 4601.5
– Functions of the office of origin	–	RE 1803
– Insured value	18	RE 1802
– Liability (loss, theft, damage)	34 to 38, 46	–
– – Determination of – between administrations	46	–
– – Indemnification	34.4	–
– – Principles and extent of – of administrations	34	–
– – Sender's	36	–
– Make-up	–	RE 1801
– Non-liability of administrations	35	–
– Prepayment	–	RE 1801.2.4
– – Indication of the sum collected	–	RE 1801.5
– Routes and methods of transmission	–	RE 4304
– Sea or air conveyance	46.4	RE 101.1
– Securities	18.1	–
– Service labels	–	RE 1801.2.4
– Special charges	18.3	–
– Transit through countries not providing the service. Liability	46.5	RE 101.1
– Wax seals	–	RE 1801.2.1
Interest on overdue payments. Transit charges and terminal dues	–	RE 5109.1, RE 5503.9

	Convention Art	Det Regs Art.
International Bureau:		
– Bulletins	–	RE 5602.4
– Circulars	–	RE 5602.4
– Clearing system	–	RE 5109
– Communications to be forwarded to it	–	RE 4903.1, RE 5301.3.1, RE 5601
– Documents to be supplied to it	–	RE 5601.5
– Exemption from postal charges	7	–
– General liquidation account for transit charges and terminal dues. See "International Bureau. Clearing system"		
– Information	–	RE 5601
– International reply coupons	15.1	RE 1501
– Postage stamps. Exchange between administrations	–	RE 501
– Preparation and settlement of accounts	–	RE 5501.3
– Publications	–	RE 5401, RE 5602
– Telegraphic address	–	RE 5604.3
International Business Reply Service (IBRS)		
– Accounting charges	–	RE 2303, Prot RE III
– Accounting for charges	–	RE 2304
– Articles admitted	–	RE 2302.4
– Detailed provisions	–	RE 2301
– General provisions	23	–
– Setting of charges	–	RE 2301.3
– Specifications for items	–	RE 2302
– Transmission of items	–	RE 4306.4.3, RE 4312
– Local response	–	RE 2301bis
– Weight, sizes		RE 2302.3 and 5
International List of Post Offices	–	RE 5602.2.2
International reply coupons. General provisions	15	RE 1501
– Annual liquidation account	–	RE 1501.9 and 10
– Prevention of fraud	58	–
Interrupted flight of an aircraft. Measures to be taken	–	RE 4327
Items subject to customs control	31	RE 3101, Prot RE V
Items in envelopes with transparent panels	–	RE 807, RE 902.2, 1601.2
Items subject to customs duty	31 to 33	RE 2201 to RE 2203, RE 3101, RE 3301
Items for delivery free of charges and fees	22	RE 2201, RE 2202
– Accounting for customs, etc, charges with the administration of origin	–	RE 2203
– Requested after posting	22.4	RE 2201.3
Items for delivery to the addressee in person	21	RE 2101
Items posted abroad	25	–
Items posted in another country. Inquiries	30.3	RE 3002
Items posted on board ship	14	RE 1401, RE 5302.4.2
Items sent at a reduced rate. Indication of the category to which they belong	–	RE 804.4.2

	Convention Art	Det Regs Art.
Items sent free of postal charges	–	RE 702
Items wrongly admitted. Treatment	26.1	RE 2601, Prot RE IV
Jewels, bank notes and currency notes. Dispatch prohibited in certain items	26.2	–
Kilometric distances. List	–	RE 4801, RE 5602.2.3.1
Label for express items	–	RE 1901, RE 4311.2, RE 4315.12
Label for items containing perishable infectious biological substances	–	RE 2401.1.4, RE 4315.14
Label for items containing perishable non-infectious biological substances	–	RE 2401.2.4
Label for items for delivery free of charges and fees	–	RE 2201.1
Label for registered items	–	RE 1602.2, RE 4315.3
Label for undeliverable items	–	RE 2802.2
Labelling of mails	–	RE 4315
Language to be used in forms	–	RE 5606.2 to 4
Late posting. Special charge	12.3.1	–
– of priority items and airmail items	–	RE 4305.3.5
Leeches. Dispatch admitted. Make-up	26.6.1.1	RE 806.6
Letter bill	–	RE 4306, RE 4601.1.3
– Special lists	–	RE 4307.1, RE 4601.1.3
Letter-post items	8	–
Letters. Special provisions	–	RE 804.1
– Bundling	–	RE 4305.1
– Charges, weights and dimensions	9.1, 2 and 6	RE 801, RE 802, RE 901.2, Prot RE Ibis, RE 902
– Containing perishable infectious and non-infectious biological substances	–	RE 2401
– radioactive materials	–	RE 2402
– Customs control	31	RE 3101, Prot RE V
– Documents, etc not admitted	26.3	–
– Make-up and address	–	RE 803, RE 806, RE 807
– Prepayment	13	–
– showing signs of opening, etc. Treatment	–	RE 4305.1.5
Liability. Customs declaration	–	RE 3101.7
– Insured items. Liability of countries which do not provide the service, etc	46.4	
– Registered, recorded deliveries and insured items	34	–
– – Establishment of liability	46	–
– – Non-liability of administrations	35	–
– – Principle and extent of liability	34	–
– – Sender's liability	36	–

	Convention Art	Det Regs Art.
Liquids. Make-up	–	RE 806.2
List of Addresses of Heads and Senior Officials of Postal Administrations and Restricted Unions	–	RE 5602.2.1
List of Airmail Distances	–	RE 5301.2, RE 5602.2.12
List of Airmail Services (List CN 68) (General)	–	RE 5602.2.11
List of Equivalents	–	RE 402.6, RE 5602.2,4
List of Kilometric Distances	–	RE 4801, RE 5602.2.3.1
List of Prohibited Articles	–	RE 5602.2.5
Literature for the blind	8.2.1 and 3.2	RE 804.5
– Articles treated as such	–	RE 804.5
– Documents, etc not accepted	26.4	–
– Exemption from postal charges	7.4	–
– Weight and size	8.2.1 and 3.2	RE 802.1
Live animals. Dispatch prohibited. Exceptions	26.6	–
Live bees. Accepted for dispatch. Make-up	26.6.1.1	RE 806.5
Lost airmail. Air conveyance dues	–	RE 5310
Mailbags. Routeing and make-up	–	RE 4305.2, RE 4316.2
– Bags for registered items	–	RE 4306.1
– Indication in the letter bill	–	RE 4306.1.3
– "M" Bags	8.7	–
– Separate bags	–	RE 4305.2.6 and 7
– Transit charges accounts	–	RE 5101, RE 5102, RE 5104
– Weight	–	RE 4305.2.9
Mail labels	–	RE 4315
Mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft	44	RE 4401, RE 5105
Mails. Check	–	RE 4323
– Handing over	–	RE 4320
– Labelling	–	RE 4315
– Letter bills	–	RE 4306
– Make-up	–	RE 4305
– Repacking	–	RE 4323.4
– Rifled or missing	–	RE 4320.3, RE 4323, RE 4324
– Routeing	–	RE 4316, Prot RE VI
– Transfer by a transport service	–	RE 4320.1.2
– Trial note	–	RE 4319
– Verification note	–	RE 4324
Make-up. Address	–	RE 803
– Packing	–	RE 803.1, RE 806
Make-up of mails. See "Mails"		
Maps. Reduced charge	9.4.2	–
Marking of priority items and airmail items	–	RE 804.2.2, RE 805

	Convention Art	Det Regs Art.
Marking of airmails	–	RE 4305.2.3
Maximum and minimum limits. Charges	6, 9	RE 802, RE 902
Metal fasteners	–	RE 803.1
Military units placed at the disposal of the UN. Exchange of closed mails	44	RE 4401, RE 5105
Missent items. Redirection. Date-stamp	–	RE 1304.5, RE 4325
Missent mails. Transit charges	–	RE 4803
Missing postage: See "unpaid or underpaid items"		
Missing delivery bill	–	RE 4322
Monetary standard	4	–
Multilingual Vocabulary	–	RE 5602.3.3
Music. Musical scores. Admitted at the printed paper rate. Reduced charges	9.4.2	–
Music papers. See "Music"		
Narcotics. Prohibition. Undertaking by contracting countries	26.5.1, 58.1.4	–
New service. Creation	3	–
Newspapers and periodicals. Reduced charge	9.4	RE 901.4
Non-delivery. Reason	–	RE 2802.1 and 2
Non-postal and charity labels	–	RE 803.4
Non-priority items. Definition of the term	8.2.2	–
– Charges, weights and sizes	9.1, 2 and 6	RE 801, RE 802, RE 901.2, Prot RE Ibis, RE 902
– Exchange	–	RE 4301.1.3 and 4
– Labelling	–	RE 4303.3.2, RE 4305.1.2
– Marking	–	RE 805.3
– Service target	42.1	RE 5601.1.4
Obscene or immoral articles. Dispatch forbidden, etc	26.5.3	–
Optional application of certain general provisions of the Convention and of its Detailed Regulations	–	RE 5601.1.1
Ounce and pound avoirdupois	–	RE 901.1
Ownership of postal items	2	–
Pamphlets. Reduced charge	9.4.2	
Parasites. Certain – admitted for dispatch	26.6.1.2	–
Payment for air conveyance. See "Air conveyance dues"		
Payment for the costs caused by international mail received	49	–
Payment of airmail terminal dues	–	RE 5106.6
Payment of debts expressed in SDR. General provisions	–	RE 5502
Payment of postage. General provisions	13	–
– Prepayment of letter-post items on board ship	14	–
– Methods of denoting –	–	RE 1301
Payment of sums due under a liquidation account. Rules for payment	–	RE 5503
Payment of transit charge and terminal dues balances	–	RE 5109
Penal measures. See "Undertakings regarding penal measures"		
Periodicals. See "Newspapers", etc		

	Convention Art	Det Regs Art.
Period of retention of items	28.2	RE 2801
– of documents of the international service	–	RE 5605
Perishable biological substances	24	–
– infectious	–	RE 2401.1, RE 2601.1, RE 4315.14
– non-infectious	–	RE 2401.2, RE 2601.1
Platinum. Dispatch prohibited in certain items	26.2	–
Postage stamps. Application	–	RE 803.2.1, RE 804.3.4 and 5, RE 902.1.7
– Cancellation. Stamps uncancelled in the service of origin	–	RE 1304.4
– Commemorative or charity	–	RE 1302.1.4
– Distinctive perforations	–	RE 1302.1.3
– Exchange between administrations, etc	–	RE 501
– Issue	5	–
– Name of the country of origin and postage value	–	RE 1302.1.1
– not valid for prepayment	–	RE 1305.8
– Prepayment by means of –	–	RE 1301.1.1
– Subjects and designs	5.2	–
– Use of – presumed to be fraudulent, etc	58	RE 1303
– Year of issue	–	RE 1302.1.4
Postal fees. See "Charges"		
Postal parcels, air parcels and insured parcels. Freedom of transit	1.3 and 4	RE 101.2
Postal service. Annotation	–	RE 702.1.1
Prisoners-of-war service. Annotation	–	RE 702.1.2
Postcards	–	RE 804.3
– Abolition of service	–	RE 901.3
– Addressee's address	–	RE 804.3.4
– Charges and size. Maximum and minimum limits	9.1 to 9.3 and 6	RE 802.2, RE 902.5
– Make-up	–	RE 804.3.1
– Prepayment	–	RE 804.3, 4 and 5
– Service labels	–	RE 804.3.4
– Transmission	–	RE 804.3.3
– Treatment of irregular cards	–	RE 804.3.5
"Poste restante" items. Address	–	RE 803.7
– Period of retention	28.2	RE 2801
– Special charge and cancellation thereof in case of redirection, etc	12.3.5	RE 2701.3.4
Posting abroad of letter-post items	25	–
Precious stones. Not admitted in certain items	26.2	–
Preparation of accounts	–	RE 5501
Printed catalogues, etc. Reduced charge	–	RE 901.4
Printed papers. Special provisions	–	RE 804.4
– Authorized annotations and enclosures	–	RE 804.4.5 and 6
– Charges, weights and dimensions	8.3.2, 9.1, 2.2, 4 and 5	RE 901.2 to 4, Prot RE Ibis
– Combined with articles of different categories in one item	9.7	–

	Convention Art	Det Regs Art.
– Documents, etc, not admitted	26.4	–
– Items admitted at reduced charges	9.4	RE 901.4
– Sent in special bags	8.7, 9.5, 19.4, 32	RE 804.7, RE 1602.4, RE 4307.7, RE 4313
– Special make-up	–	RE 804.4, 7 to 10
– Undeliverable. Treatment	–	RE 2801.2.3
Printing presses. Franking impressions	58.1.2.1	RE 1301.1.4, RE 1302.3, RE 1303
Priority items. Definition of the term	8.2.1	–
– Charges, weights and sizes	9.1, 2 and 6, 10.1	RE 801, RE 802, RE 901.2, RE 902
– Exchange	–	RE 4301.1.1 and 2
– Labelling	–	RE 4303.3, RE 4305.1.2
– Marking	–	RE 805
– Priority treatment	–	RE 4201
– Redirection to new destination	–	RE 2701.2.1
– Return to origin	–	RE 2801.3.2
– Service target	42.1	RE 5601.1.4
– Transit à découvert	–	RE 4303, RE 5302
Priority items and airmail items: See also "Priority items and airmail items in transit à découvert" and "Airmails"		
– Any land or sea transit (transit charges)	52.6	–
– Customs control	–	RE 4201.3.3
– Late postings	–	RE 4305.3.5
– Marking	–	RE 805
– Payments. See "Air conveyance dues"		
– Prepayment	13	–
– – Methods of denoting	–	RE 1301
– Priority treatment	–	RE 4201
– Redirection	–	RE 2701.2
– Return to origin	–	RE 2801.3
– Routeing	–	RE 4201.1 and 2
– Sent in small numbers; use of CN 28 envelopes	–	RE 4305.3.5, RE 4321.3.2
– Unpaid or underpaid	–	RE 1305
Priority items and airmail items in transit à découvert: See also "Priority items and airmail items" and "Airmails"		
– Accounting for on the basis of statistics	–	RE 5302.1.2
– – Multiplier	–	RE 5304.2. and 3
– – Preparation of CN 65 bills	–	RE 5302.2.2
– – Provisional payments	–	RE 5306.8
– – Statistical operations	–	RE 5302.2
– – Statistical periods	–	RE 5302.2.1
– excluded from statistical operations	–	RE 5302.1.3, RE 5302.4
– Make-up of bundles	–	RE 4303.3 and 4
– Payments. See "Air conveyance dues"		
– Posted on board ship on the high seas	–	RE 5302.4.2
– Preparation and checking of CN 65 bills	–	RE 5302.3
– – of CN 67 statements of weight	–	RE 5304.2

	Convention Art	Det Regs Art.
– Settlement of accounts	–	RE 5305.1 and 2.2, RE 5306
– Transmission	–	RE 4303
"PRIOR" marking	–	RE 4315.10, RE 4321.2
"Priority" or "By airmail" labels or impressions	–	RE 805
Priority treatment of priority items and airmail items	–	RE 4201
Prisoners of war and civilian internees. Exemption from postal charges	7.3	–
Prohibitions. General provisions (list, treatment of items wrongly admitted, right of countries of the Union)	26	–
– Charges, surcharges and fees not provided for	6.4	–
– Items not fulfilling the conditions laid down	26.1	–
– Items wrongly admitted. Treatment	–	RE 2601, Prot RE IV
– Literature for the blind	26.4	–
– Printed papers	26.4	–
– Right of every country not to carry out conveyance of some items in transit à découvert	–	RE 2601.6
– Silver	26.2	–
– Unregistered items	26.2	–
Prohibitions or restrictions governing entry and transit. Communication of –	–	RE 2601.4
Psychotropic substances. See "Narcotics"		
Provisional payment. Items for delivery free of charges and fees	22.2	–
Publications of the International Bureau	–	RE 5401, RE 5602, RE 5603
Quality of service	42	–
Radioactive materials	24	RE 2402
Recommendations to the public	–	RE 803.2
Recorded delivery items. General provisions	17	RE 1701
– Detailed provisions	–	RE 1702
– Admission	–	RE 1701
– Addressing	–	RE 1701.1
– Advice of delivery	20.1	–
– Charges	17.2	–
– Closing	–	RE 1701.1
– Delivery to the addressee in person	21	RE 2101
– Envelopes with transparent panels	–	RE 1702.3
– Labels, etc	–	RE 1702.1 to 3
– Liability	34.3	–
– – Cessation	35.1	–
– – Damage to the contents	34.3.2	–
– – Destruction of service records by force majeure	35.2.2	–
– – Exceptions to the principle	35	–
– – Extent	34.1.1.2	–
– – "Force majeure"	35.2.1 and 2	–
– – Late inquiries	35.2.7	–
– – Items seized under the internal legislation of the country of destination	35.2.5	–

	Convention Art	Det Regs Art.
– – Prohibited articles	35.2.4	–
– – Refund of charges	37.1	–
– – Sender's	36	–
– – Theft of contents	34.3.2	–
– Make-up	–	RE 1701.1
– Receipt	–	RE 1701.2
– Transmission	–	RE 4308
Recovery of charges and fees advanced. Return of franking notes	–	RE 2202
Redirected items	27	RE 2701, RE 2702
– Items properly prepaid for their first transmission, but on which the additional charge has not been paid before their redirection	–	RE 2701.3.2
Redirection. See "Redirected items"		
Reduced rate. Indication of the category to which items sent at a – belong	–	RE 804.4.2
Reduction of certain charges	9.4 and 5	–
Registered items. General provisions	16	–
– Advice of delivery	20	RE 2001, RE 2002
– Bulk advice	–	RE 4307.2
– Charges	16	–
– Closing	–	RE 1601.1
– Delivery free of charges and fees	22.6	–
– Delivery to the addressee in person	21	–
– Detailed provisions	–	RE 1601, RE 1602
– Envelopes with transparent panels	–	RE 1601.2
– Inquiries	30	RE 3001
– Irregular address (initials, written in pencil); copying ink pencil	–	RE 1601.2
– Labels, etc	–	RE 1602, RE 4315.3
– Liability	34	–
– – Cessation	35.1	–
– – Damage to contents	34.2.2	–
– – Determination	46	–
– – Exceptions to the principle of liability	35	–
– – Extent	34.1.2	RE 3401.2
– – Force majeure	35.2.1 and 2, 37.3	RE 4601.5
– – Items seized under the legislation of the country of destination	35.2.5	–
– – Indemnity. Period for payment	37	RE 4603.1, RE 4604.7
– – – Administration which is obliged to pay	37.1	–
– – – Amount	34.2.1	–
– – – Assumption of the rights of the indemnified person by the administration which was liable	46.7	–
– – – Late payment	37.3	
– – – Notification of the International Bureau	–	RE 402.7
– – – Reimbursing the administration which paid the indemnity	–	RE 4603

	Convention Art	Det Regs Art.
– – – Repayment of the amount of the indemnity in case of discovery of an item previously considered as lost	38	–
– – Late inquiries	35.2.7	RE 4601.1.2
– – Official documents destroyed by "force majeure" or after period of retention	35.2.2	RE 4601.1.2
– – Sender's	36	–
– – Prohibited articles	35.2.4	–
– – Rifling of contents	34.2.2	–
– Make-up	–	RE 1602
– Receipt	–	RE 1601.3
– "Registered" stamp	–	RE 1602.3
– Serial numbers of intermediate administrations. Not admitted	–	RE 1602.8
– Transmission	–	RE 4307, RE 4315.3
Registration. See "Registered items"		
Report (Fraudulent use of postage stamps, etc)	–	RE 1303
Restrictions or prohibitions. Necessary information	–	RE 5601
Return of empty bags. See "Empty bags"		
Return of franking notes. Recovery of charges and fees advanced	–	RE 2202
Return to country of origin/sender	28	RE 2802
Revision mechanism	49.3	RE 4901, RE 4902
Revision of terminal dues rules	49.3 and 5	RE 4901, RE 4902
Rifled or missing mail	–	RE 4323, RE 4324
Rifling of registered items	34.1.1.1, 2.2 and 5	–
Right to deny conveyance in transit à découvert to certain items	–	RE 2601.6
Rolls. Dimensions of letter-post items in roll form	–	RE 802.1
Routeing of priority items and airmail items	–	RE 4201
Routeing of mails	–	RE 4316, Prot RE VI
– Obligation to forward	1.1	–
Rules for payment	–	RE 5503
S.A.L. See "Surface Airlifted Mail"		
Scores. See "Music"		
SDR. Special Drawing Right	4	RE 402, RE 5502, RE 5503
Securities payable to bearer. Dispatch prohibited in certain items	26.2	–
Serums. Absence of CN 22 label	–	RE 3101.5
Settlement of accounts	55	RE 5501 to RE 5503
Ships. Items posted on board on the high seas. Postage, tariff and date stamping	14	RE 1401
Silkworms. Admitted for dispatch	26.6.1.1	–
– Packing of eggs	–	RE 806.3
Silver. Dispatch prohibited in certain items	26.2	–
Small packets. Special provisions	–	RE 804.6
– Authorized enclosures	–	RE 804.6.2
– Charges, weight, dimensions and delivery charge	9.1 and 2, 12.1 and 2	RE 901.2

	Convention Art	Det Regs Art.
– Customs control	31	RE 3101.1 and 3, Prot RE IV
– Make-up and packing	–	RE 804.6.1 and 3
Sound records for the use of the blind. Same treatment as literature for the blind	–	RE 804.5
Stamp A. R. (Avis de réception) (Advice of delivery)	–	RE 2001.1
Stamp T (Postage due)	–	RE 1305
Stamp impressions which could be mistaken for franking impressions	–	RE 803.4
Stamping of items posted on board ships	–	RE 1401
Standardized items	–	RE 902
Statements of weights of mails (CN 66) and à découvert priority/airmail items (CN 67). Preparation of	–	RE 5304
Statistical data relating to the postal services	–	RE 5602.2.7
Storage. Charge	12.3.6	–
Striking through of words "Priority" and "By airmail"	–	RE 805.2
Substances which easily liquefy. Make-up	–	RE 806.2
Successive addresses. Not admitted	–	RE 803.10
Surcharges not provided for. Prohibition	6.4	–
Surface airlifted mail (S.A.L.). CN 36 labels	–	RE 4315.1.3
– CN 41 bill	–	RE 4320.2
– Exchange of S.A.L. mails (general provisions)	43.3	–
– Make-up of S.A.L. mails	–	RE 4305.2.3
– Reduced air surcharges	10.2.2	–
– Steps to be taken in the event of an interrupted flight, etc	–	RE 4328
Telematic links	54	RE 5401, RE 5402
Temporary suspension and resumption of services	45	RE 4501
Terminal dues	49	–
– Accounting for –	51.2	RE 5106, RE 5107
– – Payment of dues	–	RE 5107, RE 5109
– – – Exemption from payment of –	51.2.6	–
– Arbitration	51.3	RE 4902.9
– Exemption from –	50	–
– Payment for the costs caused by international mail received	49	–
Text-based services	41	–
Third Party Services. Transit charges	47.1	RE 4701.1 and 3
Transhipment of airmails and S.A. L. mails. By the airlines (direct transhipment)	–	RE 4317.2 to 6
– By direct transhipment which cannot take place as scheduled: steps to be taken	–	RE 4318
– By the intermediary administration	–	RE 4317.1
Transit. Accounting. General provisions (payments and liquidation accounts)	47, 51	–
– – Detailed provisions	–	RE 5101 to RE 5109

	Convention Art	Det Regs Art.
– – Payment of transit charges	–	RE 5109
– Arbitration	51.3	–
– Charges. General provisions	44, 47, 48, 50, 51	RE 4802, RE 4803
– – relating to airmail and S.A.L.	–	RE 5104
– – relating to à découvert items sent by surface mail	47.2	RE 4302.2
– Closed mails	43, 47	RE 4302
– Correspondence à découvert	43.1	RE 2601.6, RE 4303
– Exemption from payment of transit charges	51.1.5	–
– Exemption from transit charges	50	–
– Extraordinary services	–	RE 4802
– Freedom of – General provisions	1	–
– – Failure to give	–	RE 102
– Insured items. Transit in closed mails through the territory of countries not providing the insured letters service or conveyance of them by certain sea services. Liability	46.4	RE 101.1
– Land transit without the participation of the country crossed	43.2	RE 4701.3
– Land or sea transit by airmails	52.6	–
– Military units placed at the disposal of the UN	44	RE 5105
– Missent mails	–	RE 4803
– Postal parcels, air parcels and insured parcels. Freedom of –	1.3 and 4	RE 101.2
– Sea –	47	RE 4701.2
– Third-party services	47.1	RE 4701.1
– Warships or military aircraft. Exchange of closed mails	44	–
Transit charge scales	48	RE 4801
Transit charges and terminal dues	47 to 51	–
Transmission of express items	–	RE 4311
Transmission of money orders	–	RE 4310
Transmission of M bags	–	RE 4313
Transmission of registered items	–	RE 4307
Trial note	–	RE 4319
Undeliverable items. General provisions	28	RE 2802
Underpayment. See "Unpaid or underpaid items"		
Undertakings regarding penal measures (fraud in relation to postage stamps, franking impressions, reply coupons, identity cards, etc. Sending of narcotics and psychotropic substances)	58	–
Unique identification system for item, receptacles and related documents	–	RE 4330
Unpaid or underpaid items other than letters and postcards	–	RE 1305.1, Ibis and 2
– Charge payable on arrival	13.3	RE 1305.5
– Countries applying reduced charges	–	RE 1305.4
– Marking of the underpayment	–	RE 1305.3
– Special provisions	13	RE 1305
– T stamp	–	RE 1305.3, 4, 6 and 7

	Convention Art	Det Regs Art.
Unregistered items. Articles not admitted	26.2	–
Urgent medicines	–	RE 806.7
Vaccines. Customs duties. Absence of CN 22 label	–	RE 3101.5
Valuable articles. Dispatch prohibited in certain items	26.2	–
Verification note	–	RE 4324
Warships or military aircraft. Exchange of closed mails. See "Military units placed at the disposal of the UN. Exchange of closed mails"		
Weight of priority items and airmail items in transit à découvert	–	RE 5302
Weight of mails (establishing)	–	RE 4315.16, RE 4323.2 and 3
Weight of bags	–	RE 4305.2.9
Weight of items sent on postal service	–	RE 801.2
Weight of letter-post items	8.2, 3 and 8, 10.2	RE 801, RE 901.2
Weight. Ounce and pound avoirdupois	–	RE 901.1
Withdrawal from the post. Alteration or correction of address	29	RE 2901, RE 2902