Translation from French

UNIVERSAL POSTAL UNION

DOCUMENTS OF THE 1984 HAMBURG CONGRESS

VOLUME III

FINAL TEXTS OF THE ACTS SIGNED AT HAMBURG
AND CONSTITUTION OF THE UNIVERSAL POSTAL UNION
AS AMENDED BY THE 1969 TOKYO, 1974 LAUSANNE
AND 1984 HAMBURG ADDITIONAL PROTOCOLS
DECISIONS OTHER THAN THOSE AMENDING THE ACTS

BERNE 1985
INTERNATIONAL BUREAU OF THE UNIVERSAL POSTAL UNION

This volume should be quoted with the following reference:

Documents of the 1984 Hamburg Congress, volume III

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TABLE OF ABBREVIATIONS (ACRONYMS, SYMBOLS, ETC) AND SIGNS USED IN THE DECISIONS OF THE 1984 HAMBURG CONGRESS

A. Common abbreviations, etc

administration	=	postal administration (however, this abbreviation is not used when, in order to avoid ambiguity, it is desirable to indicate precisely whether a postal administration or other administration is meant)
Agr	=	Agreement
art	=	article
c	=	centime
CCPS	=	Consultative Council for Postal Studies
cf	=	confer (in the sense of comparing two things in order to see how far they are the same or in what way they differ)
cm	=	centimetre
COD	=	Cash-on-Delivery Agreement
col	=	column
Collection of Bills	=	Collection of Bills Agreement
Constitution	=	Constitution of the Universal Postal Union
Conv or Convention	=	Universal Postal Convention
Det Regs	=	Detailed Regulations
dm	=	decimetre
Doc	=	Documents (of Congress, Committees, etc)
EC	=	Executive Council
eg	=	for example
EMS	=	express mail service (international high-speed mail)
fr	=	franc
g	=	gramme
Gen Regs or General Regulations	=	General Regulations of the Universal Postal Union
Giro	=	Giro Agreement
h	=	hour
id	=	idem
kg	=	kilogramme
km	=	kilometre
lb (16 ounces)	=	pound avoirdupois (453.59 grammes)
M...	=	to be completed as Mr, Mrs, Miss (chiefly used in forms)
m	=	metre
max	=	maximum
min	=	minimum
mm	=	millimetre
mn	=	minute (of time)
Money Orders	=	Money Orders and Postal Travellers' Cheques Agreement
n.m.	=	nautical mile (1852 metres)
No	=	number
oz	=	ounce (28.3465 grammes) (16th part of a pound avoirdupois)
p	=	page
Parcels	=	Postal Parcels Agreement
Prot or Protocol	=	Final Protocol (to the Act concerned)

s	=	second (of time)
Savings	=	International Savings Agreement
SDR	=	Special Drawing Right
Subscriptions	=	Subscriptions to Newspapers and Periodicals Agreement
t	=	tonne (1000 kilogrammes)
t-km	=	tonne-kilometre or kilometric tonne (unit used in connection with conveyance)
UN	=	United Nations
UPU or Union	=	Universal Postal Union

B. Abbreviations relating to forms

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

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

C. Other conventional abbreviations mentioned in the Acts

AI	=	advice of entry *(Avis d'inscription)*
AO	=	other items *(autres objets)* or items other than LC
AR	=	advice of delivery *(Avis de réception)*
BT	=	transit bulletin *(Bulletin de transit)*
F	=	letter bill *(feuille d'avis)* or parcel bill *(feuille de route)*
LC	=	letters and postcards *(lettres et cartes postales)* or letters, aerogrammes, postcards, postal money orders, COD money orders, bills for collection, insured letters, advices of payment and advices of delivery
l.t.	=	land transit
M bags	=	special bags containing printed papers for the same addressee at the same address
PP	=	postage paid *(port payé)*
R	=	registered *(recommandé)*
s.t.	=	sea transit
SV	=	empty bag *(sac vide)*
T	=	charge to be paid *(taxe à payer)*
TP	=	charge collected *(taxe perçue)*
V	=	insured value *(valeur déclarée)*
XP	=	by express (indicates charged telegraph service)

Constitution of the Universal Postal Union

as amended by the 1969 Tokyo, 1974 Lausanne
and 1984 Hamburg Additional Protocols

CONSTITUTION OF THE UNIVERSAL POSTAL UNION

(as amended by the 1969 Tokyo, 1974 Lausanne and 1984 Hamburg Additional Protocols[1])

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[1] For the 1969 Tokyo Additional Protocol, see Documents of the Tokyo Congress, volume III, pp 6–27. For the second Additional Protocol (Lausanne 1974), see Documents of the Lausanne Congress, volume III, pp 23–25. For the third Additional Protocol (Hamburg 1984), see pages 25 to 28 of this volume.

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FINAL PROTOCOL TO THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

Sole art Accession to the Constitution

CONSTITUTION OF THE UNIVERSAL POSTAL UNION[1]

Preamble

With a view to developing communications between peoples by the efficient operation of the postal services, and to contributing to the attainment of the noble aims of international collaboration in the cultural, social and economic fields,

the plenipotentiaries of the Governments of the contracting countries have, subject to ratification, adopted this Constitution.

Section I

Organic provisions

Chapter I

General

Article 1

Scope and objectives of the Union

1 The countries adopting this Constitution shall comprise, under the title of the Universal Postal Union, a single postal territory for the reciprocal exchange of letter-post items. Freedom of transit shall be guaranteed throughout the entire territory of the Union.

2 The aim of the Union shall be to secure the organization and improvement of the postal services and to promote in this sphere the development of international collaboration.

3 The Union shall take part, as far as possible, in postal technical assistance sought by its member countries.

Article 2

Members of the Union

Member countries of the Union shall be:

a Countries which have membership status at the date on which the Constitution comes into force.

b Countries admitted to membership in accordance with article 11.

[1] As amended by the 1969 Tokyo, 1974 Lausanne and 1984 Hamburg Additional Protocols.

Article 3

Jurisdiction of the Union

The Union shall have within its jurisdiction:

a the territories of member countries;

b post offices set up by member countries in territories not included in the Union;

c territories which, without being members of the Union, are included in it because from the postal point of view they are dependent on member countries.

Article 4

Exceptional relations

Postal administrations which provide a service with territories not included in the Union are bound to act as intermediaries for other administrations. The provisions of the Convention and its Detailed Regulations shall be applicable to such exceptional relations.

Article 5

Seat of the Union

The seat of the Union and of its permanent organs shall be at Berne.

Article 6

Official language of the Union

The official language of the Union shall be French.

Article 7

Monetary standard

The franc adopted as the monetary unit in the Acts of the Union shall be the gold franc of 100 centimes weighing 10/31 of a gramme and of a fineness of 0.900.

Article 8

Restricted Unions. Special Agreements

1 Member countries, or their postal administrations if the legislation of those countries so permits, may establish Restricted Unions and make Special Agreements concerning the international postal service, provided always that they do not introduce provisions less favourable to the public than those provided for by the Acts to which the member countries concerned are parties.

2 Restricted Unions may send observers to Congresses, Conferences and meetings of the Union, to the Executive Council and to the Consultative Council for Postal Studies.[1]

3 The Union may send observers to Congresses, Conferences and meetings of Restricted Unions.

[1] Amended by the 1969 Tokyo Congress.

Article 9

Relations with the United Nations

The relations between the Union and the United Nations shall be governed by the Agreements whose texts are annexed to this Constitution.

Article 10

Relations with international organizations

In order to secure close cooperation in the international postal sphere, the Union may collaborate with international organizations having related interests and activities.

Chapter II

Accession or admission to the Union. Withdrawal from the Union

Article 11

Accession or admission to the Union. Procedure

1 Any member of the United Nations may accede to the Union.

2 Any sovereign country which is not a member of the United Nations may apply for admission as a member country of the Union.

3 Accession or application for admission to the Union must entail a formal declaration of accession to the Constitution and to the obligatory Acts of the Union. It shall be addressed through diplomatic channels to the Government of the Swiss Confederation, which shall notify the accession or consult the member countries on the application for admission, as the case may be.[1]

4 A country which is not a member of the United Nations shall be deemed to be admitted as a member country if its application is approved by at least two thirds of the member countries of the Union. Member countries which have not replied within a period of four months shall be considered as having abstained.

5 Accession or admission to membership shall be notified by the Government of the Swiss Confederation to the Governments of member countries. It shall take effect from the date of such notification.

Article 12

Withdrawal from the Union. Procedure

1 Each member country may withdraw from the Union by notice of denunciation of the Constitution given through diplomatic channels to the Government of the Swiss Confederation and by that Government to the Governments of member countries.

2 Withdrawal from the Union shall become effective one year after the day on which the notice of denunciation provided for in paragraph 1 is received by the Government of the Swiss Confederation.

[1] Amended by the 1969 Tokyo Congress.

Chapter III

Organization of the Union

Article 13

Bodies of the Union

1 The Union's bodies shall be Congress, the Executive Council, the Consultative Council for Postal Studies and the International Bureau.[1]

2 The Union's permanent bodies shall be the Executive Council, the Consultative Council for Postal Studies and the International Bureau.

Article 14

Congress

1 Congress shall be the supreme body of the Union.

2 Congress shall consist of the representatives of member countries.

Article 15

Extraordinary Congresses

An Extraordinary Congress may be convened at the request or with the consent of at least two thirds of the member countries of the Union.

Article 16

Administrative Conferences

(Deleted[2])

Article 17

Executive Council

1 Between Congresses the Executive Council (EC) shall ensure the continuity of the work of the Union in accordance with the provisions of the Acts of the Union.

2 Members of the Executive Council shall carry out their functions in the name and in the interests of the Union.

Article 18

Consultative Council for Postal Studies

The Consultative Council for Postal Studies (CCPS) shall be entrusted with carrying out studies and giving opinions on technical, operational and economic questions concerning the postal service.[3]

[1] Amended by the 1969 Tokyo and 1984 Hamburg Congresses.
[2] By the 1984 Hamburg Congress.
[3] Amended by the 1969 Tokyo Congress.

Article 19

Special Committees

(Deleted[1])

Article 20

International Bureau[2]

A central office operating at the seat of the Union under the title of the International Bureau of the Universal Postal Union, directed by a Director-General and placed under the control of the Executive Council, shall serve as an organ of liaison, information and consultation for postal administrations.

Chapter IV

Finances of the Union

Article 21

Expenditure of the Union. Contributions of member countries[3]

1 Each Congress shall fix the maximum amount which:

a the expenditure of the Union may reach annually;

b the expenditure relating to the organization of the next Congress may reach.

2 The maximum amount for expenditure referred to in paragraph 1 may be exceeded if circumstances so require, provided that the relevant provisions of the General Regulations are observed.

3 The expenses of the Union, including where applicable the expenditure envisaged in paragraph 2, shall be borne in common by member countries. For this purpose, each member country shall choose the contribution class in which it intends to be included. The contribution classes shall be laid down in the General Regulations.

4 In the case of accession or admission to the Union under article 11, the Government of the Swiss Confederation shall fix, by agreement with the Government of the country concerned, the contribution class into which the latter is to be placed for the purpose of apportioning the expenses of the Union.

Section II

Acts of the Union

Chapter I

General

Article 22

Acts of the Union

1 The Constitution shall be the basic Act of the Union. It shall contain the organic rules of the Union.

[1] By the 1984 Hamburg Congress.
[2] Amended by the 1984 Hamburg Congress.
[3] Amended by the 1969 Tokyo and 1974 Lausanne Congresses.

2 The General Regulations shall embody those provisions which ensure the application of the Constitution and the working of the Union. They shall be binding on all member countries.

3 The Universal Postal Convention and its Detailed Regulations shall embody the rules applicable throughout the international postal service and the provisions concerning the letter-post services. These Acts shall be binding on all member countries.

4 The Agreements of the Union, and their Detailed Regulations, shall regulate the services other than those of the letter post between those member countries which are parties to them. They shall be binding on those countries only.

5 The Detailed Regulations, which shall contain the rules of application necessary for the implementation of the Convention and of the Agreements, shall be drawn up by the postal administrations of the member countries concerned.

6 The Final Protocols annexed to the Acts of the Union referred to in paragraphs 3, 4 and 5 shall contain the reservations to those Acts.

Article 23

Application of the Acts of the Union to territories for whose international relations a member country is responsible

1 Any country may declare at any time that its acceptance of the Acts of the Union includes all the territories for whose international relations it is responsible, or certain of them only.

2 The declaration provided for in paragraph 1 must be addressed to the Government:
a of the country where Congress is held, if made at the time of signature of the Act or Acts in question;
b of the Swiss Confederation in all other cases.

3 Any member country may at any time address to the Government of the Swiss Confederation a notification of its intention to denounce the application of these Acts of the Union in respect of which it has made the declaration provided for in paragraph 1. Such notification shall take effect one year after the date of its receipt by the Government of the Swiss Confederation.

4 The declarations and notifications provided for in paragraphs 1 and 3 shall be communicated to member countries by the Government of the country which has received them.

5 Paragraphs 1 to 4 shall not apply to territories having the status of a member of the Union and for whose international relations a member country is responsible.

Article 24

National legislation

The provisions of the Acts of the Union shall not derogate from the legislation of any member country in respect of anything which is not expressly provided for by those Acts.

Chapter II

Acceptance and denunciation of the Acts of the Union

Article 25

Signature, ratification and other forms of approval of the Acts of the Union

1 Signature of the Acts of the Union by plenipotentiaries shall take place at the end of Congress.

2 The Constitution shall be ratified as soon as possible by the signatory countries.

3 Approval of the Acts of the Union other than the Constitution shall be governed by the constitutional regulations of each signatory country.

4 When a country does not ratify the Constitution or does not approve the other Acts which it has signed, the Constitution and other Acts shall be no less valid for the other countries that have ratified or approved them.

Article 26

Notification of ratifications and other forms of approval of the Acts of the Union

The instruments of ratification of the Constitution and, where appropriate, of approval of the other Acts of the Union shall be addressed as soon as possible to the Government of the Swiss Confederation and by that Government to the Governments of member countries.[1]

Article 27

Accession to the Agreements

1 Member countries may, at any time, accede to one or more of the Agreements provided for in article 22, paragraph 4.

2 Accession of member countries to the Agreements shall be notified in accordance with article 11, paragraph 3.

Article 28

Denunciation of an Agreement

Each member country may cease being a party to one or more of the Agreements, under the conditions laid down in article 12.

Chapter III

Amendment of the Acts of the Union

Article 29

Presentation of proposals

1 The postal administration of a member country shall have the right to present, either to Congress or between Congresses, proposals concerning the Acts of the Union to which its country is a party.

2 However, proposals concerning the Constitution and the General Regulations may be submitted only to Congress.

Article 30

Amendment of the Constitution

1 To be adopted, proposals submitted to Congress and relating to this Constitution must be approved by at least two thirds of the member countries of the Union.

2 Amendments adopted by a Congress shall form the subject of an additional protocol and, unless that Congress decides otherwise, shall enter into force at the same time as the Acts renewed in the course of the same Congress. They shall be ratified as soon as possible by member countries and the instruments of such ratification shall be dealt with in accordance with the procedure laid down in article 26.

[1] Amended by the 1969 Tokyo Congress.

Article 31

Amendment of the General Regulations, the Convention and the Agreements[1]

1 The General Regulations, the Convention and the Agreements shall define the conditions to be fulfilled for the approval of proposals which concern them.

2 The Acts referred to in paragraph 1 shall enter into force simultaneously and shall have the same duration. As from the day fixed by Congress for the entry into force of these Acts, the corresponding Acts of the preceding Congress shall be abrogated.

Chapter IV

Settlement of disputes

Article 32

Arbitration

In the event of a dispute between two or more postal administrations of member countries concerning the interpretation of the Acts of the Union or the responsibility imposed on a postal administration by the application of those Acts, the question at issue shall be settled by arbitration.

Section III

Final provisions

Article 33

Coming into operation and duration of the Constitution

This Constitution shall come into operation on 1 January 1966 and shall remain in force for an indefinite period.

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Constitution in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Vienna, 10 July 1964.

For signatures, see French version of the Documents of the 1964 Vienna Congress, vol III, pp 18 to 33.

[1] Amended by the 1984 Hamburg Congress.

FINAL PROTOCOL TO THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

At the moment of proceeding to signature of the Constitution of the Universal Postal Union concluded this day, the undersigned plenipotentiaries have agreed the following:

Sole article

Accession to the Constitution

Member countries of the Union which have not signed the Constitution may accede to it at any time. Instruments of accession shall be addressed through diplomatic channels to the Government of the country in which the seat of the Union is situated and by that Government to the Governments of the member countries of the Union.

In witness whereof, the under-mentioned plenipotentiaries have drawn up this Protocol, which shall have the same force and the same validity as if its provisions were inserted in the text of the Constitution itself, and they have signed it in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Vienna, 10 July 1964.

For signatures, see French version of the Documents of the 1964 Vienna Congress, vol III, pp 35 to 50.

Third Additional Protocol to the Constitution of the Universal Postal Union

THIRD ADDITIONAL PROTOCOL TO THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

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I.	(art 13 amended)	Bodies of the Union
II.	(art 16 deleted)	Administrative Conferences
III.	(art 19 deleted)	Special Committees
IV.	(art 20 amended)	International Bureau
V.	(art 31 amended)	Amendment of the General Regulations, the Convention and the Agreements
VI.		Accession to the Additional Protocol and to the other Acts of the Union
VII.		Entry into force and duration of the Additional Protocol to the Constitution of the Universal Postal Union

THIRD ADDITIONAL PROTOCOL TO THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION[1]

The plenipotentiaries of the Governments of the member countries of the Universal Postal Union, met in Congress at Hamburg, in view of article 30, paragraph 2, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have adopted, subject to ratification, the following amendments to that Constitution.

Article I

(Article 13 amended)

Bodies of the Union

1 The Union's bodies shall be Congress, the Executive Council, the Consultative Council for Postal Studies and the International Bureau.

2 The Union's permanent bodies shall be the Executive Council, the Consultative Council for Postal Studies and the International Bureau.

Article II

Article 16

Administrative Conferences

(Article 16 deleted)

Article III

Article 19

Special Committees

(Article 19 deleted)

Article IV

(Article 20 amended)

International Bureau

A central office operating at the seat of the Union under the title of the International Bureau of the Universal Postal Union, directed by a Director-General and placed under the control of the Executive Council, shall serve as an organ of liaison, information and consultation for postal administrations.

[1] The Constitution of the Universal Postal Union was concluded by the 1964 Vienna Congress and appears in volume III of the Documents of that Congress. The first Additional Protocol was adopted at the 1969 Tokyo Congress, and the second at the 1974 Lausanne Congress.

Article V

(Article 31 amended)

Amendment of the General Regulations, the Convention and the Agreements

1 The General Regulations, the Convention and the Agreements shall define the conditions to be fulfilled for the approval of proposals which concern them.

2 The Acts referred to in paragraph 1 shall enter into force simultaneously and shall have the same duration. As from the day fixed by Congress for the entry into force of these Acts, the corresponding Acts of the preceding Congress shall be abrogated.

Article VI

Accession to the Additional Protocol and to the other Acts of the Union

1 Member countries which have not signed the present Protocol may accede to it at any time.

2 Member countries which are party to the Acts renewed by Congress but which have not signed them, shall accede thereto as soon as possible.

3 Instruments of accession relating to the cases set forth in paragraphs 1 and 2 shall be sent through diplomatic channels to the Government of the Swiss Confederation, which shall notify the member countries of their deposit.

Article VII

Entry into force and duration of the Additional Protocol to the Constitution of the Universal Postal Union

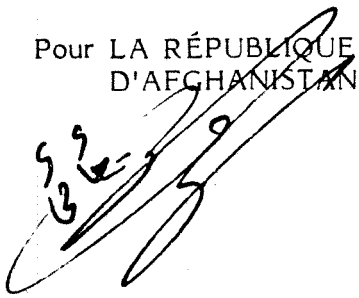
This Additional Protocol shall come into force on 1 January 1986 and shall remain in force for an indefinite period.

In witness whereof the plenipotentiaries of the Governments of the member countries have drawn up this Additional Protocol, which shall have the same force and the same validity as if its provisions were inserted in the text of the Constitution itself, and they have signed it in a single original which shall be deposited in the archives of the Government of the Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

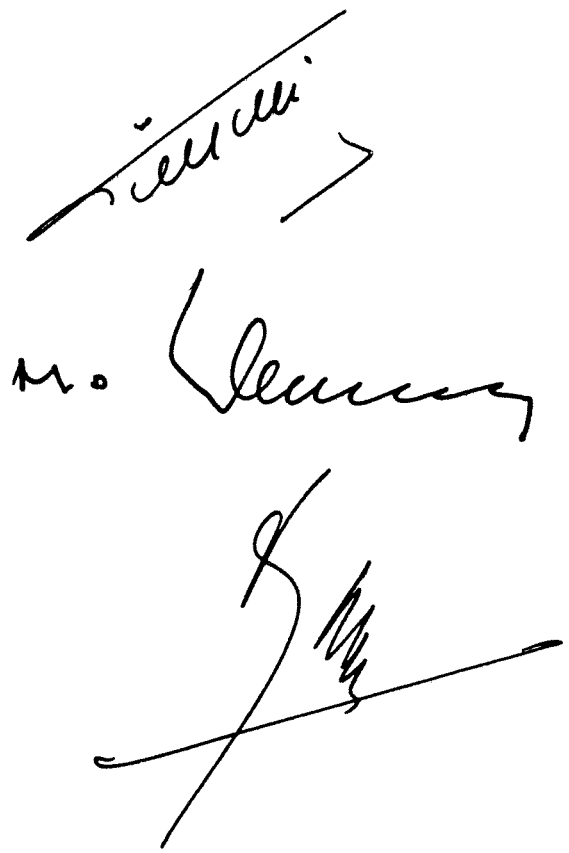
Done at Hamburg, 27 July 1984.

See signatures below.

Pour LA RÉPUBLIQUE DÉMOCRATIQUE
D'AFGHANISTAN:



Pour LA RÉPUBLIQUE ALGÉRIENNE
DÉMOCRATIQUE ET POPULAIRE:



Pour LA RÉPUBLIQUE POPULAIRE
SOCIALISTE D'ALBANIE:

Pour LA RÉPUBLIQUE FÉDÉRALE D'ALLEMAGNE:

Pour LA RÉPUBLIQUE POPULAIRE D'ANGOLA:

Pour LE ROYAUME DE L'ARABIE SAOUDITE:

Pour LES ÉTATS-UNIS D'AMÉRIQUE:

Michael Regan

David Clark Norton

Pour LA RÉPUBLIQUE ARGENTINE:

Pour L'AUSTRALIE:

Pour LE COMMONWEALTH DES BAHAMAS:

Pour L'ÉTAT DE BAHRAIN:

ALI F. MATTAR

Pour LA RÉPUBLIQUE D'AUTRICHE:

Pour LA RÉPUBLIQUE POPULAIRE DU BANGLADESH:

Pour BARBADE:

Pour LA BELGIQUE:

Pour BELIZE:

Pour LA RÉPUBLIQUE POPULAIRE DU BÉNIN:

S. C. HOUNGADJO

AÏDOHON HAN

J. ALINDÉ

Pour LE ROYAUME DE BHOUTAN:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE DE BIÉLORUSSIE:

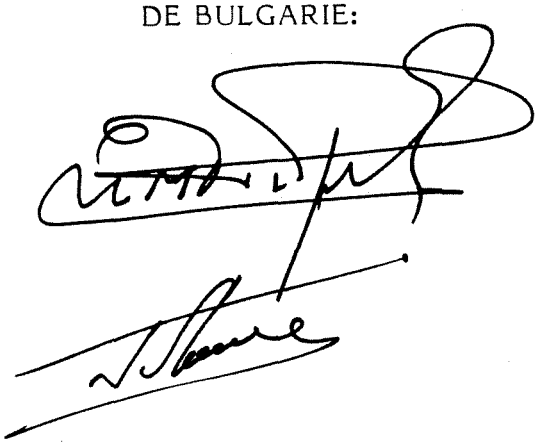
Pour LA RÉPUBLIQUE DU BOTSWANA:

Pour LA RÉPUBLIQUE SOCIALISTE DE L'UNION DE BIRMANIE:

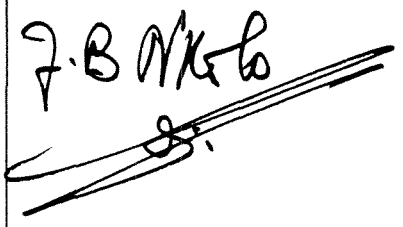
Pour LA RÉPUBLIQUE FÉDÉRATIVE DU BRÉSIL:

Pour LA RÉPUBLIQUE DE BOLIVIE:

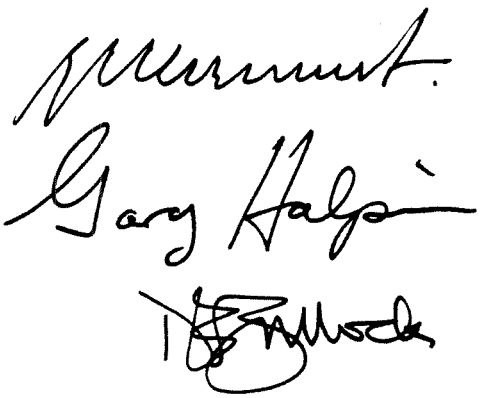
Pour LA RÉPUBLIQUE POPULAIRE DE BULGARIE:



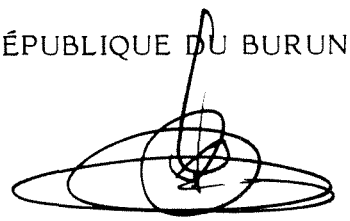
Pour LA RÉPUBLIQUE DU CAMEROUN:



Pour LE CANADA:



Pour LA RÉPUBLIQUE DU BURUNDI:

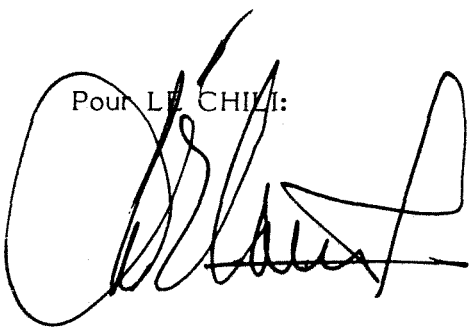


Pour LA RÉPUBLIQUE DU CAP-VERT:

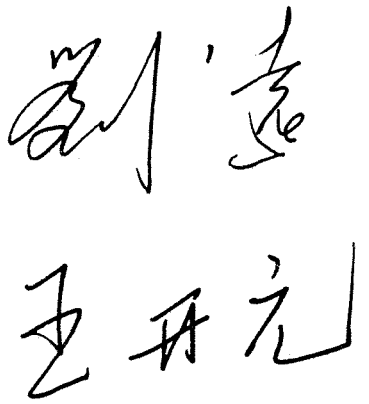
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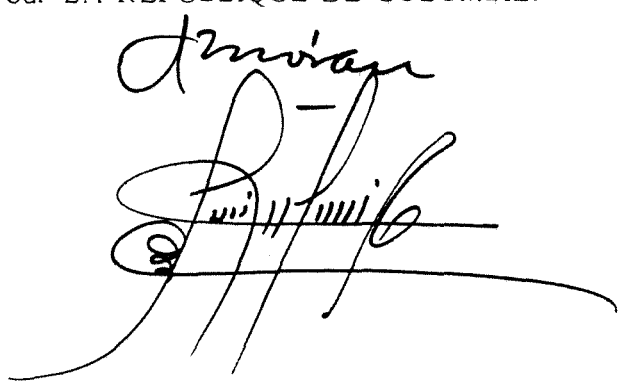
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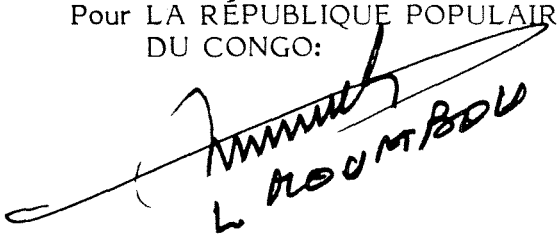
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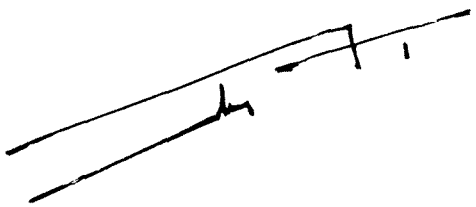


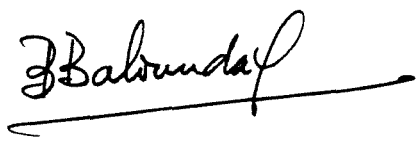
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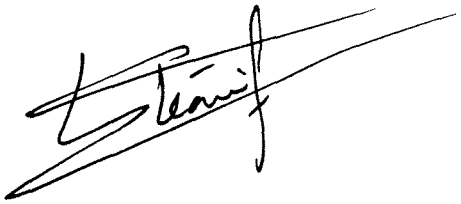


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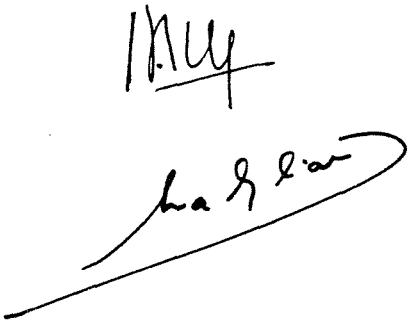
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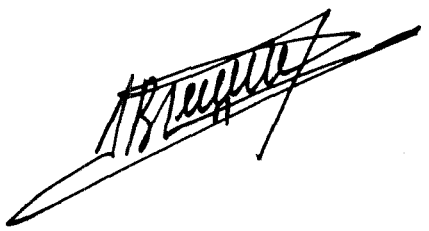


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Pour LA RÉPUBLIQUE DE CÔTE D'IVOIRE:





Pour LA RÉPUBLIQUE DE CUBA:

Pour LA RÉPUBLIQUE DE DJIBOUTI:

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Pour LA RÉPUBLIQUE DOMINICAINE:

Pour LE COMMONWEALTH DE LA DOMINIQUE:

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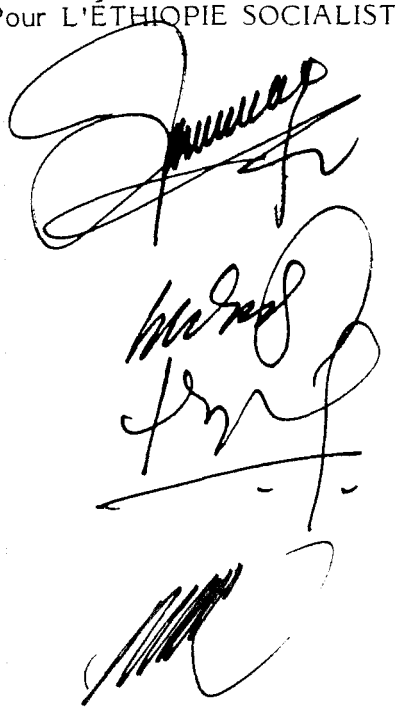
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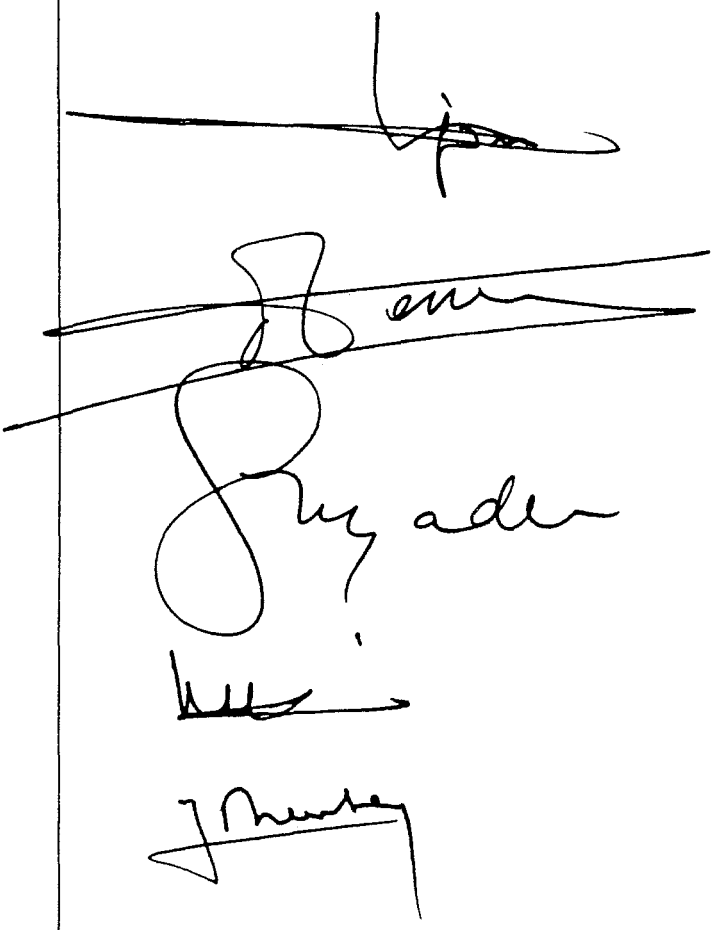


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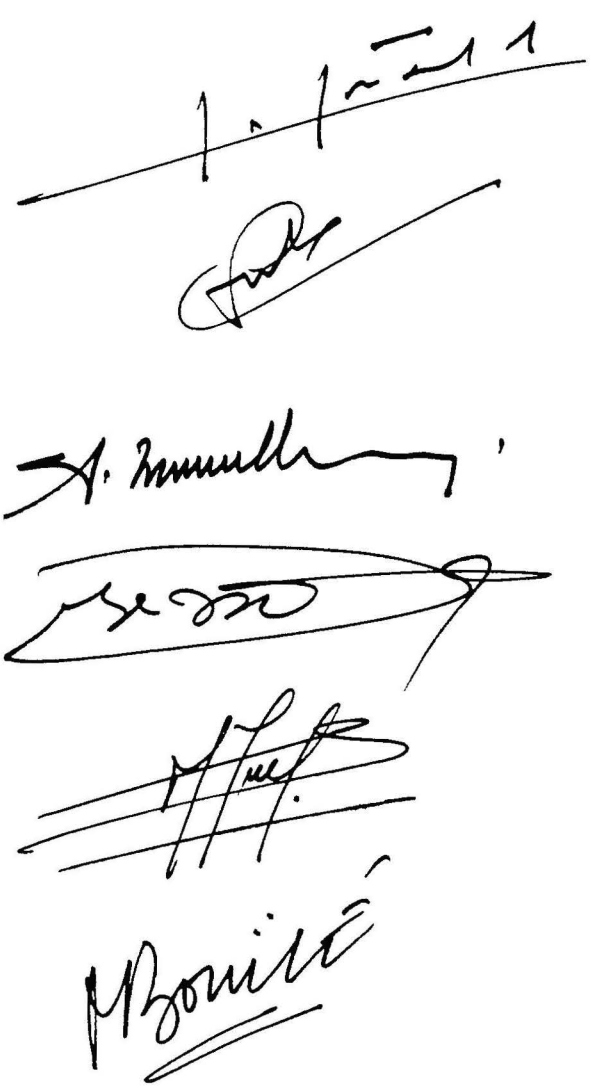
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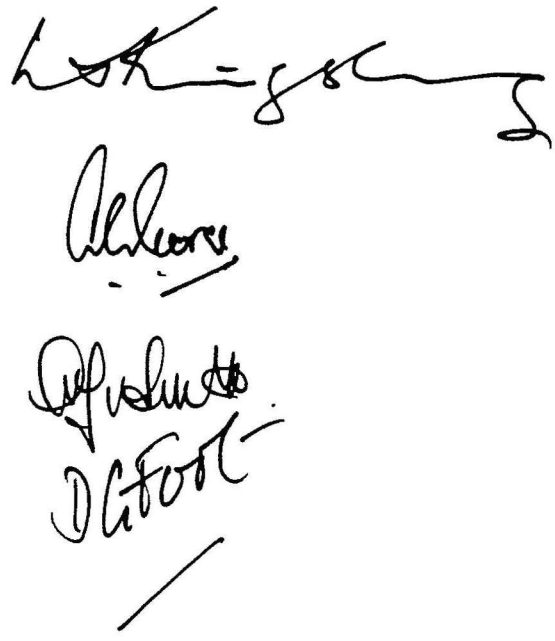


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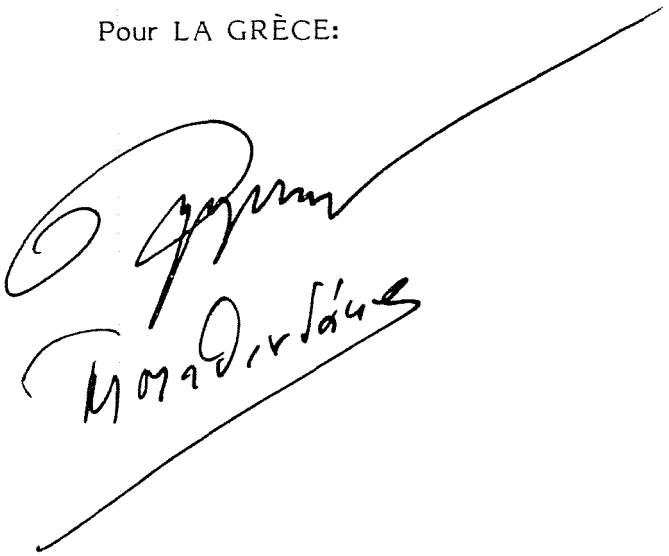
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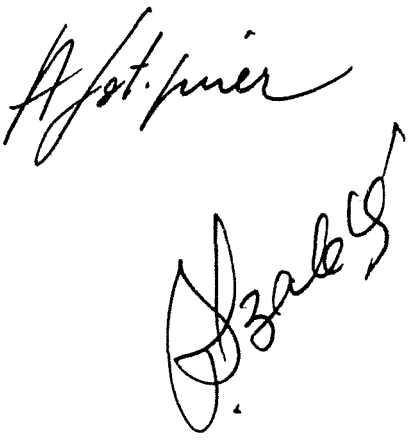
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Pour LA GRÈCE:



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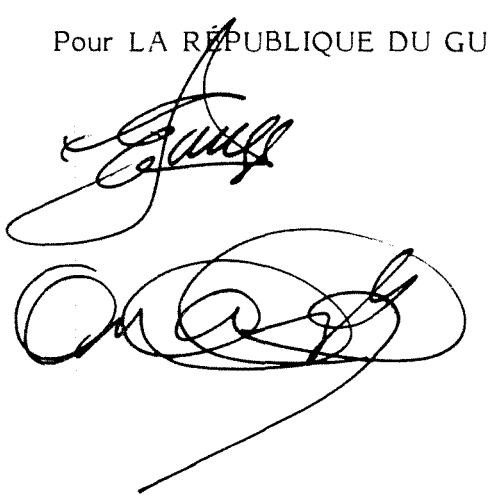


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Pour GRENADE:

Pour LA RÉPUBLIQUE DE GUINÉE ÉQUATORIALE:

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Pour LA GUYANE:

Pour LA RÉPUBLIQUE DU HONDURAS:

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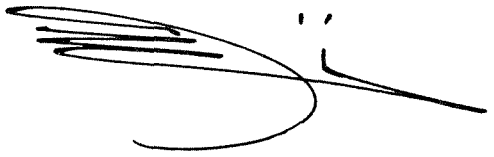
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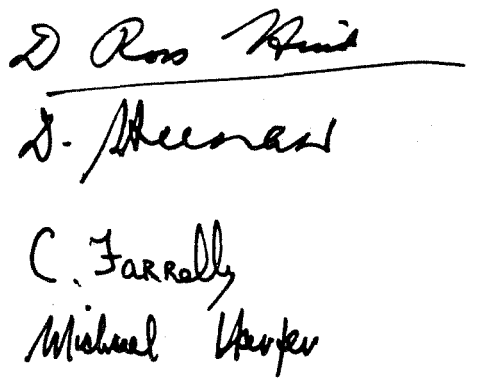
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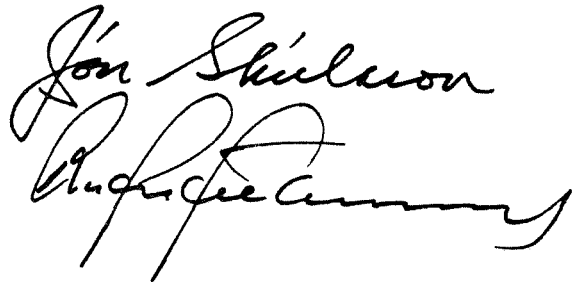
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Pour L'IRLANDE:



Pour LA RÉPUBLIQUE D'ISLANDE:



Pour ISRAËL:

Pour (AL) JAMAHIRIYA ARABE LIBYENNE POPULAIRE SOCIALISTE:

Pour LA JAMAÏQUE:

Pour L'ITALIE:

Pour LE JAPON:

Pour KAMPUCHEA DÉMOCRATIQUE:

Pour LA RÉPUBLIQUE DE KENYA:

Pour LE ROYAUME HACHÉMITE DE JORDANIE:

Pour KUWAIT:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE LAO:

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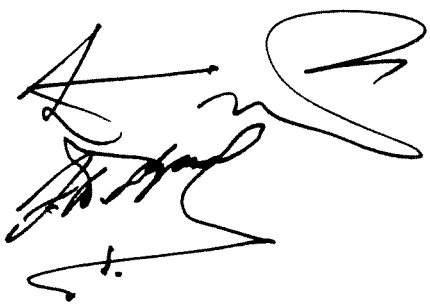
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Pour LE LUXEMBOURG:

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Pour LA RÉPUBLIQUE DU MALI:



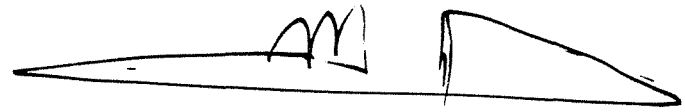
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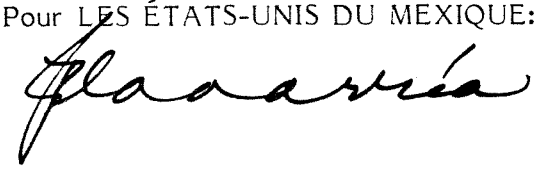


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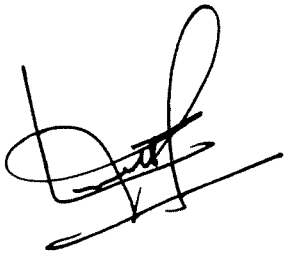
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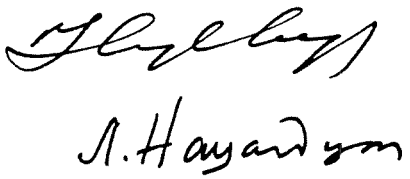
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Pour LA RÉPUBLIQUE DU NIGER:



Pour LA RÉPUBLIQUE FÉDÉRALE DE NIGÉRIA:

Pour LA NOUVELLE-ZÉLANDE:

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Pour L'OUGANDA:

Pour LE PAKISTAN:

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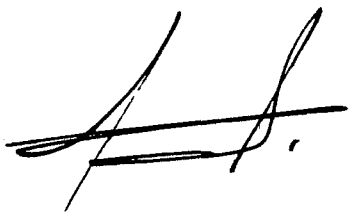
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Pour LA RÉPUBLIQUE DU PÉROU:



Pour LA RÉPUBLIQUE DES PHILIPPINES:

Pour LA RÉPUBLIQUE POPULAIRE
DE POLOGNE:



Pour LE PORTUGAL:

Pour LA RÉPUBLIQUE POPULAIRE DÉMOCRATIQUE DE CORÉE:

Pour LA RÉPUBLIQUE SOCIALISTE DE ROUMANIE:

Pour L'ÉTAT DE QATAR:

Pour LA RÉPUBLIQUE RWANDAISE:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE ALLEMANDE:

Pour SAINTE-LUCIE:

Pour LES ÎLES SALOMON:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE
DE SAO TOMÉ-ET-PRINCIPE:

Pour LA RÉPUBLIQUE DE SAINT-MARIN:

Pour LA RÉPUBLIQUE DU SÉNÉGAL:

Pour SAINT-VINCENT-ET-GRENADINES:

Pour LA RÉPUBLIQUE DES SEYCHELLES:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE DU SOUDAN:

Pour LA RÉPUBLIQUE DE SIERRA LEONE:

Pour LA RÉPUBLIQUE SOCIALISTE DÉMOCRATIQUE DE SRI LANKA:

Pour SINGAPOUR:

Pour LA SUÈDE:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE DE SOMALIE:

Pour LA CONFÉDÉRATION SUISSE:

Pour LE ROYAUME DU SWAZILAND:

Pour LA RÉPUBLIQUE ARABE SYRIENNE:

M. DAZZOUL

Pour LA RÉPUBLIQUE DU SURINAME:

Pour LA RÉPUBLIQUE UNIE DE TANZANIE:

Pour LA THAÏLANDE:

Pour LA RÉPUBLIQUE TOGOLAISE:

Pour LA RÉPUBLIQUE DU TCHAD:

Pour LA RÉPUBLIQUE SOCIALISTE TCHÉCOSLOVAQUE:

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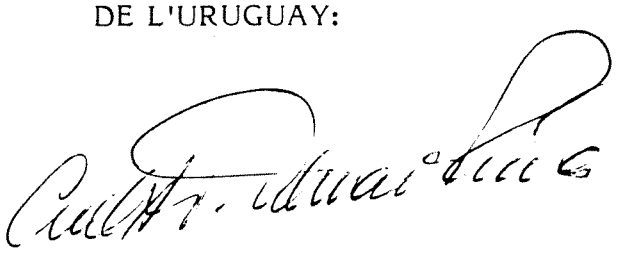
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Pour TUVALU:

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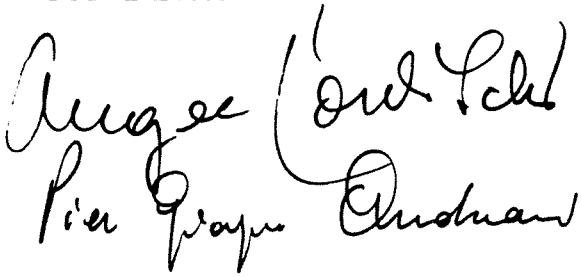
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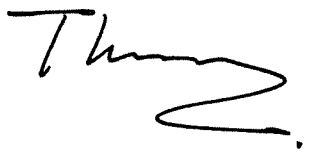
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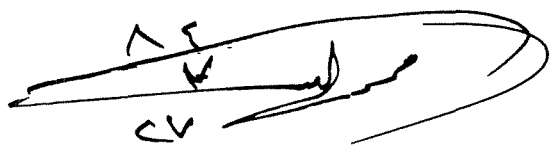
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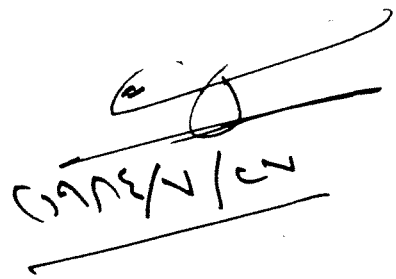


Pour LA RÉPUBLIQUE SOCIALISTE
DU VIÊT NAM:



Pour LA RÉPUBLIQUE ARABE DU YÉMEN:





Pour LA RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE DU YÉMEN:

Pour LA RÉPUBLIQUE SOCIALISTE FÉDÉRATIVE DE YOUGOSLAVIE:

Pour LA RÉPUBLIQUE DU ZAÏRE:

Pour LA RÉPUBLIQUE DE ZAMBIE:

Pour LE ZIMBABWE:

Declarations made on signature of the Acts

DECLARATIONS MADE ON SIGNATURE OF THE ACTS

I

On behalf of the Argentine Republic:

A

"Argentina reiterates the reservation made on ratification of the Constitution of the Universal Postal Union signed in Vienna, Austria, on 10 July 1964 by which the Argentine Government expressly stated that article 23 of the Constitution neither referred to nor included the Islas Malvinas, the South Georgia Islands, the South Sandwich Islands or Argentine Antarctica, since they form part of Argentine territory and come under its authority and sovereignty."

B

"Similarly, the Argentine Republic particularly reserves its legitimate claims and rights with respect to those territories and points out that the provision contained in article 28, paragraph 1, of the Universal Postal Convention on the circulation of postage stamps valid in the country of origin will not be considered obligatory for the Republic where any such postage stamps distort Argentina's geographic and legal reality, without prejudice to the application of paragraph 15 of the joint Argentine-British declaration of 1 July 1971 on communications and movement between Argentina's continental territory and the Islas Malvinas approved by exchange of letters between the two Governments on 5 August 1971."

(Congress – Doc 100)

II

On behalf of the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man:

"The Government of the United Kingdom of Great Britain and Northern Ireland has no doubt as to United Kingdom sovereignty over the Falkland Islands, the Falkland Island Dependencies and the British Antarctic Territory. In this context attention is drawn to article IV of the Antarctic Treaty to which both the United Kingdom and Argentina are parties, which freezes territorial claims in Antarctica.
"The United Kingdom Government therefore does not accept the declaration of the Argentine Republic claiming to contest United Kingdom sovereignty over the above-mentioned territories, nor does it accept the declaration of the Argentine Republic concerning article 28, paragraph 1, of the Universal Postal Convention."

(Congress – Doc 100/Add 1)

III

On behalf of the Federal Republic of Germany:

"With reference to Congress resolution C 7 of 22 June 1984 concerning the exclusion of the Republic of South Africa from the Universal Postal Union, the delegation of the Federal Republic of Germany, while condemning the apartheid policy of that country, wishes to make express reservations as to the constitutionality of that decision.
"The UPU Constitution contains no provision permitting the exclusion of a Member State of the Union. Thus, resolution C 7 of 22 June 1984 was passed in violation of the UPU Constitution, which is based on the principle of universality and which expressly lays down that any member of the United Nations may accede to the Union.
"Accordingly, the Federal Republic of Germany does not recognize the validity of Congress resolution C 7 of 22 June 1984."

(Congress – Doc 100/Add 2)

IV

On behalf of Canada:

"Canada continues to condemn the abhorrent and inhumane policy of apartheid of the Government of South Africa. Canada has taken various steps – both bilateral and collective – to express opposition to this policy. Yet, Canada views with regret and deep concern adoption of resolution C 7 purporting to confirm the exclusion of South Africa from the Universal Postal Union by an earlier Congress and deprive that country of the right of membership conferred on members of the United Nations under article 11 of the Constitution of the UPU. This resolution is unconstitutional as there is no provision for exclusion in the UPU Constitution. It is also contrary to the principle of universality of participation on which the UPU and UN systems are based, and was adopted in a manner contrary to the agreed rules.
"Implementation of resolution C 7 would represent an unconstitutional act unacceptable to Canada. Such an illegal action in a specialized agency neither mandated nor equipped to handle political issues can only cause institutional damage to the agency concerned, and to the UN system in general, to the detriment of all their members."

(Congress – Doc 100/Add 3)

V

On behalf of the Republic of Austria:

"The delegation of Austria wishes to make the following reservation on the subject of the vote on resolution 024 concerning the expulsion of the Republic of South Africa from the Universal Postal Union:

i Our delegation is of the opinion that there is no provision in the Constitution at present in force for the expulsion of a member country of the Union. Consequently, expulsion of a member country by a resolution, particularly one passed by a simple majority, is legally impossible. Resolution 024 of 22 June 1984 is therefore contrary to the Constitution of the Universal Postal Union.

ii Austria was the originator of resolution C 37 of the 1974 Lausanne Congress. Under that resolution, postal exchanges should be maintained, as far as possible, even in time of war. Even in case of conflict, the suspension of postal exchanges is the last measure taken by the belligerents. Such a measure is even less admissible in time of peace and against a member country of the Universal Postal Union and the UN.

iii Political questions should in no case be resolved to the detriment of the population of a country. The consequence of the expulsion of the Republic of South Africa from the Universal Postal Union would be to deprive the entire population of that country of postal exchanges and all the rights granted to users of the Post by the Acts of the Universal Postal Union."

(Congress – Doc 100/Add 4)

VI

On behalf of the United States of America:

"The United States of America considers resolution C 7 concerning the purported expulsion of a member country from the Union to be a violation of the UPU Constitution, which contains no provision for the expulsion of a member. It is contrary to the principle of universality which applies to all organizations of a technical, economic and humanitarian nature in the United Nations system.
"The United States of America, therefore, will continue to treat any country against which such unconstitutional action is taken as a member of the Union."

(Congress – Doc 100/Add 5)

VII

On behalf of Ireland:

"Ireland recalls its opposition to and repeated condemnation of the apartheid policy of South Africa, which in its view constitutes an intolerable infringement of human dignity. Ireland is determined to continue its efforts to bring home to the South African Government the intrinsic injustice of the apartheid system and to ensure that the civil and political rights of the black majority are recognized in full.
"Notwithstanding this position, Ireland considers that the decision relating to South Africa which has been taken by the Congress is in violation of the UPU Constitution, which contains no provision for the expulsion of members and which expressly provides that any member of the United Nations may accede to the Union.
"It is also contrary to the principle of universality of the United Nations, which principle applies *inter alia* to the specialized agencies of the United Nations such as the UPU. Ireland deplores any initiative which might damage the United Nations Organization, which is based on the closest possible cooperation between all members of the international community.
"For these reasons Ireland deems the decision taken by the Congress to be unacceptable and without any legal or political consequence. Ireland will continue to regard South Africa as a member of the Universal Postal Union."

(Congress – Doc 100/Add 6)

VIII

On behalf of the Swiss Confederation:

"With reference to the adoption by a simple majority, during the eighth plenary meeting, of resolution C 7 concerning the exclusion of the Republic of South Africa from the Universal Postal Union, the Swiss delegation wishes to make express reservations as to both the constitutionality of that decision and the procedure followed for its adoption.

"The UPU Constitution contains no provision permitting the exclusion of a Member State of the Union. A decision as serious as exclusion cannot be taken in the absence of a legal basis in the fundamental Act. Moreover, the exclusion of any member country undermines the principle of universality upon which the activities of the UPU are based. For these reasons, Switzerland cannot recognize the legal validity of the decision which is the subject of resolution C 7."

(Congress – Doc 100/Add 7)

IX

On behalf of Japan:

"With reference to resolution C 7 adopted at the 19th Congress, concerning the exclusion of the Republic of South Africa from the Universal Postal Union, the delegation of Japan wishes to make the following declaration:

"The Government of Japan has consistently opposed the policy of apartheid of the Government of South Africa and has seized every opportunity to appeal to that country to abolish its racial discrimination and respect the fundamental rights and freedom of all, irrespective of race.
"However, this position does not prevent the Government of Japan from considering that the resolution is inadvisable, not only because this highly political decision was taken by a technical and specialized agency like the UPU but above all because it is contrary to the principle of universality on which the activities of the UPU are based.
"In addition, the Government of Japan expresses grave doubts about the constitutionality and legal validity of this resolution, in that it was adopted in the absence of any provision in the Constitution allowing a member country of the Union to be excluded.
"For that reason the Government of Japan does not recognize the validity of Congress resolution C 7 of 22 June 1984."

(Congress – Doc 100/Add 8/Rev 1)

X

On behalf of New Zealand:

"With reference to resolution C 7 of the 19th Congress of the Universal Postal Union to expel South Africa from the Union, the delegation of New Zealand wishes to point out that the New Zealand Government is totally opposed to the policies of apartheid of the South African Government.
"The delegation of New Zealand wishes however to record that it considers the passing of resolution C 7 to have been both unconstitutional and unhelpful. In particular, this decision is contrary to the principle of universality, and it is the New Zealand view that the best interests of the international community are not served by excluding any State from technical bodies such as the UPU."

(Congress – Doc 100/Add 9)

XI

On behalf of Australia:

"Australia's abhorrence of the South African Government's policy of apartheid is well known. However, Australia considers that the decision relating to South Africa which has been taken by the 19th Congress is in violation of the Universal Postal Union Constitution, which contains no provision for the expulsion of members. It is also contrary to the principle of universality of membership of international organizations. Accordingly, Australia considers that the decision is unacceptable and without legal effect."

(Congress – Doc 100/Add 10)

XII

On behalf of the Netherlands:

"The Netherlands recalls its opposition to and repeated condemnation of the apartheid policy of South Africa, which in its view constitutes an intolerable infringement of human dignity. The Netherlands is determined to continue its efforts to bring home to the South African Government the intrinsic injustice of the apartheid system and to ensure that the civil and political rights of the black majority are recognized in full.
"Notwithstanding this position, the Netherlands considers that the decision relating to South Africa which has been taken by the Congress is in violation of the UPU Constitution, which contains no provision for the expulsion of members and which expressly provides that any member of the United Nations may accede to the Union.
"It is also contrary to the principle of universality of the United Nations, which principle applies *inter alia* to the specialized agencies of the United Nations, including the UPU. The Netherlands deplores any initiative which might be detrimental to the United Nations Organization, which is based on the closest possible cooperation between all members of the international community.
"For these reasons the Netherlands deems the decision taken by the Congress to be unacceptable and without any legal or political effect. The Netherlands will continue to regard South Africa as a member of the Universal Postal Union."

(Congress – Doc 100/Add 11)

XIII

On behalf of the French Republic:

"Referring to resolution C 7 taken by Congress on 22 June 1984, France recalls its repeated condemnation of the apartheid policy of South Africa, which in its view constitutes an intolerable infringement of human dignity. France is determined to continue its efforts to make the South African Government understand its error and to ensure that the civil and political rights of the majority are recognized in full. This steadfast attitude was confirmed once again on the occasion of the recent European trip of the Prime Minister of the Republic of South Africa, whom the French Government did not receive.
"Notwithstanding this position, France considers that the decision taken by Congress with respect to South Africa is in flagrant violation of the UPU Constitution, which contains no provision for the expulsion of members and which expressly provides that any member of the United Nations may accede to the Union. It is also contrary to the principle of universality of the United Nations, which principle applies equally to all the organizations in the United Nations system and more particularly to an agency of a highly technical character and whose mandate, by virtue of its name, requires that it be universal. Finally, it can only be detrimental to the organization itself, which is based on the closest possible cooperation, without distinction, between all members of the international community.
"For these reasons, France deems the decision taken by the Congress to be unacceptable and without any legal or political effect."

(Congress – Doc 100/Add 12)

XIV

On behalf of Luxembourg:

"Referring to resolution C 7 adopted by Congress, Luxembourg recalls its opposition to and repeated condemnation of the apartheid policy of South Africa, which in its view constitutes an intolerable infringement of human dignity. Luxembourg is determined to continue its efforts to bring home to the South African Government the intrinsic injustice of the apartheid system and to ensure that the civil and political rights of the black majority are recognized in full.

"Notwithstanding this position, Luxembourg considers that the decision relating to South Africa which has been taken by the Congress is in violation of the UPU Constitution, which contains no provision for the expulsion of members and which expressly provides that any member of the United Nations may accede to the Union.
"It is also contrary to the principle of universality of the United Nations, which principle applies *inter alia* to the specialized agencies of the United Nations, including the UPU. Luxembourg deplores any initiative which might be detrimental to the United Nations Organization, the effectiveness of which is based on the closest possible cooperation between all members of the international community.
"For these reasons, Luxembourg deems the decision taken by the Congress to be unacceptable and without any legal or political effect. Luxembourg will continue to regard South Africa as a member of the Universal Postal Union."

(Congress – Doc 100/Add 13)

XV

On behalf of Portugal:

"With reference to Congress resolution C 7 of 22 June 1984 concerning the exclusion of the Republic of South Africa from the Universal Postal Union, the delegation of the Portuguese Republic, while condemning the apartheid policy of that country, wishes to make express reservations as to the constitutionality of that decision.
"The UPU Constitution contains no provision permitting the exclusion of a Member State of the Union. Thus, resolution C 7 of 22 June 1984 was passed in violation of the UPU Constitution, which is based on the principle of universality and which expressly lays down that any member of the United Nations may accede to the Union.
"Accordingly, the Portuguese Republic does not recognize the validity of Congress resolution C 7 of 22 June 1984."

(Congress – Doc 100/Add 14)

XVI

On behalf of Israel:

A

"The delegation of Israel to the 19th Congress of the Universal Postal Union rejects unreservedly and in their entirety, all declarations of reservations made by certain member countries of the Union at the Union's 15th Congress (Vienna 1964), 16th Congress (Tokyo 1969), 17th Congress (Lausanne 1974), 18th Congress (Rio de Janeiro 1979) and 19th Congress (Hamburg 1984), purporting to disregard Israel's rights of membership in the UPU, as incompatible with the status of the State of Israel as a member of the UN and the UPU. Further, these declarations were made with the intention of not applying the provisions of the Acts of the UPU and therefore contravene the letter and spirit of the Constitution, Convention and Agreements.
"The delegation of Israel accordingly considers these declarations and reservations as illegal and null and void."

B

"The delegation of Israel deplores the numerous attempts by certain delegations to the 19th Congress to introduce proposals and issues of a purely extraneous political nature designed to undermine the objectives of the UPU in attaining international collaboration in the cultural, social and economic fields. Such politicization is contrary to the essentially technical and specialized purpose of the UPU and detracts from the Union's valuable role in the international community.

"The delegation of Israel declares that it is opposed to any proposal or resolution contravening the principle of universality of membership in the UPU or any other of the United Nations bodies or specialized agencies.
"Accordingly, Israel objects to any decision of Congress which purports to disregard rights of membership and curtail them. There is no legal basis for such a decision in the UPU's Constitution or in any other of the Union's basic Acts, and therefore Israel will continue to regard as a member of the Union the country against which such measures are taken. This position in no way detracts from Israel's total rejection of any policy and practice of racial discrimination."

(Congress – Doc 100/Add 15)

XVII

On behalf of the Republic of Guatemala:

A

"Seeing that the Territory of Belize arranged to be represented by Great Britain at this Congress, Guatemala formulates an express reservation to the effect that it has not recognized and will never recognize the independence unilaterally granted to that territory in 1981."

B

"Although they do not agree with segregationist policies, our people and our Government do not at any time accept the practice of expelling a member country from the UPU because of differences in respect of internal policy. Such an act not only violates the Constitution of the Universal Postal Union, which, owing to its primarily technical character, must be apolitical, but also tends to drive the countries of the world further apart and weakens the principle of non-intervention in the internal affairs of States."

(Congress – Doc 100/Add 16)

XVIII

On behalf of the Republic of Costa Rica:

"The delegation of the Republic of Costa Rica makes an express reservation with respect to Congress resolution C 7 of 22 June 1984 excluding South Africa from the Universal Postal Union, since that resolution is unconstitutional.
"The UPU Constitution contains no provision enabling a Member State to be excluded from the Union. Consequently, the above-mentioned resolution was adopted in violation of the Constitution of the UPU, which is based on the principle of universality and which stipulates that all members of the United Nations may accede to the Union.
"Our delegation condemns the policy of apartheid, but the practice referred to above is foreign to the objectives, functions and field of action of the UPU.
"For these reasons the Republic of Costa Rica does not recognize the validity of Congress resolution C 7 of 22 June 1984."

(Congress – Doc 100/Add 17)

XIX

On behalf of Chile:

"With regard to the interpretation proposed by the Executive Council concerning the Constitution of the Universal Postal Union, article 3, b, as approved by this 19th Congress, Chile declares the following:

"All post offices, present and future, of Chile are established on its own territory of which the Chilean Antarctic sector is an integral part."

(Congress – Doc 100/Add 18)

XX

On behalf of the Kingdom of Swaziland:

"In view of the statement made by the Swaziland delegation on draft resolution 024 (resolution C 7) and Swaziland's position on the issue of expulsion of a member country, Swaziland wishes to record its reservation on the decision taken by Congress on 22 June 1984."

(Congress – Doc 100/Add 19)

XXI

On behalf of the Kingdom of Lesotho:

"In view of the statement made by the Lesotho delegation on proposal 024, now resolution C 7, and Lesotho's position on the issue of expulsion of a member country, Lesotho puts on record its reservation on the decision taken by the Congress.
"Lesotho's firm and clear stand against apartheid has an impeccable record."

(Congress – Doc 100/Add 20)

XXII

On behalf of the Nordic countries
(Kingdom of Denmark, Republic of Finland, Republic of Iceland, Norway and Sweden):

"The Nordic countries have consistently condemned and rejected the inhuman racial policies pursued by the South African Government and have worked for the abolition of apartheid.
"However, the Nordic countries cannot accept resolution C 7 adopted by the Congress on 22 June 1984 to exclude the Republic of South Africa from the Universal Postal Union and do not recognize the legal consequences of the resolution.
"The reasons for this are as follows. The resolution is contrary to the principle of universality, which the Nordic countries have consistently considered an essential prerequisite for the work of the United Nations and its specialized agencies. Furthermore, there are no provisions in the Constitution of the Union concerning the exclusion of a member country. Moreover, the right granted in article 11 of the Constitution to any member of the United Nations to accede to the Union is ignored in this resolution. Finally, the decision was taken by a simple majority in spite of this being in contradiction to the Constitution."

(Congress – Doc 100/Add 21)

XXIII

On behalf of the Republic of San Marino:

"The Republic of San Marino has always condemned the racial policy of apartheid practised by the Government of South Africa and will continue to do so. Although, not a member of the United Nations, San Marino has always, in its day-to-day dealings, rigorously applied UN resolutions against the racist regime in South Africa.
"The Republic of San Marino has no relationship of any kind whatsoever with that country.
"In any international stance that it has taken, the Republic has never failed to express its conviction that any form of discrimination based on race, religion or political convictions and any form of exploitation of one man by another, must be condemned.
"However, the delegation of San Marino wishes to emphasize that it does not believe that the decision to expel South Africa taken by the 19th Congress of the Universal Postal Union, a technical organization working equally for the benefit of those citizens of South Africa who are the victims of discrimination by the Pretoria regime, can do anything to improve the situation within that country and that principle of universality – the guarantee of democratic life in such institutions – ought to be preserved.
"On the contrary, the delegation of San Marino asks that organizations and States with the power to intervene not do anything that might subsequently hamper all efforts to put an end to the tragic situation caused by apartheid within South Africa, which continues to be one of the most absurd, serious and shameful features of international society."

(Congress – Doc 100/Add 22)

XXIV

On behalf of the Republic of Botswana:

"With reference to resolution C 7, the position of the Republic of Botswana on the expulsion of a member country of the Union is as reflected in its statement in Congress during the consideration of draft resolution 024."

(Congress – Doc 100/Add 23)

XXV

On behalf of Belgium:

"Belgium recalls its opposition to and repeated condemnation of the apartheid policy of South Africa, which in its view constitutes an intolerable infringement of human dignity. Belgium is determined to continue its efforts to bring home to the South African Government the intrinsic injustice of the apartheid system and to ensure that the civil and political rights of the black majority are recognized in full.
"Notwithstanding this position, Belgium considers that the decision relating to South Africa which has been taken by the Congress is in violation of the UPU Constitution, which contains no provision for the expulsion of members and which expressly provides that any member of the United Nations may accede to the Union.
"It is also contrary to the principle of universality of the United Nations, which principle applies *inter alia* to the specialized agencies of the United Nations, including the UPU. Belgium deplores any initiative which might be detrimental to the United Nations Organization, the effectiveness of which is based on the closest possible cooperation between all members of the international community.
"For these reasons, Belgium deems the decision taken by the Congress to be unacceptable and without any legal or political effect. Belgium will continue to regard South Africa as a member of the Universal Postal Union."

(Congress – Doc 100/Add 24)

XXVI

On behalf of Italy:

"The delegation of Italy wishes to make reservations regarding the constitutionality of resolution C 7, adopted by a simple majority of Congress on 22 June 1984, concerning the exclusion of the Republic of South Africa from the Universal Postal Union.
"The UPU Constitution contains no provision permitting the exclusion of a Member State from the Union; hence resolution C 7 of 22 June 1984 was passed in violation of the UPU Constitution, which is based on the principle of universality.
"Accordingly, Italy, while repeating its condemnation of the apartheid policy of the Government of South Africa, declares that it does not recognize the said resolution C 7 as having any validity."

(Congress – Doc 100/Add 25)

XXVII

A

On behalf of the Democratic Republic of Afghanistan, the People's Democratic Republic of Algeria, the State of Bahrain, the People's Republic of Bangladesh, Djibouti, the Republic of Iraq, the Hashemite Kingdom of Jordan, Kuwait, the Lebanese Republic, Malaysia, the Islamic Republic of Mauritania, the Kingdom of Morocco, the Sultanate of Oman, Pakistan, the State of Qatar, the Kingdom of Saudi Arabia, the Democratic Republic of the Sudan, the Syrian Arab Republic, Tunisia, the United Arab Emirates, the Yemen Arab Republic and the People's Democratic Republic of Yemen:

"The above-mentioned delegations,

"Considering
the fourth Geneva Convention (1949) relative to the Protection of Civilian Persons in Time of War, on the one hand, and United Nations decision No 3379 D.30 of 10 November 1975 qualifying Zionism as a form of racism and racial discrimination, on the other,

"Recalling
that Zionism exhibits all the characteristics of imperialism owing to the fact that it is a constant source of conflict and of war with the (adjacent) countries of the Middle East,

"Noting
that, by its basic philosophy, Zionism practises an avowed expansionism because it is occupying territories recognized de facto and de jure as belonging to free and independent countries which are members of the international community,

"Aware
that the Palestinian people are suffering the horrors of a war which is imposed on them and that, as a consequence, their defence is a just cause as it is designed to end their martyrdom, to restore their human and social rights and their right to self-determination and to construct their own independent State on the territory of Palestine,

"Considering
that the entity known as Israel is the spearhead of this philosophy of imperialism, expansionism and racism,

"Confirm

their declaration to No IX made at the 1964 Vienna Congress, their declaration No III made at the 1969 Tokyo Congress, their declaration No III made at the 1974 Lausanne Congress and their declaration No V made at the 1979 Rio de Janeiro Congress,

"And reaffirm

that their signature to all the Acts of the Universal Postal Union (1984 Hamburg Congress) as well as any subsequent ratification of those Acts by their respective Governments are not valid vis-à-vis the member inscribed under the name of Israel and in no way imply its recognition."

B

For the same reasons, *the delegations of Indonesia and Malaysia* declare as follows:

"Their signature to all the Acts of the Universal Postal Union (1984 Hamburg Congress) as well as any subsequent ratification of those Acts by their Governments are not valid vis-à-vis the member inscribed under the name of Israel and in no way imply its recognition."

(Congress – Doc 100/Add 26)

XXVIII

On behalf of the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man:

"The United Kingdom recalls its repeated condemnations of the apartheid policy of South Africa, which in its view constitutes an intolerable infringement of human dignity. The Government of the United Kingdom is determined to continue its efforts to convince the South African Government of the intrinsic injustice of the apartheid system and to induce it to recognize in full the civil and political rights of the black majority.
"Notwithstanding this position, the United Kingdom considers that the decision – resolution C 7 – relating to South Africa which has been taken by the Congress is in violation of the UPU Constitution, which contains no provision for the expulsion of members. It is also contrary to the principle of universality, which principle applies *inter alia* to the specialized agencies of the United Nations such as the UPU. The United Kingdom deplores initiatives of a purely political character which cannot but be detrimental to the UN Organization, which is based on the closest possible cooperation between all members of the international community without distinction.
"For these reasons the decision taken by the Congress is deemed by the Government of the United Kingdom to be unacceptable and without any legal or political consequence. The United Kingdom continues to regard South Africa as a member of the Universal Postal Union and will therefore maintain its relations with the South African postal administration."

(Congress – Doc 100/Add 27)

XXIX

On behalf of Belize:

As accredited proxy at this Congress for the Government of Belize, the delegation of the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man is instructed to ask for the following declaration to be circulated:

"The UPU accepted Belize as a member on the basis of the fact that it is an independent nation. Neither Belize nor any other member of the UPU has any doubts as to its sovereignty or its right to enter into the International community. Belize looks forward to the time when Guatemala will be prepared to acknowledge that reality."

(Congress – Doc 100/Add 28)

XXX

On behalf of Chile:

"In conformity with its traditional condemnation of all forms of racial discrimination, the Government of Chile has invariably rejected the policy of apartheid established in South Africa.
"Nevertheless, the Government of Chile considers that the expulsion of South Africa from the Universal Postal Union (UPU) is in violation of that principle of universality which is essential to the existence of international organizations.
"Similarly, it considers that the exclusion of any Member State is contrary to the legal and practical foundations of the UPU, would seriously impair the operation of that organization and would in addition constitute a dangerous precedent for the United Nations system.
"The Government of Chile makes a point of stressing that the expulsion of South Africa could hinder the free circulation of mail and thus endanger the principle of the universal territorial unity of the Post, that it constitutes moreover a measure not provided for in the Constitution of the UPU and that in consequence no State can claim to be competent in the matter.
"Lastly, the Government of Chile considers that when such measures are taken the principal victims are the people and not the Governments at which the sanctions are aimed."

(Congress – Doc 100/Add 29)

XXXI

On behalf of the Union of Soviet Socialist Republics:

"In connection with the declaration concerning the question of territorial claims in the Antarctic made by certain States, the Union of Soviet Socialist Republics has not recognized and cannot recognize as legitimate any separate solution of the question of State sovereignty over the Antarctic."

(Congress – Doc 100/Add 30)

XXXII

On behalf of the United States of America:

"With regard to certain statements made concerning Antarctica in connection with the interpretation of article 3, b, of the Constitution of the Universal Postal Union, proposed by the Executive Council, the United States of America declares that it reserves its position and takes note of article 4 of the Antarctic Treaty of 1959."

(Congress – Doc 100/Add 31)

XXXIII

On behalf of Australia:

"Australia does not accept the Executive Council's interpretation of the Antarctic Treaty on which Congress decision C 72 is based. The interpretation is contrary to article 4 of the Antarctic Treaty. Australia regards its post offices in the Australian Antarctic Territory as being on Australian territory."

(Congress – Doc 100/Add 32)

XXXIV

On behalf of the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man:

"With regard to the interpretation of article 3, b, of the Constitution of the Universal Postal Union, adopted by the Congress on the proposal of the Executive Council, the United Kingdom wishes to state that the British Antarctic Territory (like all its dependent territories) falls within article 3, a, of the Constitution and is therefore unaffected by that interpretation; and with regard to certain statements made in connection with that interpretation, the United Kingdom wishes to state that it has no doubt as to its sovereignty over the British Antarctic Territory and in that context wishes to draw attention to article 4 of the Antarctic Treaty 1959."

(Congress – Doc 100/Add 33)

XXXV

On behalf of the Islamic Republic of Iran:

"The delegation of the Islamic Republic of Iran wishes to make the following declaration on the subject of proposal 026 and Congress – PV 16 concerning the expulsion of the "occupier regime of Palestine" from the Universal Postal Union:

"While condemning the way in which the plenary sessions regarding the above-mentioned subject were managed, which was in support of the Zionist regime, the Islamic Republic of Iran declares that its signature to all the Acts of the Universal Postal Union (1984 Hamburg Congress) as well as any subsequent ratification of those Acts by its Government are not valid vis-à-vis the member inscribed under the name of so-called Israel and in no way imply its recognition."

(Congress – Doc 100/Add 34)

XXXVI

On behalf of the Islamic Republic of Iran:

"The delegation of the Islamic Republic of Iran wishes to make the following declaration on the subject of the adoption of proposal 2009.1 and Congress – PV 16 concerning article 9 of the UPU Convention (Rio de Janeiro 1979) relating to postage stamps:

"Since the designs of postage stamps mainly illustrate the history of the different nations and naturally reflect the beliefs, cultures, arts, interests and ideals of countries all over the world, the delegation of the Islamic Republic of Iran cannot endorse the above-mentioned proposal."

(Congress – Doc 100/Add 35)

General Regulations of the Universal Postal Union

General Regulations
Annex: Rules of Procedure of Congresses

GENERAL REGULATIONS OF THE UNIVERSAL POSTAL UNION

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GENERAL REGULATIONS OF THE UNIVERSAL POSTAL UNION

The undersigned plenipotentiaries of the Governments of member countries of the Union, having regard to article 22, paragraph 2, of the Constitution of the Universal Postal Union, concluded at Vienna on 10 July 1964, have, by common consent, and subject to article 25, paragraph 3, of the Constitution, drawn up in these General Regulations the following provisions securing the application of the Constitution and the functioning of the Union.

Chapter I

Functioning of the Union's bodies

Article 101

Organization and convening of Congresses and Extraordinary Congresses

1 The representatives of member countries shall meet in Congress not later than five years after the date on which the Acts of the preceding Congress come into operation.

2 Each member country shall arrange for its representation at Congress by one or more plenipotentiaries furnished by their Government with the necessary powers. It may, if need be, arrange to be represented by the delegation of another member country. Nevertheless it shall be understood that a delegation may represent only one member country other than its own.

3 In debates, each country shall be entitled to one vote.

4 In principle, each Congress shall designate the country in which the next Congress will be held. If that designation proves inapplicable, the Executive Council shall be authorized to designate the country where Congress is to meet, after consultation with the latter country.

5 After consultation with the International Bureau, the host Government shall fix the definitive date and the precise locality of Congress. In principle one year before that date the host Government shall send an invitation to the Government of each member country of the Union. This invitation may be sent direct or through the intermediary of another Government or through the Director-General of the International Bureau. The host Government shall also be responsible for notifying the decisions taken by Congress to all the Governments of member countries.

6 When a Congress has to be convened without a host Government, the International Bureau, with the agreement of the Executive Council and after consultation with the Government of the Swiss Confederation, shall take the necessary steps to convene and organize the Congress in the country in which the seat of the Union is situated. In this event the International Bureau shall perform the functions of the host Government.

7 The meeting place of an Extraordinary Congress shall be fixed, after consultation with the International Bureau, by the member countries which have initiated that Congress.

8 Paragraphs 2 to 6 shall be applicable by analogy to Extraordinary Congresses.

Article 102

Composition, functioning and meetings of the Executive Council

1 The Executive Council shall consist of a Chairman and thirty-nine members who shall exercise their functions during the period between two successive Congresses.

2 The chairmanship shall devolve by right on the host country of Congress. If that country waives this right, it shall become a de jure member and, as a result, the geographical group to which it belongs shall have at its disposal an additional seat, to which the restrictive provisions of paragraph 3 shall not apply. In that case, the Executive Council shall elect to the chairmanship one of the member countries belonging to the geographical group of the host country.

3 The thirty-nine members of the Executive Council shall be elected by Congress on the basis of an equitable geographical distribution. At least a half of the membership shall be renewed at each Congress: no member may be chosen by three successive Congresses.

4 The representative of each of the members of the Executive Council shall be appointed by the postal administration of his country. This representative shall be a qualified official of the postal administration.

5 The office of member of the Executive Council shall be unpaid. The operational expenses of this Council shall be borne by the Union.

6 The Executive Council shall have the following functions:

a to coordinate and supervise all the activities of the Union between Congresses;

b to promote, coordinate and supervise all forms of postal technical assistance within the framework of international technical cooperation;

c to consider and approve the annual budget and accounts of the Union;

d to authorize the ceiling of expenditure to be exceeded, if circumstances so require, in accordance with article 124, paragraphs 3, 4 and 5;

e to lay down the Financial Regulations of the UPU;

f to lay down the rules governing the Reserve Fund;

g to provide control over the activities of the International Bureau;

h to authorize election of a lower contribution class, if it is so requested, in accordance with the conditions set out in article 125, paragraph 6;

i to lay down the Staff Regulations and the conditions of service of the elected officials;

j to appoint or promote officials to the grade of Assistant Director-General (D 2);

k to lay down the Regulations of the Social Fund;

l to approve the annual report on the work of the Union prepared by the International Bureau and where appropriate to furnish observations on it;

m to decide on the contacts to be established with postal administrations in order to carry out its functions;

n to decide on the contacts to be established with the organizations which are not de jure observers, to consider and approve the reports by the International Bureau on UPU relations with other international bodies and to take the decisions which it considers appropriate on the conduct of such relations and the action to be taken on them; to designate in due course the intergovernmental and non-governmental international organizations which should be invited to be represented at a Congress and to instruct the Director-General to issue the necessary invitations;

o to study, at the request of Congress, the CCPS or postal administrations, administrative, legislative and legal problems concerning the Union or the international postal service and to communicate the results of such studies to the body concerned or to postal administrations, as the case may be. It shall be for the Executive Council to decide whether it is expedient to undertake the studies requested by postal administrations between Congresses;

p to formulate proposals which shall be submitted for the approval either of Congress or of postal administrations in accordance with article 121;

q to examine, at the request of the postal administration of a member country, any proposal which that administration forwards to the International Bureau under article 120, to prepare observations on it and to instruct the International Bureau to annex these observations to the proposal before submitting it for approval to the postal administrations of member countries;

r to recommend, if exceptional circumstances so require, and where appropriate after consultation of all the postal administrations, the provisional adoption of a new procedure or transitional measures which will then have to be submitted for the approval of Congress in the most appropriate final form;

s to consider the annual report prepared by the Consultative Council for Postal Studies and any proposals submitted by the Council;

t to submit subjects for study to the Consultative Council for Postal Studies for examination in accordance with article 104, paragraph 9, f;

u to designate the country where the next Congress is to be held in the case provided for in article 101, paragraph 4;

v to determine in due course, the number of Committees required to carry out the work of Congress and to specify their functions;

w to designate in due course, subject to the approval of Congress, the member countries prepared:
- to assume the vice-chairmanships of Congress and the Chairmanships and vice-chairmanships of the Committees, taking as much account as possible of the equitable geographical distribution of the member countries; and
- to sit on the restricted Committees of Congress;

x to decide whether minutes of meetings of a Committee of Congress should be replaced by reports.

7 In appointing officials to grade D 2, the Executive Council shall consider the professional qualifications of the candidates recommended by the postal administrations of the member countries of which the candidates are nationals, ensuring that the posts of Assistant Director-General are as far as possible filled by candidates from different regions and from regions other than those from which the Director-General and Deputy Director-General originate, bearing in mind the paramount consideration of the efficiency of the International Bureau, while giving due weight to the Bureau's internal promotion arrangements.

8 At its first meeting, which shall be convened by the Chairman of Congress, the Executive Council shall elect four Vice-Chairmen from among its members and draw up its Rules of Procedure.

9 On convocation by its Chairman, the Executive Council shall meet in principle once a year, at Union headquarters.

10 The representative of each of the members of the Executive Council participating in its meetings, except for meetings which take place during Congress, shall be entitled to reimbursement of the cost of either an economy class return air ticket or first class return rail ticket, or expenses incurred for travel by any other means subject to the condition that the amount does not exceed the price of the economy class return air ticket.

11 The Chairman of the Consultative Council for Postal Studies shall represent that body at meetings of the Executive Council on the agenda of which there are questions of interest to the body which he directs.

12 To ensure effective liaison between the work of the two bodies, the Chairman, the Vice-Chairman and the Committee Chairmen of the Consultative Council for Postal Studies may, if they express the desire so to do, attend Executive Council meetings as observers.

13 The postal administration of the country in which the Executive Council meets shall be invited to take part in the meetings in the capacity of observer, if that country is not a member of the Executive Council.

14 The Executive Council may invite any international body or any qualified person whom it wishes to associate with its work to its meetings, without the right to vote. It may also invite, under the same conditions, one or more postal administrations of member countries concerned with questions on its agenda.

Article 103

Documentation on the activities of the Executive Council

1 The Executive Council shall send postal administrations of member countries of the Union and Restricted Unions, for information, after each session:

a a summary record;

b the "Documents of the Executive Council" containing the reports, discussions, summary record and resolutions and decisions.

2 The Executive Council shall make to Congress a comprehensive report on its work and send it to postal administrations at least two months before the opening of Congress.

Article 104

Composition, functioning and meetings of the Consultative Council for Postal Studies

1 The Consultative Council for Postal Studies shall consist of thirty-five members who shall exercise their functions during the period between two successive Congresses.

2 The members of the Consultative Council shall be elected by Congress, in principle on the basis of as wide a geographical distribution as possible.

3 The representative of each of the members of the Consultative Council shall be appointed by the postal administration of his country. This representative shall be a qualified official of the postal administration.

4 The operational expenses of the Consultative Council shall be borne by the Union. Its members shall not receive any payment. Travelling and living expenses incurred by representatives of administrations participating in the Consultative Council shall be borne by those administrations. However, the representative of each of the countries considered to be disadvantaged according to the lists established by the United Nations shall be entitled to reimbursement of the price of an economy class return air ticket or first class return rail ticket, or expenses incurred for travel by any other means, subject to the condition that the amount does not exceed the price of the economy class return air ticket.

5 At its first meeting, which shall be convened and opened by the Chairman of Congress, the Consultative Council shall choose from among its members a Chairman, a Vice-Chairman and the Committee Chairmen.

6 The Consultative Council shall draw up its Rules of Procedure.

7 In principle, the Consultative Council shall meet every year at Union headquarters. The date and place of the meeting shall be fixed by its Chairman, in agreement with the Chairman of the Executive Council and the Director-General of the International Bureau.

8 The Chairman, the Vice-Chairman and the Committee Chairmen of the Consultative Council shall form the Steering Committee. This Committee shall prepare and direct the work of each meeting of the Consultative Council and take on all the tasks which the latter decides to assign to it.

9 The functions of the Consultative Council shall be the following:

a to organize the study of the most important technical, operational, economic and technical cooperation problems which are of interest to postal administrations of all member countries of the Union and to prepare information and opinions on them;

b to study teaching and vocational training problems of interest to the new and developing countries;

c to take the necessary steps to study and publicize the experiments and progress made by certain countries in the technical, operational, economic and vocational training fields of interest to the postal services;

d to study the present position and needs of the postal services in the new and developing countries and to prepare appropriate recommendations on ways and means of improving the postal services in those countries;

e to take, in consultation with the Executive Council, appropriate steps in the sphere of technical cooperation with all member countries of the Union and in particular with the new and developing countries;

f to examine any other questions submitted to it by a member of the Consultative Council, by the Executive Council or by any administration of a member country.

10 The members of the Consultative Council shall take an active part in its work. Member countries not belonging to the Consultative Council may, at their request, cooperate in the studies undertaken.

11 If need be, the Consultative Council shall draw up proposals for Congress arising directly from its activities as defined in this article. These proposals shall be submitted by the Consultative Council itself, after consultation with the Executive Council when questions within the latter's competence are concerned.

12 The Consultative Council shall, at its last session before Congress, prepare for submission to Congress the draft work programme of the next Council, taking into account the requests of member countries of the Union and of the Executive Council.

13 In order to ensure effective liaison between the work of the two bodies, the Chairman and Vice-Chairmen of the Executive Council may, if they express the desire so to do, attend Consultative Council meetings as observers.

14 The Consultative Council may invite the following to take part in its meetings without the right to vote:

a any international body or any qualified person whom it wishes to associate with its work;

b postal administrations of member countries not belonging to the Consultative Council.

Article 105

Documentation on the activities of the Consultative Council for Postal Studies

1 The Consultative Council for Postal Studies shall send postal administrations of member countries and Restricted Unions, for information, after each session:

a a summary record;

b the "Documents of the Consultative Council for Postal Studies" containing the reports, discussions and summary record.

2 The Consultative Council shall prepare for the Executive Council an annual report on its work.

3 The Consultative Council shall prepare for Congress a comprehensive report on its work and send it to postal administrations of member countries at least two months before the opening of Congress.

Article 106

Rules of Procedure of Congresses

1 For the organization of its work and the conduct of its debates, Congress shall apply the Rules of Procedure of Congresses which are annexed to these General Regulations.

2 Each Congress may amend these rules under the conditions laid down in the Rules of Procedure themselves.

Article 107

Languages used for the publication of documents, for debates and for official correspondence

1 For the documents of the Union, the French, English, Arabic and Spanish languages shall be used. The Chinese, German, Portuguese and Russian languages shall also be used provided that only the most important basic documents are produced in these languages. Other languages may also be used on condition that the costs to be borne by the Union under paragraph 6 are not thereby increased.

2 The member country or countries which have requested a language other than the official language constitute a language group. The member countries which have not made any express request shall be regarded as having asked for the official language.

3 Documents shall be published by the International Bureau in the official language and in the languages of the duly constituted language groups, either directly or through the intermediary of the regional offices of those groups in conformity with the procedures agreed with the International Bureau. Publication in the different languages shall be effected in accordance with a common standard.

4 Documents published directly by the International Bureau shall as a rule be distributed simultaneously in the different languages requested.

5 Correspondence between the postal administrations and the International Bureau and between the latter and outside entities may be exchanged in any language for which the International Bureau has available a translation service.

6 The cost of translation into any language other than the official language, including those resulting from the application of paragraph 5, shall be borne by the language group which has asked for that language. The Union shall bear the cost of translation into the official language of documents and correspondence received in Arabic, English and Spanish, as well as all other costs involved in the supply of documents. The ceiling of the costs to be borne by the Union for the production of documents in Chinese, German, Portuguese and Russian shall be fixed by a Congress resolution.

7 The costs to be borne by a language group shall be divided among the members of that group in proportion to their contributions to the expenses of the Union. These costs may be divided among the members of the language group according to another system, provided that the countries concerned agree to it and inform the International Bureau of their decision through the intermediary of the spokesman of the group.

8 The International Bureau shall give effect to any change in the choice of language requested by a member country after a period which shall not exceed two years.

9 For the discussions at meetings of the Union's bodies, the French, English, Spanish and Russian languages shall be admissible, by means of a system of interpretation – with or without electronic equipment – the choice being left to the judgment of the organizers of the meeting after consultation with the Director-General of the International Bureau and the member countries concerned.

10 Other languages shall likewise be admissible for the discussions and meetings mentioned in paragraph 9.

11 Delegations using other languages shall arrange for simultaneous interpretation into one of the languages mentioned in paragraph 9, either by the system indicated in the same paragraph, when the necessary technical modifications can be made, or by individual interpreters.

12 The costs of the interpretation services shall be shared among the member countries using the same language in proportion to their contributions to the expenses of the Union. However, the costs of installing and maintaining the technical equipment shall be borne by the Union.

13 Postal administrations may come to an understanding about the language to be used for official correspondence in their relations with one another. In the absence of such an understanding the language to be used shall be French.

Chapter II

International Bureau

Article 108

Election of the Director-General and Deputy Director-General of the International Bureau

1 The Director-General and the Deputy Director-General of the International Bureau shall be elected by Congress for the period between two successive Congresses, the minimum duration of their term of office being five years. Their term of office shall be renewable once only. Unless Congress decides otherwise, the date on which they take up their duties shall be fixed at 1 January of the year following that in which Congress is held.

2 The election of the Director-General and that of the Deputy Director-General shall take place by secret ballot, the first election being for the post of Director-General. Applications must be submitted by the Governments of member countries, through the intermediary of the Government of the Swiss Confederation. To that end, the Swiss Government shall send a memorandum to the Governments of member countries at least seven months before the opening of Congress, inviting them to send in their applications, if any, within a period of three months. The candidates must be nationals of the member countries which put them forward. In its memorandum, the Government of the Swiss Confederation shall also state whether the Director-General and Deputy Director-General in office have declared their interest in a renewal of their initial term of office. About two months before the opening of Congress the latter Government shall forward the applications received to the International Bureau so that the election documents can be prepared.

3 If the post of Director-General falls vacant, the Deputy Director-General shall take over the functions of Director-General until the expiry of the latter's term of office; he shall be eligible for election to that post and shall automatically be accepted as a candidate, provided that his initial term of office as Deputy Director-General has not already been renewed once by the preceding Congress and that he declares his interest in being considered as a candidate for the post of Director-General.

4 If the posts of Director-General and Deputy Director-General fall vacant at the same time, the Executive Council shall elect, on the basis of the applications received following notification of the vacancies, a Deputy Director-General for the period extending up to the next Congress. With regard to the submission of applications, paragraph 2 shall apply by analogy.

5 If the post of Deputy Director-General falls vacant, the Executive Council shall, on the proposal of the Director-General, instruct one of the Assistant Directors-General at the International Bureau to take over the functions of Deputy Director-General until the following Congress.

Article 109

Duties of the Director-General

1 The Director-General shall organize, administer and direct the International Bureau, of which he is the legal representative. He shall be empowered to classify posts in grades G 1 to D 1 and to appoint and promote officials in those grades. For appointments in grades P 1 to D 1, he shall consider the professional qualifications of the candidates recommended by the postal administrations of the member countries of which the candidates are nationals, taking into account equitable geographical distribution with respect to continents and languages together with all other relevant considerations, while giving due weight to the Bureau's internal promotion arrangements. He shall also consider that, in principle persons occupying grade D 2, D 1 and P 5 posts must be nationals of different member countries of the Union. He shall inform the Executive Council once a year, in the report on the work of the Union, of appointments and promotions in grades P 4 to D 1.

2 The Director-General shall have the following duties:

a to prepare the draft annual budget of the Union at the lowest possible level consistent with the requirements of the Union and to submit it in due course to the Executive Council for consideration; to communicate the budget to the member countries of the Union after approval by the Executive Council;

b to act as an intermediary in relations between:
- the UPU and the Restricted Unions;
- the UPU and the United Nations;
- the UPU and the international organizations whose activities are of interest to the Union;

c to assume the duties of Secretary-General of the bodies of the Union and supervise in this capacity and taking into account the special provisions of these General Regulations, in particular:
- the preparation and organization of the work of the Union's bodies;
- the preparation, production and distribution of documents, reports and minutes;
- the functioning of the secretariat at meetings of the Union's bodies;

d to attend the meetings of the bodies of the Union and take part in the discussions without the right to vote, with the possibility of being represented.

Article 110

Duties of the Deputy Director-General

1 The Deputy Director-General shall assist the Director-General and shall be responsible to him.

2 If the Director-General is absent or prevented from discharging his duties, the Deputy Director-General shall exercise his functions. The same shall apply in the case of a vacancy in the post of Director-General as mentioned in article 108, paragraph 3.

Article 111

Secretariat of the Union's bodies

The secretariat of the Union's bodies shall be provided by the International Bureau under the responsibility of the Director-General. It shall send all the documents published on the occasion of each session to the postal administrations of the members of the body, to the postal administrations of countries which, while not members of the body, cooperate in the studies undertaken, to the Restricted Unions and to postal administrations of other member countries which ask for them.

Article 112

List of member countries

The International Bureau shall prepare and keep up to date the list of member countries of the Union showing therein their contribution class, their geographical group and their position with respect to the Acts of the Union.

Article 113

Information. Opinions. Requests for interpretation and amendment of the Acts. Inquiries.
Role in the settlement of accounts

1 The International Bureau shall be at all times at the disposal of the Executive Council, the Consultative Council for Postal Studies and postal administrations for the purpose of supplying them with any necessary information on questions relating to the service.

2 In particular it shall collect, collate, publish and distribute all kinds of information of interest to the international postal service, give an opinion, at the request of the parties involved, on questions in dispute, act on requests for interpretation and amendment of the Acts of the Union and, in general, carry out such studies and editorial or documentary work as are assigned to it by those Acts or as may be referred to it in the interest of the Union.

3 It shall also conduct inquiries requested by postal administrations to obtain the views of other administrations on a particular question. The result of an inquiry shall not have the status of a vote and shall not be formally binding.

4 It shall bring to the notice of the Chairman of the Consultative Council for Postal Studies, for any necessary action, questions which are within the competence of that organ.

5 It shall act as a clearing house in the settlement of accounts of all kinds relating to the international postal service between postal administrations requesting this facility.

Article 114

Technical cooperation

The International Bureau shall develop postal technical assistance in all its forms within the framework of international technical cooperation.

Article 115

Forms supplied by the International Bureau

The International Bureau shall be responsible for arranging the manufacture of postal identity cards, international reply coupons, postal travellers' cheques and cheque book covers and for supplying them, at cost, to postal administrations ordering them.

Article 116

Acts of Restricted Unions and Special Agreements

1 Two copies of the Acts of Restricted Unions and of Special Agreements concluded under article 8 of the Constitution shall be sent to the International Bureau by the offices of such Unions, or failing that, by one of the contracting parties.

2 The International Bureau shall see that the Acts of Restricted Unions and Special Agreements do not include conditions less favourable to the public than those which are provided for in the Acts of the Union and shall inform postal administrations of the existence of such Unions and Agreements. The International Bureau shall notify the Executive Council of any irregularity discovered through applying this provision.

Article 117

Union periodical

The International Bureau shall publish, with the aid of the documents made available to it, a periodical in Arabic, Chinese, English, French, German, Russian and Spanish.

Article 118

Annual report on the work of the Union

The International Bureau shall make an annual report on the work of the Union, which shall be sent, after approval by the Executive Council, to postal administrations, the Restricted Unions and the United Nations.

Chapter III

Procedure for the submission and consideration of proposals

Article 119

Procedure for submitting proposals to Congress

1 Subject to the exceptions provided for in paragraphs 2 and 5, the following procedure shall govern the submission of proposals of all kinds to Congress by postal administrations of member countries:

a proposals which reach the International Bureau at least six months before the date fixed for Congress shall be accepted;

b no drafting proposal shall be accepted during the period of six months preceding the date fixed for Congress;

c proposals of substance which reach the International Bureau in the interval between six and four months before the date fixed for Congress shall not be accepted unless they are supported by at least two administrations;

d proposals of substance which reach the International Bureau in the interval between four and two months preceding the date fixed for Congress shall not be accepted unless they are supported by at least eight administrations. Proposals which arrive after that time shall no longer be accepted;

e declarations of support shall reach the International Bureau within the same period as the proposals to which they refer.

2 Proposals concerning the Constitution or the General Regulations shall reach the International Bureau not later than six months before the opening of Congress; any received after that date but before the opening of Congress shall not be considered unless Congress so decides by a majority of two thirds of the countries represented at Congress and unless the conditions laid down in paragraph 1 are fulfilled.

3 Every proposal must, as a rule, have only one aim and contain only the changes justified by that aim.

4 Drafting proposals shall be headed "Drafting proposal" by the administrations which submit them and shall be published by the International Bureau under a number followed by the letter R. Proposals which do not bear this indication but which, in the opinion of the International Bureau, deal only with drafting points shall be published with an appropriate annotation: the International Bureau shall draw up a list of these proposals for Congress.

5 The procedure prescribed in paragraphs 1 and 4 shall not apply either to proposals concerning the Rules of Procedure of Congresses or to amendments to proposals already made.

Article 120

Procedure for submitting proposals between Congresses

1 To be eligible for consideration every proposal concerning the Convention or the Agreements submitted by a postal administration between Congresses shall be supported by at least two other administrations. Such proposals shall lapse if the International Bureau does not receive, at the same time, the necessary number of declarations of support.

2 These proposals shall be sent to other postal administrations through the intermediary of the International Bureau.

Article 121

Consideration of proposals between Congresses

1 Every proposal shall be subject to the following procedure: a period of two months shall be allowed to postal administrations of member countries for consideration of the proposal notified by an International Bureau circular and for forwarding their observations, if any, to the Bureau. Amendments shall not be admissible. The replies shall be collected by the International Bureau and communicated to postal administrations with an invitation to vote for or against the proposal. Those which have not sent in their vote within a period of two months shall be considered as abstaining. The aforementioned periods shall be reckoned from the dates of the International Bureau circulars.

2 If the proposal relates to an Agreement, its Detailed Regulations or their Final Protocols, only the postal administrations of member countries which are parties to that Agreement may take part in the procedure described in paragraph 1.

Article 122

Notification of decisions adopted between Congresses

1 Amendments made to the Convention, the Agreements and the Final Protocols to those Acts shall be sanctioned by a diplomatic declaration which the Government of the Swiss Confederation shall be charged to draw up and transmit at the request of the International Bureau to the Governments of member countries.

2 Amendments made to the Detailed Regulations and their Final Protocols shall be recorded and communicated to postal administrations by the International Bureau. The same shall apply to the interpretations referred to in article 91, paragraph 2, c, ii, of the Convention and in the corresponding provisions of the Agreements.

Article 123

Implementation of decisions adopted between Congresses

Any decision which has been adopted shall not take effect until at least three months after its notification.

Chapter IV

Finance

Article 124

Fixing and regulation of the expenditure of the Union

1 Subject to the provisions of paragraphs 2 to 6, the annual expenditure relating to the activities of bodies of the Union may not exceed the following sums for 1986 and subsequent years:
22 601 400 Swiss francs for 1986;
23 028 100 Swiss francs for 1987;
23 376 900 Swiss francs for 1988;
23 798 100 Swiss francs for 1989;
24 189 800 Swiss francs for 1990.
The basic limit for 1990 shall also apply to the following years in case the Congress scheduled for 1989 is postponed.

2 The expenditure relating to the convening of the next Congress (travelling expenses of the secretariat, transport charges, cost of installing simultaneous interpretation equipment, cost of reproducing documents during the Congress, etc) shall not exceed the limit of 3 345 000 Swiss francs.

3 The Executive Council shall be authorized to exceed the limits laid down in paragraphs 1 and 2 to take account of increases in salary scales, pension contributions or allowances, including post adjustments, approved by the United Nations for application to its staff working in Geneva.

4 The Executive Council shall also be authorized to adjust, each year, the amount of expenditure other than that relating to staff on the basis of the Swiss consumer price index.

5 Notwithstanding paragraph 1, the Executive Council, or in case of extreme urgency, the Director-General, may authorize the prescribed limits to be exceeded to meet the cost of major and unforeseen repairs to the International Bureau building, provided however that the amount of the increase does not exceed 65 000 Swiss francs per annum.

6 If the credits authorized in paragraphs 1 and 2 prove inadequate to ensure the smooth running of the Union, these limits may only be exceeded with the approval of the majority of the member countries of the Union. Any consultation shall include a complete description of the facts justifying such a request.

7 Countries which accede to the Union or are admitted to the status of members of the Union as well as those which leave the Union shall pay their contributions for the whole of the year during which their admission or withdrawal becomes effective.

8 Member countries shall pay their contributions to the Union's annual expenditure in advance on the basis of the budget laid down by the Executive Council. These contributions shall be paid not later than the first day of the financial year to which the budget refers. After that date, the sums due shall be chargeable with interest in favour of the Union at the rate of 3 percent per annum for the first six months and of 6 percent per annum from the seventh month.

9 To cover shortfalls in Union financing, a Reserve Fund shall be established the amount of which shall be fixed by the Executive Council. This Fund shall be maintained primarily from budget surpluses. It may also be used to balance the budget or to reduce the amount of member countries' contributions.

10 As regards temporary financing shortfalls, the Government of the Swiss Confederation shall make the necessary short-term advances, on conditions which are to be fixed by mutual agreement. That Government shall supervise, without charge, bookkeeping and accounting of the International Bureau within the limits of the credits fixed by Congress.

Article 125

Contribution classes

1 Member countries shall contribute to defraying Union expenses according to the contribution class to which they belong. These classes shall be the following:
class of 50 units;
class of 40 units;
class of 35 units;
class of 25 units;
class of 20 units;
class of 15 units;
class of 10 units;
class of 5 units;
class of 3 units;
class of 1 unit;
class of 0.5 unit, reserved for the least advanced countries as listed by the United Nations and for other countries designated by the Executive Council.

2 Notwithstanding the contribution classes listed in paragraph 1, any member country may elect to contribute more than 50 units.

3 Member countries shall be included in one of the above-mentioned contribution classes upon their admission or accession to the Union in accordance with the procedure laid down in article 21, paragraph 4, of the Constitution.

4 Member countries may subsequently change contribution class on condition that this change is communicated to the International Bureau before the opening of Congress. This notification, which shall be brought to the attention of Congress, shall take effect on the date of the entry into force of the financial provisions drawn up by Congress.

5 Member countries may not insist on being lowered more than one class at a time. Member countries which have not made known their wish to change contribution class by the opening of Congress shall remain in the class to which they belonged up to that time.

6 Nevertheless, in exceptional circumstances such as natural disasters necessitating international aid programmes, the Executive Council may authorize a reduction in contribution class when so requested by a member country if the said member establishes that it can no longer maintain its contribution at the class originally chosen.

7 Notwithstanding paragraphs 4 and 5, changes to a higher class shall not be subject to any restriction.

Article 126

Payment for supplies from the International Bureau

Supplies provided by the International Bureau to postal administrations against payment shall be paid for in the shortest possible time and at the latest within six months from the first day of the month following that in which the account is sent by the Bureau. After that period the sums due shall be chargeable with interest in favour of the Union at the rate of 5 percent per annum reckoned from the date of expiry of that period.

Chapter V

Arbitration

Article 127

Arbitration procedure

1 If a dispute has to be settled by arbitration, each of the postal administrations party to the case shall select a postal administration of a member country not directly involved in the dispute. When several administrations make common cause, they shall count only as a single administration for the purposes of this provision.

2 If one of the administrations party to the case does not act on a proposal for arbitration within a period of six months, the International Bureau, if so requested, shall itself call upon the defaulting administration to appoint an arbitrator or shall itself appoint one ex officio.

3 The parties to the case may agree to appoint a single arbitrator which may be the International Bureau.

4 The decision of the arbitrators shall be taken by a majority of votes.

5 In the event of a tie the arbitrators shall select another postal administration, not involved in the dispute either, to settle the matter. Should they fail to agree on the choice, this administration shall be appointed by the International Bureau from among administrations not proposed by the arbitrators.

6 If the dispute concerns one of the Agreements, the arbitrators may be appointed only from among the administrations that are parties to that Agreement.

Chapter VI

Final provisions

Article 128

Conditions for approval of proposals concerning the General Regulations

To become effective, proposals submitted to Congress relating to these General Regulations shall be approved by a majority of the member countries represented at Congress. At least two thirds of the member countries of the Union shall be present at the time of voting.

Article 129

Proposals concerning the Agreements with the United Nations

The conditions of approval referred to in article 128 shall apply equally to proposals designed to amend the Agreements concluded between the Universal Postal Union and the United Nations, in so far as those Agreements do not lay down conditions for the amendment of the provisions they contain.

Article 130

Entry into force and duration of the General Regulations

These General Regulations shall come into force on 1 January 1986 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof the plenipotentiaries of the Governments of the member countries have signed these General Regulations in a single original which shall be deposited in the archives of the Government of the Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 29 to 61.

GENERAL REGULATIONS OF THE UNIVERSAL POSTAL UNION – ANNEX

Rules of Procedure of Congresses

Summary

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RULES OF PROCEDURE OF CONGRESSES

Article 1

General provisions

The present Rules of Procedure (hereinafter referred to as "the Rules") have been drawn up pursuant to the Acts of the Union and are subordinate to them. In the event of a discrepancy between one of their provisions and a provision of the Acts, the latter shall prevail.

Article 2

Delegations

1 The term "delegation" shall denote the person or body of persons designated by a member country to take part in a Congress. The delegation shall consist of a Head of delegation and, if appropriate, his deputy, one or more delegates and, possibly, one or more attached officials (including experts, secretaries, etc).

2 Heads of delegation, their deputies, and delegates shall be representatives of member countries within the meaning of article 14, paragraph 2, of the Constitution if in possession of credentials which comply with the conditions laid down in article 3 of these Rules.

3 Attached officials shall be admitted to meetings, and shall have the right to participate in the proceedings, but they shall not normally have the right to vote. However, they may be authorized by the Head of their delegation to vote on behalf of their country at Committee meetings. Such authorizations shall be handed, in writing, to the Chairman of the Committee concerned, before the beginning of the meeting.

Article 3

Delegates' credentials

1 Delegates' credentials shall be signed by the Head of State, the Head of Government or the Minister for Foreign Affairs of the country concerned. They shall be drawn up in due and proper form. The credentials of delegates entitled to sign the Acts (plenipotentiaries) shall specify the scope of such signature (signature subject to ratification or approval, signature ad referendum, definitive signature). In the absence of such specific information, the signature shall be regarded as being subject to ratification or approval. Credentials authorizing the holder to sign the Acts shall implicitly include the right to speak and to vote. Delegates on whom the relevant authorities have conferred full powers without specifying their scope shall be authorized to speak, to vote and to sign the Acts unless the wording of the credentials is explicitly to the contrary.

2 Credentials shall be deposited at the opening of Congress with the authority designated for that purpose.

3 Delegates who are not in possession of credentials or who have not deposited their credentials may, provided their names have been communicated by their Government to the Government of the host country, take part in the debates and vote from the moment they participate in the work of Congress. The same shall apply to those whose credentials are found to be not in order. Such delegates shall cease to be empowered to vote from the time Congress approves the report of the Credentials Committee establishing that their credentials have not been received or are not in order until such time as the position is regularized.

4 The credentials of a member country which arranges for the delegation of another member country to represent it at Congress (proxy) shall be in the same form as those mentioned in paragraph 1.

5 Credentials and proxies sent by telegram shall not be admissible. However, telegrams sent in reply to requests for information relating to credentials shall be accepted.

6 A delegation which, after it has deposited its credentials, is prevented from attending one or more meetings, may arrange to be represented by the delegation of another country, provided that notice in writing is given to the Chairman of the meeting concerned. However, a delegation may represent only a single country other than its own.

7 The delegates of member countries which are not parties to an Agreement may take part in the debates of Congress concerning that Agreement, without the right to vote.

Article 4

Order of seating

1 At Congress and Committee meetings, delegations shall be seated in the French alphabetical order of the member countries represented.

2 The Chairman of the Executive Council shall draw lots, in due course, for the name of the country to be placed foremost before the rostrum at Congress and Committee meetings.

Article 5

Observers

1 Representatives of the United Nations may take part in the debates of Congress.

2 Observers from intergovernmental international organizations shall be admitted to meetings of Congress or of its Committees when questions of interest to these organizations are being discussed. In the same cases, observers from non-governmental international organizations shall be admitted to meetings of Committees.

3 Qualified representatives of the Restricted Unions established in accordance with article 8, paragraph 1, of the Constitution shall also be admitted as observers when the Unions concerned express a wish to that effect.

4 The observers referred to in paragraphs 1 to 3 shall take part in the debates without the right to vote.

Article 6

Doyen of Congress

1 The postal administration of the host country of Congress shall suggest the person to be appointed as Doyen of Congress in agreement with the International Bureau. The Executive Council shall approve this appointment in due course.

2 At the opening of the first plenary meeting of each Congress, the Doyen shall act as Chairman until Congress has elected one. He shall also exercise the functions assigned to him under the present Rules.

Article 7

Chairmanships and vice-chairmanships of Congress and Committees

1 At its first plenary meeting, Congress shall elect, on the proposal of the Doyen, the Chairman of Congress and then approve, on the proposal of the Executive Council, the appointment of the member countries which are to assume the vice-chairmanships of Congress and the chairmanships and vice-chairmanships of the Committees. These posts will be assigned taking as much account as possible of the equitable geographical distribution of the member countries.

2 The Chairmen shall open and close the meetings over which they preside, direct the debates, give speakers the floor, put proposals to the vote and announce what majority is required for their adoption, announce decisions and, subject to the approval of Congress, interpret such decisions if necessary.

3 The Chairmen shall see that the present Rules are observed and that order is maintained at meetings.

4 Any delegation may appeal to Congress or the Committee against a decision taken by the Chairman on the basis of a provision or interpretation of the Rules. The Chairman's decision shall nevertheless hold good unless rescinded by a majority of the members present and voting.

5 Should the member country appointed to the chairmanship be no longer able to exercise this function, one of the Vice-Chairmen shall be appointed by Congress or the Committee to replace it.

Article 8

Bureau of Congress

1 The Bureau shall be the central body responsible for directing the work of Congress. It shall consist of the Chairman and Vice-Chairmen of Congress and the Chairmen of the Committees. It shall meet periodically to review the progress of the work of Congress and its Committees and to make recommendations designed to facilitate such progress. It shall assist the Chairman in drawing up the agenda of each plenary meeting and in coordinating the work of the Committees. It shall make recommendations relating to the closing of Congress.

2 The Secretary-General of Congress and the Assistant Secretary-General, mentioned in article 11, paragraph 1, shall attend the meetings of the Bureau.

Article 9

Membership of Committees

1 The member countries represented in Congress shall, as of right, be members of the Committees responsible for studying proposals relating to the Constitution, the General Regulations, the Convention and its Detailed Regulations.

2 Member countries represented in Congress which are parties to one or more of the optional Agreements shall, as of right, be members of the Committee and/or Committees responsible for the revision of these Agreements. The right to vote of members of the Committee or Committees shall be confined to the Agreement or Agreements to which they are parties.

3 Delegations which are not members of Committees dealing with the Agreements and their Detailed Regulations may attend meetings of those Committees and take part in the debates without the right to vote.

Article 10

Working parties

Each Committee may set up working parties to study special questions.

Article 11

Secretariat of Congress and of Committees

1 The Director-General and the Deputy Director-General of the International Bureau shall act as Secretary-General and Assistant Secretary-General of Congress, respectively.

2 The Secretary-General and the Assistant Secretary-General shall attend the meetings of Congress and of the Bureau of Congress and take part in the debates without the right to vote. They may also attend, under the same conditions, Committee meetings or be represented thereat by a senior official of the International Bureau.

3 The work of the Secretariat of Congress, the Bureau of Congress and the Committees shall be performed by the staff of the International Bureau in conjunction with the administration of the host country.

4 Senior officials of the International Bureau shall act as Secretaries of Congress, of the Bureau of Congress and of the Committees. They shall assist the Chairman during meetings and shall be responsible for writing the minutes or reports.

5 The Secretaries of Congress and of the Committees shall be assisted by Assistant Secretaries.

6 Rapporteurs proficient in French shall take the minutes of Congress and of the Committees.

Article 12

Languages of debates

1 Subject to paragraph 2, French, English, Spanish and Russian may be used for debates, by means of a system of simultaneous or consecutive interpretation.

2 The debates of the Drafting Committee shall be held in French.

3 Other languages may also be used for the debates mentioned in paragraph 1. The language of the host country shall have priority in this connection. Delegations using other languages shall arrange for simultaneous interpretation into one of the languages mentioned in paragraph 1, either by means of the simultaneous interpretation system, when the necessary technical alterations can be made, or by special interpreters.

4 The cost of installing and maintaining the technical equipment shall be borne by the Union.

5 The cost of the interpretation services shall be divided among the member countries using the same language in proportion to their contributions to the expenses of the Union.

Article 13

Languages used for drafting Congress documents

1 Documents prepared during Congress including draft decisions submitted to Congress for approval shall be published in French by the Secretariat of Congress.

2 To this end, documents produced by delegations of member countries shall be submitted in French, either direct or through the intermediary of the translation services attached to the Congress Secretariat.

3 The above services, organized at their own expense by the language groups set up in accordance with the relevant provisions of the General Regulations, may also translate Congress documents into their respective languages.

Article 14

Proposals

1 All questions brought before Congress shall be the subject of proposals.

2 All proposals published by the International Bureau before Congress shall be regarded as being submitted to Congress.

3 Two months before Congress opens, no proposal shall be considered except those amending earlier proposals.

4 The following shall be regarded as amendments: any proposal which, without altering the substance of the original proposal, involves a deletion from, addition to or revision of a part of the original proposal. No proposed change shall be regarded as an amendment if it is inconsistent with the meaning or intent of the original proposal. In case of doubt, Congress or the Committee shall decide the matter.

5 Amendments submitted at Congress to proposals already made shall be handed in to the Secretariat in writing, in French, before noon on the day but one before the day on which they will be discussed, so that they can be distributed to delegates the same day. This time limit shall not apply to amendments arising directly from the debates in Congress or in a Committee. In the latter case, if so requested, the author of the amendment shall submit a written version in French, or in case of difficulty, in any other language used for debates. The Chairman concerned shall read it out or have it read out.

6 The procedure laid down in paragraph 5 shall also apply to the submission of proposals that are not designed to amend the text of the Acts (draft resolutions, draft recommendations, draft formal opinions, etc).

7 Any proposal or amendment shall give the final form of the text which is to be inserted in the Acts of the Union, subject, of course to revision by the Drafting Committee.

Article 15

Consideration of proposals in Congress and in Committees

1 Drafting proposals (the number of which shall be followed by the letter R) shall be assigned to the Drafting Committee either direct, if the International Bureau has no doubt as to their nature (a list of such proposals shall be drawn up for the Drafting Committee by the International Bureau), or, if the International Bureau is in doubt as to their nature, after the other Committees have confirmed that they are purely of a drafting nature (a list of such proposals shall likewise be drawn up for the Committees concerned). If, however, such proposals are linked with other proposals of substance to be considered by Congress or by other Committees, the Drafting Committee shall postpone consideration of them until after Congress or the other Committees have taken a decision on the corresponding proposals of substance. Proposals whose numbers are not followed by the letter R but which, in the opinion of the International Bureau, are of a drafting nature, shall be referred direct to the Committees concerned with the corresponding proposals of substance. When these Committees begin work, they shall decide which of the proposals shall be assigned direct to the Drafting Committee. A list of these proposals shall be drawn up by the International Bureau for the Committees concerned.

2 If the same question is the subject of several proposals, the Chairman shall decide the order in which they are to be discussed, starting as a rule, with the proposal which departs most from the basic text and entails the most significant change in relation to the status quo.

3 If a proposal can be subdivided into several parts, each part may, if the originator of the proposal or the assembly so agrees, be considered and voted upon separately.

4 Any proposal withdrawn in Congress or in Committee by its originator may be resubmitted by the delegation of another member country. Similarly, if an amendment to a proposal is accepted by the originator of the proposal, another delegation may resubmit the original, unamended proposal.

5 Any amendment to a proposal which is accepted by the delegation submitting the proposal shall be immediately included in the text thereof. If the originator of the original proposal does not accept an amendment, the Chairman shall decide whether the amendment or the proposal shall be voted upon first, starting with whichever departs furthest from the meaning or intent of the basic text and entails the most significant change in relation to the status quo.

6 The procedure described in paragraph 5 shall also apply where more than one amendment to a proposal is submitted.

7 The Chairman of Congress and the Chairmen of Committees shall arrange for the text of the proposals, amendments or decisions adopted to be passed to the Drafting Committee, in writing, after each meeting.

Article 16

Debates

1 Delegates may not take the floor until they have been given permission to do so by the Chairman of the meeting. They shall be urged to speak slowly and distinctly. The Chairman shall afford delegates the possibility of freely and fully expressing their views on the subject discussed, so long as that is compatible with the normal course of the debate.

2 Unless a majority of the members present and voting decides otherwise, speeches shall not exceed five minutes. The Chairman shall be authorized to interrupt any speaker who exceeds the said authorized time. He may also ask the delegate not to depart from the subject.

3 During a debate, the Chairman may, with the agreement of the majority of the members present and voting, declare the list of speakers closed after reading it out. When the list is exhausted, he shall declare the debate closed, although even after the closing of the list he may grant the originator of the proposal under discussion the right to reply to any of the speeches delivered.

4 The Chairman may also, with the agreement of the majority of the members present and voting, limit the number of speeches by any one delegation on a proposal or a certain group of proposals; but the originator of the proposal shall be given the opportunity of introducing it and speaking subsequently if he asks to do so in order to make new points in reply to the speeches of other delegations, so that he may, if he wishes, be the last speaker.

5 With the agreement of the majority of the members present and voting, the Chairman may limit the number of speeches on a proposal or a certain group of proposals; but this limit may not be less than five for and five against the proposal under discussion.

Article 17

Motions on points of order and procedural motions

1 During the discussion of any question and even, where appropriate, after the closure of the debate, a delegation may submit a motion on a point of order for the purpose of requesting:
- clarification on the conduct of the debates;
- observance of the Rules of Procedure;
- a change in the order of discussion of proposals suggested by the Chairman.

The motion on a point of order shall take precedence over all questions, including the procedural motions set forth in paragraph 3.

2 The Chairman shall immediately give the desired clarifications or take the decision which he considers advisable on the subject of the motion on a point of order. In the event of an objection, the Chairman's decision shall be put to the vote forthwith.

3 In addition, during discussion of a question, a delegation may introduce a procedural motion with a view to proposing:
a the suspension of the meeting;
b the closure of the meeting;
c the adjournment of the debate on the question under discussion;
d the closure of the debate on the question under discussion.

Procedural motions shall take precedence, in the order set out above, over all other proposals except the motions on points of order referred to in paragraph 1.

4 Motions for the suspension or closure of the meeting shall not be discussed, but shall be put to the vote immediately.

5 When a delegation proposes adjournment or closure of the debate on a question under discussion, only two speakers against the adjournment or the closure of the debate may speak, after which the motion shall be put to the vote.

6 The delegation which submits a motion on a point of order or a procedural motion may not, in its submission, deal with the substance of the question under discussion. The proposer of a procedural motion may withdraw it before it has been put to the vote, and any motion of this kind, whether amended or not, which is withdrawn may be reintroduced by another delegation.

Article 18

Quorum. General provisions concerning voting

1 Half the member countries represented at Congress or on the Committee and having the right to vote shall constitute a quorum. Regarding the Agreements, the quorum shall be formed by the presence or representation at the meeting of at least half of the member countries represented which are parties to the Agreement concerned.

2 Questions which cannot be settled by common consent shall be decided by vote.

3 Delegations which are present but do not take part in a given vote, or which state that they do not wish to take part therein, shall not be regarded as being absent for the purpose of determining whether a quorum is formed as required in paragraph 1.

4 When the number of abstentions, and blank or null and void ballot papers exceeds half the number of votes cast (for, against and abstentions), consideration of the matter shall be deferred until a subsequent meeting, at which abstentions and blank or null and void ballot papers shall be disregarded.

Article 19

Voting procedures

1 Votes shall be taken by the traditional system or by the electronic voting system. They shall normally be taken by the electronic system when that system is available to the assembly. However, in the case of a secret ballot, the traditional system may be used if one delegation, supported by a majority of the delegations present and voting, so requests.

2 For the traditional system, the methods of voting shall be as follows:

a by show of hands. If there is doubt about the result of such a vote, the Chairman, if he so wishes or if a delegation so requests, may arrange for an immediate roll-call vote on the same question;

b by roll-call, at the request of a delegation or if so decided by the Chairman. The roll shall be called according to the French alphabetical order of the countries represented, beginning with the country whose name is drawn by lot by the Chairman. The result of the vote, together with a list of the countries grouped according to the way they voted, shall be included in the minutes of the meeting;

c by secret ballot, using ballot papers, if requested by two delegations. In this case, the Chairman of the meeting shall appoint three tellers and make the necessary arrangements for the holding of a secret ballot.

3 For the electronic system, the methods of voting shall be as follows:

a non-recorded vote: it replaces a vote by show of hands;

b recorded vote: it replaces a roll-call vote; however, the names of the countries shall not be called unless one delegation, supported by a majority of the delegations present and voting, so requests;

c secret ballot: it replaces the secret ballot by ballot papers.

4 Regardless of the system of voting used, the secret ballot shall take precedence over any other voting procedure.

5 Once the voting has begun, no delegation may interrupt it, except to raise a point of order relating to the way in which the vote is being taken.

6 After the vote, the Chairman may permit delegates to explain why they voted as they did.

Article 20

Conditions of approval of proposals

1 To be adopted, proposals involving amendments to the Acts must:

a in the case of the Constitution, be approved by at least two thirds of the member countries of the Union; two thirds of the latter shall be present when the vote is taken;

b in the case of the General Regulations, be approved by a majority of the member countries represented in Congress; two thirds of the member countries of the Union shall be present when the vote is taken;

c in the case of the Convention and its Detailed Regulations, be approved by a majority of the member countries present and voting;

d in the case of the Agreements and their Detailed Regulations, be approved by a majority of the member countries present and voting which are parties to the Agreements.

2 Procedural matters which cannot be settled by common consent shall be decided by a majority of the member countries present and voting. The same shall apply to decisions not concerning changes in the Acts, unless Congress decides otherwise by a majority of the member countries present and voting.

3 Subject to article 18, paragraph 4, "member countries present and voting" means member countries voting "for" or "against", abstentions being ignored in counting the votes required to constitute a majority as well as blank or null and void ballot papers in the case of a secret ballot.

4 In the event of a tie, a proposal shall be regarded as rejected.

Article 21

Election of the members of the Executive Council or the Consultative Council for Postal Studies

In order to decide between countries which have obtained the same number of votes in elections of members of the Executive Council or the Consultative Council for Postal Studies, the Chairman shall draw lots.

Article 22

Election of the Director-General and the Deputy Director-General of the International Bureau

1 The elections of the Director-General of the International Bureau and of the Deputy Director-General shall take place by secret ballot successively at one or more meetings held on the same day. The candidate who obtains a majority of the votes cast by the member countries present and voting shall be elected. As many ballots shall be held as are necessary for a candidate to obtain this majority.

2 "Member countries present and voting" shall mean member countries voting for one of the candidates whose applications have been announced in due and proper form, abstentions and blank or null and void ballot papers being ignored in counting the votes required to constitute a majority.

3 If the number of abstentions and blank or null and void ballot papers exceeds half the number of votes cast in accordance with paragraph 2, the election shall be deferred to a later meeting, at which abstentions and blank or null and void ballot papers shall no longer be taken into account.

4 The candidate who obtains the least number of votes in any one ballot shall be eliminated.

5 In the event of a tie, an additional ballot, and if necessary a second additional ballot shall be held in an attempt to decide between the tying candidates, the vote relating only to these candidates. If the result is inconclusive, the election shall be decided by drawing lots. The lots shall be drawn by the Chairman.

Article 23

Minutes

1 The minutes of the meetings of Congress and Committees shall record the course of the meetings, briefly summarize speeches, and mention proposals and the outcome of the debates. Minutes shall be prepared of the plenary meetings and summarized minutes of the Committee meetings.

2 The minutes of Committee meetings may be replaced by reports to Congress if the Executive Council so decides. As a general rule, Working Parties shall prepare a report for the body that set them up.

3 Each delegate, however, shall be entitled to ask for any statement made by him to be included in the minutes or in the report either verbatim or in summary form, provided the French text is handed to the Secretariat not later than two hours after the end of the meeting.

4 Delegates shall be allowed a period of twenty-four hours, from the moment when the draft minutes or the draft report are distributed, in which to make their comments to the Secretariat, which, if necessary, shall act as an intermediary between the party concerned and the Chairman of the meeting in question.

5 As a general rule and subject to the provisions of paragraph 4, at the beginning of each meeting of Congress, the Chairman shall submit the minutes of a previous meeting for approval. The same shall apply in regard to those Committees whose proceedings are recorded in the form of minutes or a report. The minutes or reports of the last meetings which it has not been possible to approve in Congress or in a Committee shall be approved by the respective Chairmen of the meetings. The International Bureau shall also take account of any comments received from delegates of member countries within forty days of the dispatch of the minutes to them.

6 The International Bureau shall be authorized to correct in the minutes or reports of meetings of Congress and Committees any material errors which were not brought to light when the minutes were approved in accordance with paragraph 5.

Article 24

Approval by Congress of draft decisions (Acts, resolutions, etc)

1 As a general rule, each draft Act submitted by the Drafting Committee shall be studied article by article. It can only be regarded as adopted after an overall favourable vote. Article 20, paragraph 1, shall apply to such a vote.

2 During this study, any delegation may reopen a proposal which has been carried or rejected in Committee. An appeal relating to a rejected proposal shall be subject to the delegation's having notified the Chairman of Congress accordingly, in writing, at least one day before the meeting at which the relevant provisions of the draft Act is to be submitted to Congress for approval.

3 Nonetheless, it shall always be possible, if the Chairman considers it desirable for the progress of Congress work, to consider appeals before considering the draft Acts submitted by the Drafting Committee.

4 When a proposal has been adopted or rejected by Congress, it can only be reconsidered by the same Congress if the appeal has been supported by at least ten delegations and approved by a two-thirds majority of the members present and voting. This possibility is limited to proposals submitted direct to plenary meetings, it being understood that a single question cannot give rise to more than one appeal.

5 The International Bureau shall be authorized to correct in the final Acts any material errors which have not come to light during the study of the draft Acts, the numbering of articles and paragraphs and references.

6 Paragraphs 2 to 5 shall also apply to draft decisions other than draft Acts (resolutions, formal opinions, etc).

Article 25

Assignment of studies to the Executive Council and the Consultative Council for Postal Studies

On the recommendation of its Bureau, Congress shall assign studies to the Executive Council and the Consultative Council for Postal Studies, as follows, taking account of the respective compositions and responsibilities of these two bodies:

a as a rule, to the Executive Council when they concern the structure, organization and general administration of the Union. The same shall apply to questions with major financial repercussions (charges, transit charges, basic airmail conveyance rates, parcel-post rates, etc) and which may involve amendment of the Acts;

b to the Consultative Council for Postal Studies when such studies relate to technical, operational, economic and technical cooperation matters.

Article 26

Reservations to Acts

Reservations must be submitted in writing in French (proposals concerning the Final Protocol), in order that they may be considered by Congress before the signing of Acts.

Article 27

Signature of Acts

Acts finally approved by Congress shall be submitted to the plenipotentiaries for signature.

Article 28

Amendment of the Rules

1 Each Congress may amend the Rules of Procedure. In order to be accepted for discussion, proposals to amend the present Rules, unless submitted by a UPU body empowered to put forward proposals, shall be supported in Congress by at least ten delegations.

2 To be adopted, proposals for amendments to the present Rules must be approved by at least two thirds of the member countries represented in Congress.

Universal Postal Convention

Convention
Final Protocol
Detailed Regulations
— Forms

UNIVERSAL POSTAL CONVENTION

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UNIVERSAL POSTAL CONVENTION

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, paragraph 3, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have by common consent and subject to article 25, paragraph 3, of the Constitution drawn up in this Convention the rules applicable in common throughout the international postal service and the provisions concerning the letter-post services.

Part I

Rules applicable in common throughout the international postal service

Chapter I

General provisions

Article 1

Freedom of transit

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

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

3 Member countries not providing the insured letters service or not accepting liability for insured letters carried by their sea or air services shall nonetheless be bound to forward, by the quickest route, closed mails passed to them by other administrations, but their liability shall be limited to that laid down for registered items.

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

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

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

Article 2

Failure to give freedom of transit

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

Article 3

Land transit without the participation of the services of the country crossed

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

Article 4

Temporary suspension and resumption of services

1 When, owing to exceptional circumstances, a postal administration is obliged temporarily to suspend its services wholly or in part, it shall announce the fact immediately, if need be by telegraph or telex, to the administration or administrations concerned, indicating, if possible, the probable duration of the suspension of services. It shall do likewise when the suspended services are resumed.

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

3 The administration of origin shall have the option of refunding the postage charges (article 19), special charges (article 24) and air surcharges (article 74) to the sender if, owing to the suspension of services, the benefit accruing from conveyance of the item in question was obtained only in part or not at all.

Article 5

Ownership of postal items

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

Article 6

Creation of new service

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

Article 7

Charges

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

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

Article 8

Monetary standard. Equivalents

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

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

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

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

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

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

Article 9

Postage stamps

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

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

Article 10

Forms

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

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

3 Forms for the use of postal administrations as well as any copies thereof shall be completed in such a way that the entries are fully legible. The original form shall be sent to the appropriate administration or to the party most concerned.

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

Article 11

Postal identity cards

1 Each postal administration may issue to persons who apply for them postal identity cards valid as proof of identity for postal transactions effected in member countries which have not announced their refusal to recognize them.

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

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

4 A card shall be valid for a period of ten years from the date of issue. Nevertheless, it shall cease to be valid:
a when the appearance of the holder is altered to such an extent that it no longer corresponds to the photograph or to the description;
b when it is damaged in such a way that it is no longer possible to check a particular entry concerning the holder;
c when it shows signs of forgery.

Article 12

Settlement of accounts

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 13

Undertakings regarding penal measures

The Governments of member countries shall undertake to adopt, or to propose to the legislatures of their countries, the necessary measures:
a for punishing the counterfeiting of postage stamps, even if withdrawn from circulation, of international reply coupons and of postal identity cards;
b for punishing the use or uttering:
  i of counterfeit postage stamps (even if withdrawn from circulation) or used postage stamps, as well as of counterfeit or used impressions of franking machines or printing presses;
  ii of counterfeit international reply coupons;
  iii of counterfeit postal identity cards;
c for punishing the fraudulent use of genuine postal identity cards;
d for prohibiting and suppressing all fraudulent operations of manufacturing and uttering adhesive stamps and stamped impressions in use in the postal service, counterfeited or imitated in such a manner that they could be mistaken for the adhesive stamps and stamped impressions issued by the postal administration of a member country;
e 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.

Chapter II

Exemption from postal charges

Article 14

Exemption from postal charges

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

Article 15

Exemption from postal charges on letter-post items relating to the postal service

Subject to article 73, paragraph 4, letter-post items relating to the postal service shall be exempt from all postal charges if they are:
a sent by postal administrations or their offices;
b exchanged between bodies of the Universal Postal Union and bodies of the Restricted Unions, between the bodies of those Unions or sent by such bodies to postal administrations or their offices.

Article 16

Exemption from postal charges of items which concern prisoners of war and civilian internees

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

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

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

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

Article 17

Exemption of literature for the blind from postal charges

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

Part II

Provisions concerning the letter post

Chapter I

General provisions

Article 18

Letter-post items

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

Article 19

Postage charges and limits of weight and size. General conditions

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

Category	Weight step	Basic charges		Charges upper limit (increase of 100%)		Charges lower limit (reduction of 70%)		Limits of weight	of size
1	2	3		4		5		6	7
		g c	SDR	g c	SDR	g c	SDR		
Letters	up to 20 g	112.5	0.37	225	0.74	33.75	0.11	2 kg	Maxima: length, width and depth combined: 900 mm but the greatest dimension may not exceed 600 mm with a tolerance of 2 mm. In roll form: length plus twice the diameter, 1040 mm, but the greatest dimension may not exceed 900 mm with a tolerance of 2 mm. Minima: to have a surface measuring not less than 90 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.
	above 20 g up to 100 g	270	0.88	540	1.76	81	0.26		
	above 100 g up to 250 g	540	1.76	1080	3.53	162	0.53		
	above 250 g up to 500 g	1035	3.38	2070	6.76	310.5	1.01		
	above 500 g up to 1000 g	1800	5.88	3600	11.76	540	1.76		
	above 1000 g up to 2000 g	2925	9.56	5850	19.11	877.5	2.87		
Postcards		78.75	0.26	157.5	0.51	23.5	0.08		Maxima: 105 x 148 mm, with a tolerance of 2 mm. Minima: 90 x 140 mm, with a tolerance of 2 mm. Length at least equal to the width multiplied by $\sqrt{2}$ (approximate value 1.4)
Printed papers	up to 20 g	56.25	0.18	112.5	0.37	16.75	0.05	2 kg (for books and pamphlets: 5 kg; this limit of weight may be raised to 10 kg after agreement between the administrations concerned)	Maxima: length, width and depth combined: 900 mm but the greatest dimension may not exceed 600 mm with a tolerance of 2 mm. In roll form: length plus twice the diameter, 1040 mm, but the greatest dimension may not exceed 900 mm with a tolerance of 2 mm. Minima: to have a surface measuring not less than 90 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.
	above 20 g up to 100 g	123.75	0.40	247.5	0.81	37	0.12		
	above 100 g up to 250 g	225	0.74	450	1.47	67.5	0.22		
	above 250 g up to 500 g	405	1.32	810	2.65	121.5	0.40		
	above 500 g up to 1000 g	675	2.21	1350	4.41	202.5	0.66		
	above 1000 g up to 2000 g	945	3.09	1890	6.17	283.5	0.93		
	per additional step of 1000 g	472.5	1.54	945	3.09	141.75	0.46		
Literature for the blind	see article 17							7 kg	
Small packets	up to 100 g	123.75	0.40	247.5	0.81	37	0.12	1 kg (this limit of weight may be raised to 2 kg after agreement between the administrations concerned)	
	above 100 g up to 250 g	225	0.74	450	1.47	67.5	0.22		
	above 250 g up to 500 g	405	1.32	810	2.65	121.5	0.40		
	above 500 g up to 1000 g	675	2.21	1350	4.41	202.5	0.66		
	above 1000 g up to 2000 g (optional weight step)	945	3.09	1890	6.17	283.5	0.93		

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

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

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

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

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

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

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

6 Each postal administration may allow, for newspapers and periodicals published in its country, a reduction of not more than 50 percent of the tariff for printed papers, while reserving the right to restrict this reduction to newspapers and periodicals which fulfil the conditions required by internal regulations for transmission at the tariff for newspapers. This reduction shall not extend to commercial printed papers such as catalogues, 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.

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

8 The charge applicable to printed papers for the same addressee at the same address inserted in one or more special bags shall be calculated by weight steps of 1 kg up to the total weight of each bag. Administrations may allow a reduction in the charge of up to 20 percent for printed papers sent in special bags independently of the reductions provided for in paragraphs 6 and 7. These items shall not be subject to the limits of weight laid down in paragraph 1. However, they shall not exceed the maximum weight of 30 kg per bag.

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

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

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

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

Article 20

Standardized items

1 In connection with the provisions of article 19, paragraph 1, rectangular items shall be considered standardized if their length is not less than their width multiplied by $\sqrt{2}$ (approximate value 1.4) and if they satisfy, according to their presentation, the following conditions:

a for items in envelopes:

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

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

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

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

c for items mentioned in a and b:
on the address side on which the address shall be written in the direction of the length a rectangular area 40 mm (– 2 mm) in depth from the upper edge and 74 mm in width from the right-hand edge shall be reserved for affixing the postage stamp or stamps and the cancellation impression. Inside this area the postage stamps or franking impression shall be applied in the top right-hand corner.
No wording or extraneous matter whatsoever may appear:
- below the address,
- to the right of the address, from the franking and cancelling area to the bottom edge of the item,
- to the left of the address, in an area at least 15 mm wide and running from the first line of the address to the bottom edge of the item,
- in an area 15 mm high starting from the bottom edge of the item and 140 mm long starting from the right-hand edge of the item. This area may be partly identical with those defined above.

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

Article 21

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 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.

Article 22

Items wrongly admitted

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

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

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

Article 23

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 resident in its territory post or cause to be posted in a foreign country with the object of profiting by the lower charges in force there. The same shall apply to such items posted in large quantities, whether or not such postings are made with a view to benefiting from lower charges.

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

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

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

Article 24

Special charges

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

Description of charge	Amount	Observations
1	2	3
a Charge on items posted after the latest time for posting (article 25, paragraph 1)	Same charge as in internal service	
b Charge on items posted outside normal counter opening hours (article 25, paragraph 2)	Same charge as in internal service	
c Charge for collection at the sender's address (article 25, paragraph 3)	Same charge as in internal service	
d Charge for withdrawal outside normal counter opening hours (article 25, paragraph 4)	Same charge as in internal service	
e Poste restante charge (article 25, paragraph 5)	Same charge as in internal service	
f Charge for delivery to the addressee of a small packet exceeding 500 g (article 25, paragraph 6)	60 centimes (0.20 SDR) at most	This charge may be increased by 30 centimes (0.10 SDR) at most when the item is delivered to the place of address
g Storage charge (article 26)	Charge collected at the rate laid down by internal legislation for any letter-post item weighing more than 500 g except literature for the blind	
h Charge on unpaid or underpaid unregistered items (article 30, paragraphs 1 and 2)	Charge adopted for letters in the first weight step by the country of delivery multiplied by the ratio between the amount of deficient postage and the same charge adopted by the country of origin; to this charge shall be added a handling charge of 1 franc (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
i Express charge (article 32, paragraphs 2, 3 and 6)	Charge which may not be less than the amount of postage prepayable on an unregistered single rate letter and not more than 5 francs (1.63 SDR)	For each bag containing the items mentioned in article 19, paragraph 8, administrations shall collect, instead of the charge per item, a bulk charge not exceeding five times the charge per item. When express delivery involves special demands an additional charge may be levied in accordance with the provisions governing items of the same kind in the internal service. If the addressee asks for express delivery, the charge of the internal service may be collected
j Charge for a request for withdrawal from the post or alteration of address (article 33, paragraph 2)	4 francs (1.31 SDR) at most	
k Charge for a request for redirection (article 34, paragraph 3)	Same charge as in internal service	
l Charge for redirection or return (article 34, paragraph 4, and article 35, paragraph 8)	Same charge as in internal service	

Description of charge	Amount	Observations
1	2	3
m Presentation to customs charge (article 38)	8 francs (2.61 SDR) at most	For each bag containing the items mentioned in article 19, paragraph 8, administrations shall collect, instead of the charge per item, a bulk charge not exceeding 10 francs (3.27 SDR)
n Charge collected for delivery of an item free of charges and fees (article 40, paragraphs 3, 4 and 5)	i Charge not exceeding 3 francs (0.98 SDR) collected by the administration of origin ii Additional charge not exceeding 4 francs (1.31 SDR) per request made after posting collected by the administration of origin iii Commission charge not exceeding 3 francs (0.98 SDR) collected for the benefit of the administration of destination	
o Inquiry charge (article 42, paragraph 4)	2 francs (0.65 SDR) at most	
p Registration charge (article 44, paragraphs 1, b, and 2, and article 47, paragraphs 1, b, and 2)	4 francs (1.31 SDR) at most	i For each bag containing the items mentioned in article 19, paragraph 8, administrations shall collect, instead of the charge per item, a bulk charge not exceeding five times the amount of the charge per item ii In addition to the charge per item or bulk charge, administrations may collect, from the sender or from the addressee, special charges in accordance with their internal legislation, to take account of any exceptional security measures taken with regard to registered items and insured letters
q Insurance charge (article 47, paragraph 1, c)	At most 1 franc (0.33 SDR) for each 200 francs (65.34 SDR) of insured value or fraction thereof or 1/2 percent of the scale of the insured value, whatever the country of destination, even in countries which undertake to cover risks of force majeure	
r Charge for cover against risks due to force majeure (article 44, paragraph 3)	40 centimes (0.13 SDR) at most for each registered item	
s Advice of delivery charge (article 48, paragraph 1)	3 francs (0.98 SDR) at most	
t Charge for delivery to the addressee in person (article 49, paragraph 1)	50 centimes (0.16 SDR) at most	

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

Article 25

Charge on items posted after the latest time for posting. Charge on items posted outside normal counter opening hours. Charge for collection at the sender's address. Charge for withdrawal outside normal counter opening hours. Poste restante charge. Charge for delivery of small packets

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

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

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

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

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

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

Article 26

Storage charge

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

Article 27

Payment of postage

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

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

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.

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

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

Article 28

Methods of denoting prepayment

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

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

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

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

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

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

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

Article 29

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.

Article 30

Charge on unpaid or underpaid correspondence

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

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

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

Article 31

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 the same as the upper limit given in article 19, paragraph 1, for the charge for a letter of 20 grammes. 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 letter sent abroad by surface mail. If the regulations of the administration of the country of exchange permit, reply coupons shall also be exchangeable for postal stationery. When a sufficient number of reply coupons are presented, administrations shall be required to supply the postage stamps necessary for the minimum postage prepayable on an unregistered letter at one of the weight steps up to but not exceeding 20 grammes for dispatch by air as a surcharged or unsurcharged item.

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.

Article 32

Express items

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

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

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

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

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

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

Article 33

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, so long as the item:

a has not been delivered to the addressee;

b has not been confiscated or destroyed by the competent authorities because of infringement of article 36;

c has not been seized by virtue of the legislation of the country of destination.

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

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

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

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

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

7 An item shall be returned to origin by air following a request for withdrawal from the post when the sender undertakes to pay the corresponding air surcharge. When an item is redirected by air following a request for alteration of address, the corresponding air surcharge shall be collected from the addressee and shall remain the property of the delivering administration.

Article 34

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, unless the sender has forbidden redirection by means of a note on the address side in a language known in the country of destination. Nevertheless, reforwarding from one country to another shall be effected only if the items satisfy the conditions for the onward conveyance. In the case of redirection by air, articles 80, paragraphs 2 to 5, of the Convention and 200 of the Detailed Regulations shall be applied.

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

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 may be collected for the redirection of letter-post items from country to country. However, administrations which collect a charge for redirection of items in their internal service shall be authorized to collect this same charge on the international mail redirected within their own countries.

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

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

Article 35

Undeliverable items. Return to country of origin or to sender

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

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

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

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

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

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

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

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

Article 36

Prohibitions

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

2 Items other than registered letters in a closed envelope and insured letters may not contain coin, 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 Except as otherwise provided in the Detailed Regulations, printed papers, literature for the blind and small packets:

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

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

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

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

b narcotics and psychotropic substances;

c live animals, except:

i bees, leeches and silk-worms;

ii parasites and destroyers of noxious insects intended for the control of those insects and exchanged between officially recognized institutions;

however, the exceptions mentioned in i and ii shall not apply to insured letters;

d explosive, flammable or other dangerous substances; nevertheless, the perishable biological substances and radioactive substances mentioned in article 21 shall not come within this prohibition;

e obscene or immoral articles;

f articles of which the importation and circulation is prohibited in the country of destination.

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

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

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

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

9 Moreover, the right of every member country shall be reserved to deny conveyance in transit à découvert over its territory to letter-post items, other than letters and postcards, which do not satisfy the legal requirements governing the conditions of their publication or circulation in that country. Such items shall be returned to the administration of origin.

Article 37

Customs control

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.

Article 38

Presentation to customs charge

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

Article 39

Customs duty and other fees

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.

Article 40

Items for delivery free of charges and fees

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

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

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

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

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

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

Article 41

Cancellation of customs duty and other fees

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

Article 42

Inquiries

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

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

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

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

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

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

Chapter II

Registered items and insured letters

Article 43

Admission of registered items

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

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

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

Article 44

Charges on registered items

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

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

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

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

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

Article 45

Admission of insured letters

1 Letters containing securities, valuable documents or articles and called "insured letters" 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 A receipt shall be handed over free of charge to the sender of an insured letter at the time of posting.

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

Article 46

Insured letters. Insured value

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

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

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

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

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

Article 47

Charges on insured letters

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

a the ordinary postage charge;

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

c the insurance charge laid down in article 24, paragraph 1, q.

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

Article 48

Advice of delivery

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

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

Article 49

Delivery to the addressee in person

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

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

Chapter III

Liability

Article 50

Principle and extent of liability of postal administrations. Registered items

1 Postal administrations shall be liable only for the loss of registered items. Their liability shall be as binding for items conveyed à découvert as for those forwarded in closed mails.

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

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

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

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

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

7 The administration of origin shall have the option of paying senders in its country the indemnities prescribed by its internal legislation for registered items, provided that they are not lower than those laid down in paragraph 4. However, the amounts laid down in paragraph 4 shall remain applicable:

i in the event of recourse against the administration liable;

ii if the sender waives his rights in favour of the addressee.

Article 51

Principle and extent of liability of postal administrations. Insured letters

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

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

3 The sender shall be entitled to an indemnity corresponding, in principle, to the actual amount of the loss, theft or damage; consequential losses or loss of profits shall not be taken into consideration. However, this indemnity may in no case exceed the amount of the insured value in gold francs or SDRs. In case of redirection or return to origin by surface of an insured air letter, liability shall be limited, for the second journey, to that applicable to items sent by that route.

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

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

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

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

Article 52

Non-liability of postal administrations. Registered items

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

2 Postal administrations shall not be liable:

i for the loss of registered items:

- a in cases of force majeure. The administration in whose service the loss occurred shall decide according to the laws of its country whether the loss is due to circumstances amounting to a case of force majeure; these circumstances shall be communicated to the administration of the country of origin if the latter administration so requests. Nevertheless, the administration of the dispatching country shall still be liable if it has undertaken to cover risks of force majeure (article 50, paragraph 3);
- b when they cannot account for items owing to the destruction of official records by force majeure, provided that proof of their liability has not been otherwise produced;
- c when the sender has made no inquiry within the period prescribed in article 42, paragraph 1;

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

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

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

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

Article 53

Non-liability of postal administrations. Insured letters

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

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

b when the addressee or, in the case of return to origin, the sender, although having given a proper discharge, notifies the delivery administration without delay that he has found theft or damage and furnishes proof that such theft or damage did not occur after delivery.

2 Postal administrations shall not be liable:

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

- a in case of force majeure. The administration in whose service the loss, theft or damage occurred shall decide according to the laws of its country whether the loss, theft or damage was due to circumstances amounting to force majeure; these circumstances shall be communicated to the administration of the country of origin if the latter administration so requests. Nevertheless, the administration of the dispatching country shall still be liable if it has undertaken to cover risks of force majeure (article 51, paragraph 2);
- b when they cannot account for items owing to the destruction of official records by force majeure, provided that proof of their liability has not been otherwise produced;
- c when such loss, theft or damage has been caused by the fault or negligence of the sender or arises from the nature of the contents of the item;
- d in the case of items whose contents fall within the prohibitions specified in article 36, paragraph 4, in so far as these items have been confiscated or destroyed by the competent authority because of their contents;
- e in the case of items which have been fraudulently insured for a sum greater than the actual value of the contents;
- f when the sender has made no inquiry within one year from the day after that on which the item was posted;

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

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

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

Article 54

Sender's liability

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

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

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

Article 55

Determination of liability between postal administrations. Registered items

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

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

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

b when it can prove that it was not informed of the inquiry until after the destruction of the official records relating to the item in question, the period of retention prescribed in article 107 of the Detailed Regulations having expired; this reservation shall not prejudice the rights of the claimant;

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

3 When the loss occurs in the service of an air carrier, the administration of the country which collects the conveyance dues in accordance with article 86, paragraph 1, shall reimburse the administration of origin for the indemnity paid to the sender. It shall be for the former administration to recover this amount from the air carrier in question. Where the administration of origin settles the conveyance dues direct with the air carrier in accordance with article 86, paragraph 2, it shall itself seek reimbursement of the idemnity from the air carrier.

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

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

6 Customs duty and other fees of which it has not been possible to secure cancellation shall be borne by the administrations liable for the loss.

7 An administration which has paid the indemnity shall take over the rights, up to the amount of the indemnity, of the person who has received it in any action which may be taken against the addressee, the sender or third parties.

Article 56

Determination of liability between postal administrations. Insured letters

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

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

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

b when it can prove that it was not informed of the inquiry until after the destruction of the official records relating to the item in question, the period of retention prescribed in article 107 of the Detailed Regulations having expired; this reservation shall not prejudice the rights of the claimant.

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

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

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

b that the weight established at the time of posting has not varied.

When such proof has been furnished by the administration of destination or of origin, as the case may be, none of the other administrations concerned may repudiate its share of liability on grounds that it handed over the item without the next administration having made any objection.

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

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

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

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

9 Customs duty and other fees of which it has not been possible to secure cancellation shall be borne by the administrations liable for the loss, theft or damage.

10 An administration which has paid the indemnity shall take over the rights, up to the amount of the indemnity, of the person who has received it in any action which may be taken against the addressee, the sender or third parties.

Article 57

Determination of liability between postal administrations and air carriers. Insured letters

When the loss, theft or damage occurs in the service of an air carrier, the administration of the country which collects the conveyance dues in accordance with article 86, paragraph 1, shall reimburse the administration of origin for the indemnity paid to the sender, subject to article 1, paragraph 3, and article 56, paragraph 5. It shall be for the former administration to recover this amount from the air carrier in question. Where the administration of origin settles the conveyance dues direct with the air carrier in accordance with article 86, paragraph 2, it shall itself seek reimbursement of the indemnity from the air carrier.

Article 58

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, in the cases mentioned in article 50, paragraph 5, and in article 51, paragraph 7, with the administration of destination.

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

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

4 The administration of origin or destination, as the case may be, shall be authorized to indemnify the rightful claimant on behalf of the administration which, having participated in the conveyance and having been duly informed, has allowed five months to pass:

- without finally settling the matter, or
- without informing the administration of origin or destination, as the case may be, that the loss appeared to be due to a case of force majeure, or that the item had been detained, confiscated or destroyed by the competent authority because of the nature of its contents or seized under the legislation of the country of destination.

Article 59

Reimbursing the administration which paid the indemnity

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

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

3 The administrations of origin and destination may agree that the whole of the loss shall be borne by the administration which has to make the payment to the rightful claimant.

4 The creditor administration shall be reimbursed in accordance with the rules for payment laid down in article 12.

5 When liability has been admitted, as well as in the case provided for in article 58, paragraph 4, the amount of the indemnity may also be automatically recovered from the administration which is liable through a liquidation account, either direct or through the intermediary of an administration which regularly draws up liquidation accounts with the administration which is liable.

6 Immediately after paying the indemnity, the paying administration shall communicate to the administration which is liable the date and the amount of payment made. If, one year after the date of dispatch of authorization to pay the indemnity, the paying administration has not communicated the date and amount of payment or debited the account of the administration which is liable, the authorization shall be considered null and void and the administration which received it shall no longer be entitled to claim reimbursement of any indemnity paid.

7 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.

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

Article 60

Possible recovery of the indemnity from the sender or the addressee

1 If, after payment of the indemnity, a registered item or an insured letter or part of that item or letter previously considered as lost is found, the sender or, where article 50, paragraphs 5 and 6, and article 51, paragraph 7, apply, the addressee shall be advised that the item is being held at his disposal for a period of three months on repayment of the amount of the indemnity paid. 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 or the addressee takes delivery of the item against repayment of the amount of the indemnity, that sum shall be refunded to the administration or, where appropriate, administrations which bore the loss, within one year of the date of such repayment.

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

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

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

Chapter IV

Allocation of charges. Transit charges and terminal dues

Article 61

Allocation of charges

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

Article 62

Transit charges

1 Subject to article 65, 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 as remuneration for the services rendered in respect of land transit and sea transit.

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

3 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.

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

Article 63

Transit charge scales

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

Distances traversed			Charge per kg gross	
1			2	
			g fr	SDR
i Distances traversed by land expressed in kilometres				
Up to 300 km			0.50	0.163
Above	300 up to	600	0.68	0.222
	600	1000	0.85	0.278
	1000	1500	1.03	0.336
	1500	2000	1.20	0.392
	2000	2500	1.37	0.448
	2500	3000	1.52	0.497
	3000	3800	1.70	0.555
	3800	4600	1.91	0.624
	4600	5500	2.12	0.693
	5500	6500	2.34	0.764
	6500	7500	2.57	0.840
	7500 for each additional 1000 km		0.19	0.062
ii Distances traversed by sea				
a Expressed in nautical miles			b Expressed in kilometres after conversion on the basis of 1 nautical mile = 1.852 km	
Up to 300 nautical miles			Up to 556 km	
Above	300 up to	600	Above 556 up to	1 111
	600	1000	1 111	1 852
	1000	1500	1 852	2 778
	1500	2000	2 778	3 704
	2000	2500	3 704	4 630
	2500	3000	4 630	5 556
	3000	3500	5 556	6 482
	3500	4000	6 482	7 408
	4000	5000	7 408	9 260
	5000	6000	9 260	11 112
	6000	7000	11 112	12 964
	7000	8000	12 964	14 816
	8000 for each additional 1000 n.m.		14 816 for each additional 1852 km	

1 111	1 852	0.67	0.219
1 852	2 778	0.74	0.242
2 778	3 704	0.81	0.265
3 704	4 630	0.86	0.281
4 630	5 556	0.91	0.297
5 556	6 482	0.95	0.310
6 482	7 408	0.99	0.323
7 408	9 260	1.04	0.340
9 260	11 112	1.10	0.359
11 112	12 964	1.16	0.379
12 964	14 816	1.20	0.392
14 816 for each additional 1852 km		0.04	0.013

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

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

Article 64

Terminal dues

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

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

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

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

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

Article 65

Exemption from transit charges and terminal dues

Undelivered postal items returned to origin and dispatches of empty mailbags shall be exempted from land and sea transit charges and from surface-mail terminal dues. Dispatches of empty mailbags shall also be exempted from airmail terminal dues.

Article 66

Extraordinary services

The transit charges specified in article 63 shall not be applicable to conveyance by extraordinary services specially established or maintained by a postal administration at the request of one or more other administrations. The conditions of this class of conveyance shall be regulated by mutual consent between the administrations concerned.

Article 67

Accounting for transit charges and terminal dues

1 Accounting for transit charges and surface-mail terminal dues (including those relating to surface mails conveyed by air) shall be done for each administration according to the annual weight of each of the two categories LC/AO and M bags. These weights shall be calculated from the annual actual number of LC/AO bags and M bags and from the average weight of bags of both these categories as determined from their actual weight during a statistical period. The procedures for this statistical operation shall be laid down in the Detailed Regulations.

2 Accounting for airmail terminal dues shall be done for each administration according to the annual actual weight of each of the two categories LC/AO and M bags.

3 The administrations concerned may agree to account for surface mail or surface mail conveyed by air on the basis of the actual weight or in some other way. They may also agree on a different periodicity from that laid down in the Detailed Regulations for the statistical period. As regards airmail terminal dues, administrations may agree to apply in their reciprocal relations a simplified statistical method to determine such dues.

4 The debtor administration shall be exempted from any payment when the annual balance does not exceed:
- 25 gold francs (8.17 SDR) for transit charges; and
- 500 gold francs (163.35 SDR) for terminal dues for surface mail and airmail taken separately.

5 Every administration shall be authorized to submit for the consideration of a committee of arbitrators any annual results which in its opinion differ too much from reality. The arbitration shall be arranged as laid down in article 127 of the General Regulations.

6 The arbitrators shall be empowered to fix in a fair and reasonable manner the transit charges or terminal dues to be paid.

Article 68

Payment of transit charges

1 The transit charges shall be borne by the administration of origin of the mails and shall be payable, subject to paragraph 3, to the administrations of the countries which are crossed or whose services take part in the land or sea conveyance of the mails.

2 When the administration of the country which is crossed does not take part in the land or sea conveyance of the mails, the applicable transit charges shall be payable to the administration of destination if it bears the costs related to such transit.

3 The charges for the sea conveyance of mails in transit may be settled directly between the postal administrations of origin of the mails and the shipping companies or their agents, subject to the prior agreement of the postal administration of the port of embarkation concerned.

Article 69

Transit charges for diverted or missent mails

For the payment of transit charges, diverted or missent mails shall be considered to have followed their normal route; consequently, administrations concerned in the conveyance of such mails shall not be entitled on that account to demand a payment from the dispatching administrations, but the latter shall remain liable for the appropriate transit charges to the postal administrations whose services they normally use.

Article 70

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

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

2 Closed mails may also be exchanged between the post offices of any member country and the commanding officers of naval or air units or warships or military aircraft of the same country stationed abroad, or between the commanding officer of one of those naval or air units or of any of those warships or military aircraft and the commanding officer of another unit or of another warship or military aircraft of the same country, through the intermediary of the land, sea or air services of other countries.

3 Letter-post items enclosed in the mails referred to in paragraphs 1 and 2 shall be confined to items addressed to or sent by members of military units or the officers and crews of the ships or aircraft to or from which the mails are forwarded. The rates and conditions of dispatch applicable to them shall be fixed, according to its regulations, by the postal administration of the country which has made the military unit available or to which the ships or aircraft belong.

4 In the absence of special agreement, the administration of the country which has made the military unit available or to which the warships or military aircraft belong shall be liable to the administrations concerned for the transit charges for the mails, calculated in accordance with article 63, for the terminal dues, calculated in accordance with article 64, and for air conveyance dues, calculated in accordance with article 83.

Part III

Air conveyance of letter-post items

Section I

Airmail correspondence

Chapter I

General provisions

Article 71

Airmail correspondence

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

Article 72

Aerogrammes

1 Each administration may admit aerogrammes, which are airmail letters.

2 An aerogramme shall consist of a sheet of paper suitably folded and gummed on all sides, the dimensions of which, in that form, shall be the following:
a minimum dimensions: identical to those prescribed for letters;
b maximum dimensions: 110 x 220 mm;
and such that the length is equal to or greater than the width multiplied by $\sqrt{2}$ (approximate value: 1.4).

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

4 Each administration shall fix, within the limits defined in paragraph 2, the conditions of issue, manufacture and sale of aerogrammes.

5 Items of airmail correspondence posted as aerogrammes, but not fulfilling the conditions fixed above shall be treated in accordance with article 77. Administrations may, however, forward them in all cases by surface.

Article 73

Surcharged and unsurcharged airmail correspondence

1 Airmail correspondence shall be divided, as regards charges, into surcharged airmail correspondence and unsurcharged airmail correspondence.

2 In principle, airmail correspondence shall be subject, in addition to the charges authorized by the Convention and various Agreements, to surcharges for air conveyance; the postal items mentioned in articles 16 and 17 shall be liable to the same surcharges. All such correspondence shall be described as surcharged airmail correspondence.

3 Administrations shall be permitted not to collect a surcharge for air conveyance, provided that they inform the administrations of the countries of destination of the fact; items accepted under these conditions shall be described as unsurcharged airmail correspondence.

4 With the exception of those originating from the bodies of the Universal Postal Union and from the Restricted Unions, items on postal service mentioned in article 15 shall be exempt from air surcharge.

5 Aerogrammes, as described in article 72, shall be subject to a charge at least equal to that applicable in the country of origin to an unsurcharged letter of the first weight step in the international service.

Article 74

Air surcharges

1 Administrations shall fix the air surcharges to be collected for forwarding. They may adopt, for fixing of surcharges, smaller weight steps than those laid down in article 19.

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

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

4 Administrations may fix average air surcharges each relating to a group of countries of destination.

5 Air surcharges shall be paid before dispatch.

6 In calculating the air surcharge for an airmail item, each administration shall be authorized to take into account the weight of any forms used by the public which may be attached to the item. The weight of the advice of delivery shall always be taken into account.

Article 75

Combined charges

1 Notwithstanding article 74, administrations may fix combined charges for the prepayment of airmail correspondence, taking into account:

a the cost of the postal services rendered by them;

b the cost of the air conveyance.

Administrations have the option of taking as the cost mentioned in a, the basic charges set in accordance with article 19. When the weight steps adopted for fixing the combined charges are smaller than those laid down in article 19, the basic charges may be reduced in the same proportion.

2 With the exception of articles 77 and 80, the provisions relating to air surcharges shall apply by analogy to combined charges.

Article 76

Methods of denoting prepayment

Apart from the methods laid down in article 28, the prepayment of surcharged airmail correspondence may be denoted by an indication that full postage has been prepaid, for example: *"Taxe perçue"* ("Amount collected"). This indication shall appear in the top right-hand part of the address side and be authenticated by a date-stamp impression of the office of origin.

Article 77

Unpaid or underpaid surcharged airmail correspondence

1 Unpaid or underpaid surcharged airmail correspondence which it is not possible to have regularized by the senders shall be treated as follows:

a in the event of complete absence of prepayment, surcharged airmail correspondence shall be treated in accordance with articles 27 and 30; items on which the payment of postage is not obligatory before dispatch shall be forwarded by the means of transport normally used for unsurcharged correspondence;

b in the event of underpayment, surcharged airmail correspondence shall be forwarded by air if the charges paid represent at least the amount of the air surcharge; nevertheless, the administration of origin shall be permitted to send these items by air when the charges paid represent at least 75 percent of the surcharge or 50 percent of the combined charge. Below these limits, items shall be treated as laid down in article 27. In the other cases, article 30 shall be applicable.

2 If the details required for calculating the amount of the charge to be collected have not been indicated by the administration of origin, the airmail correspondence shall be considered as duly prepaid and shall be dealt with accordingly.

Article 78

Routeing of airmail correspondence and airmails in transit

1 Administrations shall be bound to forward by the air communications they use for the conveyance of their own airmail correspondence the items of this type which reach them from other administrations.

2 Administrations of countries without an air service shall forward airmail correspondence by the most rapid means used for mails; the same shall apply if for any reason routeing by surface means is more advantageous than the use of airlines.

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

4 If the administration of the country of origin so wishes, its mails shall be transhipped directly, at the transit airport, between two different airlines, provided that the airlines concerned agree to make the transhipment and that the administration of the transit country is informed of it beforehand.

Article 79

Priority treatment of airmails

Administrations shall take all necessary steps to:

a ensure the best conditions for the receipt and onward transmission of airmails at airports in their country;

b ensure that agreements concluded with the carriers concerning the priority due to airmails are respected;

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

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

Article 80

Redirection of airmail correspondence

1 Airmail letters and airmail postcards addressed to an addressee who has changed his address shall be redirected to their new destination by the quickest route (air or surface). Other airmail correspondence shall be redirected by the means of transport normally used for unsurcharged correspondence except in the cases referred to in paragraphs 2, 3 and 4. For this purpose, article 34, paragraphs 1 to 3, shall be applicable by analogy.

2 Items other than airmail letters and airmail postcards may be reforwarded by air at the express request of the addressee if the latter undertakes to pay the air surcharges or combined charges on the new air route or if such surcharges or combined charges are paid at the redirecting office by a third person; in the first case the air surcharge or the combined charge shall be collected, in principle, at the time of delivery of the item and retained by the delivering administration.

3 Administrations which apply combined charges may fix special fees, which must not exceed the combined charges, for the redirection by air under the conditions laid down in paragraph 2.

4 Correspondence sent by surface on its first transmission may be reforwarded abroad by air, under the conditions laid down in paragraph 2. Redirection by air of such articles within the country of destination shall be governed by the internal regulations of that country.

5 The special C 6 envelopes and bags used for collective redirection of airmail letters and airmail postcards, including those dealt with in paragraph 4, shall be forwarded to the new destination by the quickest route (air or surface). Those containing other correspondence shall be forwarded by the means of transport normally used for unsurcharged correspondence, unless the surcharges, the combined charges or the special fees provided for in paragraph 3 are paid in advance to the redirecting office, or the addressee undertakes to pay the charges on the new air route in accordance with paragraph 2.

Article 81

Return to origin of airmail correspondence

1 Undeliverable airmail letters and airmail postcards for return to origin shall be returned by the quickest route (air or surface).

2 Undeliverable airmail correspondence other than airmail letters and airmail postcards shall be returned to origin by the means of transport normally used for unsurcharged correspondence; however, in the event of interruption of those means of transport, the correspondence shall be returned to origin by air.

3 For the return of correspondence to origin by air at the request of the sender, article 80, paragraphs 2 to 4, shall be applicable by analogy.

Chapter II

Air conveyance dues

Article 82

General principles

1 The air conveyance dues for the whole distance flown shall be borne:

a in the case of closed mails, by the administration of the country of origin of the mails;

b in the case of airmail correspondence in transit à découvert, including missent items, by the administration which forwards this correspondence to another administration.

2 These same regulations shall be applicable to airmails and airmail correspondence in transit à découvert exempt from transit charges.

3 Conveyance dues shall, for a particular sector, be uniform for all administrations which use the sector.

4 Unless agreement has been reached that no charge should be made, air conveyance dues within the country of destination shall be uniform for all airmails originating abroad whether or not this mail is reforwarded by air.

5 In the absence of special agreement between the administrations concerned, article 63 shall apply to airmail correspondence for any transit by land or by sea; nevertheless, no transit charges shall be payable for:

a the transhipment of airmails between two airports serving the same town;

b the conveyance of such mails from an airport serving a town to a depot situated in the same town and the return of the same mails for reforwarding.

Article 83

Basic rates and calculation of air conveyance dues relating to closed mails

1 The basic rate applicable to the settlement of accounts between administrations in respect of air conveyance shall be fixed at 1.74 thousandths of a gold franc (0.568 thousandth of an SDR) at most per kilogramme of gross weight and per kilometre; this rate shall apply proportionally to fractions of a kilogramme.

2 Air conveyance dues shall be calculated according to the actual basic rate (less than and at most equal to the basic rate fixed in paragraph 1) and the kilometric distances given in the "List of Airmail Distances" and to the gross weight of the mails; no account shall be taken of the weight of *sacs collecteurs.*

3 When dues are payable for air conveyance within the country of destination, they shall be fixed in the form of a single price. This single price shall include all the dues for air conveyance within the country, regardless of the airport of arrival of the mails. It shall be calculated on the basis of the rate actually paid for air conveyance of the mail within the country of destination, but not exceeding the maximum rate specified in paragraph 1, and according to the weighted average distances of the sectors flown by international mail on the internal network. The weighted average distance shall be determined in terms of the gross weight of all the airmails arriving at the country of destination, including the mail which is not reforwarded by air within that country.

4 Dues payable for air conveyance, between two airports in the same country, of airmails in transit may also be fixed in the form of a single price. This price shall be calculated on the basis of the rate actually paid for air conveyance of mail within the country of transit, but not exceeding the maximum rate specified in paragraph 1, and according to the weighted average distances of the sectors flown by international mail on the internal air network of the country of transit. The weighted average distances shall be determined in terms of the gross weight of all the airmails transiting through the intermediate country.

5 The sum of the dues referred to in paragraphs 3 and 4 may not exceed in total the amounts which actually have to be paid for conveyance.

6 The prices for international and internal air conveyance, obtained by multiplying the effective basic rate by the distance, which are used in calculating the dues mentioned in paragraphs 2, 3 and 4, shall be rounded up to the nearest 10 gold centimes when the number made up by the figure of hundredths and that of thousandths is equal to or greater than 50; they shall be rounded down to the nearest 10 gold centimes in other cases.

Article 84

Calculation of and accounting for air conveyance dues for airmail correspondence in transit à découvert

1 Air conveyance dues for airmail correspondence in transit à découvert shall be calculated, in principle, as indicated in article 83, paragraph 2, but according to the net weight of such correspondence. They shall be fixed on the basis of not more than 10 average rates, each relating to a group of countries of destination and fixed according to the weight of mail offloaded at different destinations within the group. The sum of these dues, which may not exceed the amounts which have to be paid for conveyance, shall be increased by 5 percent.

2 Accounting for air conveyance dues for airmail correspondence in transit à découvert shall take place, in principle, on the basis of the data of statistical returns compiled once a year over a period of 14 days. This period shall be extended to 28 days for mails which are made up less than five times a week or which use the services of the same intermediary country less than five times a week.

3 Accounting shall take place on the basis of actual weight in the case of misrouted correspondence or correspondence posted on board ship or sent at irregular intervals or in too varying amounts. However, this accounting shall be done only if the intermediate administration asks to be paid for the conveyance of this correspondence.

Article 85

Amendments to dues for air conveyance in the interior of the country of destination and for airmail correspondence in transit à découvert

The amendments made to the air conveyance dues mentioned in article 83, paragraph 3, and article 84 shall:

a come into effect exclusively on 1 January;

b be notified at least three months beforehand to the International Bureau, which shall communicate them to all administrations at least two months before the date laid down in subparagraph a.

Article 86

Payment of air conveyance dues

1 Air conveyance dues shall be payable, apart from the exceptions provided for in paragraphs 2 and 4, to the administration of the country which the air service used comes under.

2 Notwithstanding paragraph 1:

a the conveyance dues may be paid to the administration of the country in which the airport is situated at which the airmails were taken over by the air carrier, subject to an agreement between this administration and that of the country which the air service concerned comes under;

b the administration which hands over airmails to an air carrier may settle direct with that carrier for the conveyance dues for all or part of the distance flown, subject to the agreement of the administration of the countries which the air services used come under.

3 Conveyance dues for airmail correspondence in transit à découvert shall be paid to the administration which reforwards it.

4 Unless other arrangements have been made, conveyance dues for airmail correspondence directly transhipped between two different airlines in accordance with article 78, paragraph 4, shall be settled by the administration of origin either directly with the first carrier, which shall then be responsible for paying the subsequent carrier, or directly with each carrier involved in the transhipment.

Article 87

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 delivery bill when:
- the actual forwarding route is not known;
- the dues for the sectors actually covered have not yet been claimed; or
- the diversion is attributable to the airline which effected the conveyance.

3 The supplementary dues relating to the sectors actually covered by the diverted mail shall be reimbursed as follows:
a by the administration whose services have committed the error in the case of misrouteing;
b by the administration which has collected the conveyance dues paid to the airline when the latter has offloaded in a place other than that shown on the AV 7 delivery bill.

4 Paragraphs 1 to 3 shall be applicable by analogy when part only of a mail is offloaded at an airport other than that indicated on the AV 7 delivery bill.

5 The administration of origin of a mail or bag missent owing to a labelling error shall pay the conveyance dues relating to the whole distance flown in accordance with article 82, paragraph 1, a.

Article 88

Air conveyance dues for mail lost or destroyed

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.

Section II

Surface airlifted (S.A.L.) mail

Article 89

Exchange of surface airlifted (S.A.L.) mail

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

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

3 Surface airlifted mails may be transhipped directly between two different airlines on the conditions provided for in article 78, paragraph 4.

Article 90

Reduced air surcharges

Administrations shall have the option of collecting lower air surcharges for S.A.L. mail than they collect for airmail correspondence under article 73.

Part IV

Final provisions

Article 91

Conditions for approval of proposals concerning the Convention and its Detailed Regulations

1 To become effective, proposals submitted to Congress relating to this Convention and its Detailed Regulations must be approved by a majority of the member countries present and voting. At least half of the member countries represented at Congress shall be present at the time of voting.

2 To become effective, proposals introduced between Congresses relating to this Convention and its Detailed Regulations must obtain:

a Unanimity of votes if they involve amendments to articles 1 to 17 (part I); 18 to 23; 24, paragraph 1, h, p, q, r and s; 27; 30; 36, paragraphs 2, 3, 5 and 6; 43 to 48; 50 to 70 (part II); 91 and 92 (part IV) of the Convention, to any of the articles of its Final Protocol or to articles 102 to 104; 105, paragraph 1; 126; 150; 151, paragraphs 1 and 3; 173; 188 to 190 and 228 of its Detailed Regulations;

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

c a majority of the votes if they involve:

i drafting amendments to the provisions of the Convention and its Detailed Regulations other than those mentioned under a;

ii interpretation of the provisions of the Convention, its Final Protocol and its Detailed Regulations, except in case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

Article 92

Entry into force and duration of the Convention

This Convention shall come into force on 1 January 1986 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof the plenipotentiaries of the Governments of the member countries have signed this Convention in a single original which shall be deposited in the archives of the Government of the Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 29 to 61.

FINAL PROTOCOL TO THE UNIVERSAL POSTAL CONVENTION

At the moment of proceeding to signature of the Universal Postal Convention concluded this day, the undersigned plenipotentiaries have agreed the following:

Article I

Ownership of postal items

1 Article 5 shall not apply to Australia, Bahrain, Barbados, Belize, Botswana, Canada, Dominica, Egypt, Fiji, Gambia, Ghana, the United Kingdom of Great Britain and Northern Ireland, the Overseas Dependent Territories of the United Kingdom, Grenada, Guyana, Ireland, Jamaica, Kenya, Kuwait, Lesotho, Malawi, Malaysia, Malta, Mauritius, Nauru, New Zealand, Nigeria, Papua New Guinea, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, the Solomon Islands, Swaziland, Tanzania (United Rep), Trinidad and Tobago, Tuvalu, Uganda, Vanuatu, Yemen Arab Rep, Zambia and Zimbabwe.

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

Article II

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

1 Notwithstanding article 17, the postal administrations of the Philippines, Portugal, Saint Vincent and the Grenadines, and Turkey, which do not concede exemption from postal charges to literature for the blind in their internal service, may collect the postage and special charges mentioned in article 17 which may not, however, exceed those in their internal service.

2 Notwithstanding article 17, the administrations of Canada, Germany, Fed Rep of, the United Kingdom of Great Britain and Northern Ireland, Japan and the United States of America may collect the special charges listed in article 24, paragraph 1, and the charge for cash-on-delivery which are applied to literature for the blind in their internal service.

3 Notwithstanding articles 17 and 19 of the Convention and article 129, paragraph 2, of the Detailed Regulations, the postal administrations of Byelorussia, India, Indonesia, Lebanon, Nepal, Ukraine, Union of Soviet Socialist Republics, Yemen Arab Rep and Zimbabwe, shall admit sound recordings as literature for the blind only if these are sent by, or addressed to, an officially recognized institute for the blind.

Article III

Equivalents and special charges. Maximum limits

1 Exceptionally, member countries shall be authorized to exceed the upper limits shown in article 19, paragraph 1, if this is necessary to bring their rates into relation with the costs of operating their services. Member countries wishing to apply this provision must notify the International Bureau of their intention as soon as possible.

2 Exceptionally, member countries shall be authorized to exceed the upper limits of the special charges shown in article 24, paragraph 1, whether applied in the internal service or not, if this is necessary to bring the charges into relation with the costs of operating their services. Member countries wishing to apply this provision must notify the International Bureau of their intention as soon as possible.

Article IV

Reduction of postage charges for letter-post items

Postal administrations may allow reduced charges based on their internal legislation for letter-post items posted in their country in accordance with the provisions of their internal legislation.

Article V

Ounce and pound avoirdupois

Notwithstanding the table in article 19, paragraph 1, member countries which by reason of their internal system are unable to adopt the metric-decimal system of weight may substitute for the weight steps specified in article 19, paragraph 1, the following equivalents:

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.

Article VI

Exception concerning the dimensions of items in envelopes

1 The administrations of Canada, Kenya, Tanzania (United Rep), Uganda and the United States of America shall not be obliged to discourage the use of envelopes whose format exceeds the recommended dimensions when those envelopes are widely used in their countries.

2 The administration of India shall not be obliged to discourage the use of envelopes whose format is larger or smaller than the recommended dimensions when those envelopes are widely used in its country.

3 Notwithstanding article 20, paragraph 1, a, i, the administrations of Denmark, Finland, Iceland, Norway and Sweden shall have the option of considering as standardized items those items with maximum dimensions not exceeding 162 x 235 mm, with a tolerance of 2 mm.

Article VII

Small packets

The obligation to participate in the exchange of small packets exceeding 500 g in weight shall not apply to the administrations of Australia, Bhutan, Bolivia, Burma, Canada, Colombia, Cuba and Papua New Guinea which find it impossible to operate such an exchange.

Article VIII

Posting abroad of letter-post items

The postal administration of the United Kingdom of Great Britain and Northern Ireland reserves the right to impose a charge, equivalent to the cost of the work it incurs, on any administration which, under the provisions of article 23, paragraph 4, sends to it items for disposal which were not originally dispatched as postal items by the postal administration of the United Kingdom.

Article IX

International reply coupons issued before 1 January 1975

From 1 January 1979, international reply coupons issued before 1 January 1975 shall not, in the absence of a special agreement, give rise to a settlement between administrations.

Article X

Withdrawal from the post. Alteration or correction of address

1 Article 33 shall not apply to the Bahamas, Bahrain, Barbados, Belize, Botswana, Burma, Canada, Czechoslovakia, Dem People's Rep of Korea, Dominica, Fiji, Gambia, the United Kingdom of Great Britain and Northern Ireland, the Overseas Dependent Territories of the United Kingdom, Grenada, Guyana, Ireland, Jamaica, Kenya, Kuwait, Lesotho, Malawi, Malaysia, Nauru, New Zealand, Nigeria, Papua New Guinea, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, the Solomon Islands, Swaziland, Tanzania (United Rep), Trinidad and Tobago, Tuvalu, Uganda, Vanuatu and Zambia, whose legislation does not permit withdrawal from the post or alteration of address of letter-post items at the sender's request.

2 Article 33 shall apply to Australia only in so far as that article is consistent with its domestic legislation.

Article XI

Special charges

In place of the registration charge laid down in article 47, paragraph 1, b, member countries may apply, for insured letters, the corresponding charge of their internal service or, exceptionally, a charge of 10 francs (3.27 SDR) at most.

Article XII

Prohibitions

1 The postal administrations of Afghanistan, Cuba, Mexico and Pakistan shall not be obliged to comply with the provisions laid down in the last sentence of article 36, paragraph 8, according to which "This notification shall clearly indicate the prohibition under which the item falls and the articles which gave rise to its seizure".

2 The delegations of Afghanistan, Bulgaria (People's Rep), Byelorussia, Cuba, Dem People's Rep of Korea, Polish People's Rep, Sudan, Ukraine, Union of Soviet Socialist Republics and Yemen (People's Dem Rep) reserve, for the postal administrations of their countries, the right to provide the information about the reasons for the seizure of a postal item only within the limits of the information provided by the customs authorities and in accordance with internal legislation.

Article XIII

Articles subject to customs duty

1 With reference to article 36, the postal administrations of Bangladesh and El Salvador do not accept insured letters containing articles subject to customs duty.

2 With reference to article 36, the postal administrations of Afghanistan, Albania, Brazil, Bulgaria (People's Rep), Byelorussia, Central African Rep, Chile, Colombia, Dem Kampuchea, Dem People's Rep of Korea, El Salvador, Ethiopia, German Dem Rep, Italy, Nepal, Panama (Rep), Peru, Romania, San Marino, Saudi Arabia, Ukraine, Union of Soviet Socialist Republics and Venezuela do not accept ordinary and registered letters containing articles subject to customs duty.

3 With reference to article 36, the postal administrations of Benin, Ivory Coast (Rep), Mali, Mauritania, Niger, Oman, Senegal, Upper Volta and Yemen Arab Rep do not accept ordinary letters containing articles subject to customs duty.

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

5 With reference to article 36, the postal administration of Nepal does not accept registered or insured letters containing currency notes or coins except by special agreement to this effect.

Article XIV

Extent of liability of postal administrations

1 The postal administrations of Bangladesh, Belgium, Benin, India, Ivory Coast (Rep), Lebanon, Madagascar, Mali, Mauritania, Mexico, Nepal, Niger, Senegal, Togo, Turkey and Upper Volta shall be authorized not to apply article 50, paragraph 2.

2 The postal administration of Brazil shall be authorized not to apply article 50 with respect to liability in cases of damage.

Article XV

Non-liability of postal administrations. Registered items

The postal administrations of Indonesia and Mexico shall not be required to observe article 52, paragraph 1, of the Convention as regards maintenance of their liability in case of total theft or total damage.

Article XVI

Payment of indemnity

1 The postal administrations of Bangladesh, Gabon, Mexico, Nepal and Nigeria shall not be obliged to comply with article 58, paragraph 4, of the Convention in so far as concerns finally settling the matter within a period of five months or informing the administration of origin or destination, as the case may be, when a postal item has been detained, confiscated or destroyed by the competent authorities because of the contents, or has been seized by virtue of its domestic legislation.

2 The postal administrations of Gabon, Lebanon and Madagascar shall not be obliged to comply with article 58, paragraph 4, of the Convention in so far as concerns finally settling a claim within a period of five months. Nor do they agree to the rightful claimant's being indemnified, on their behalf, by another administration upon expiry of the above-mentioned period.

Article XVII

Special transit charges for conveyance in transit by the Trans-Siberian and via Lake Nasser

1 The postal administration of the Union of Soviet Socialist Republics shall be authorized to collect a supplement of 2 gold francs (0.65 SDR) in addition to the transit charges indicated in article 63, paragraph 1, i, (distances traversed by land) for each kilogramme of letter-post items conveyed in transit over the Trans-Siberian route.

2 The postal administrations of Egypt and the Sudan shall be authorized to collect a supplement of 50 centimes (0.16 SDR) in addition to the transit charges indicated in article 63, paragraph 1, for each bag of letter post in transit via Lake Nasser between Shallal, Egypt, and Wadi Halfa, Sudan.

Article XVIII

Special transit conditions for Panama (Rep)

The postal administration of Panama (Rep) shall be authorized to collect a supplement of 2 gold francs (0.65 SDR) to the transit charges mentioned in article 63, paragraph 1, for each bag of letter post in transit through the Isthmus of Panama between the ports of Balboa on the Pacific Ocean and Cristobal on the Atlantic Ocean.

Article XIX

Special transit conditions for Afghanistan

Notwithstanding article 63, paragraph 1, the postal administration of Afghanistan shall be authorized provisionally, because of its special difficulties as regards means of conveyance and communication, to effect the transit of closed mails and à découvert correspondence across its territory on terms specially agreed with the postal administrations concerned.

Article XX

Special storage charges at Panama

Exceptionally, the postal administration of Panama (Rep) shall be authorized to collect a charge of 1 gold franc (0.33 SDR) per bag for all mails stored or transhipped in the port of Balboa or Cristobal, provided that that administration does not receive any payment in respect of land or sea transit for those mails.

Article XXI

Exceptional air surcharge

By reason of the special geographical situation of the Union of Soviet Socialist Republics, the postal administration of that country shall reserve the right to apply a uniform air surcharge throughout the whole of its territory for all the countries of the world. This surcharge shall not exceed the actual costs occasioned by the conveyance of letter-post items by air.

Article XXII

Extraordinary services

The only services considered as extraordinary services giving rise to the collection of special transit charges shall be the Syria-Iraq motor services.

Article XXIII

Compulsory routeing indicated by the country of origin

The postal administrations of Byelorussia, Romania, the Ukraine and the Union of Soviet Socialist Republics will recognize only the costs of the conveyance effected in accordance with the provision concerning the line shown on the bag labels (AV 8) of airmail dispatches and on the AV 7 delivery bills.

Article XXIV

Routeing of closed airmails

Having regard to article XXIII, the postal administrations of France, Greece, Italy, Senegal and Thailand will forward closed airmails only on the conditions laid down in article 78, paragraph 3.

Article XXV

Characteristics of postage stamps

The postal administrations of Australia, the Bahamas, Bahrain, Bangladesh, Barbados, Chile, Dem People's Rep of Korea, Egypt, the United Kingdom of Great Britain and Northern Ireland, the Overseas Dependent Territories of the United Kingdom, India, Japan, Kenya, Malawi, Malaysia, Netherlands, New Zealand, Pakistan, Papua New Guinea, Singapore, the Solomon Islands, Sri Lanka, Sudan, Trinidad and Tobago, Vanuatu, Zambia and Zimbabwe shall not be obliged to respect the provisions of article 192, paragraph 4, of the Detailed Regulations of the Convention regarding the obligation to indicate the year of issue on commemorative or charity postage stamps.

Article XXVI

Transmission of printed papers for a single addressee

Notwithstanding article 161 of the Detailed Regulations of the Convention, the postal administrations of Canada and the United States of America shall be authorized not to accept registered special bags of printed papers for a single addressee and not to provide registered handling for such bags received from other countries.

In witness whereof, the plenipotentiaries below have drawn up this Protocol, which shall have the same force and the same validity as if its provisions were inserted in the text of the Convention itself, and they have signed it in a single original which shall be deposited in the archives of the Government of the Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 29 to 61.

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ANNEXES: FORMS

DETAILED REGULATIONS OF THE UNIVERSAL POSTAL CONVENTION

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Universal Postal Convention.

Part I

General provisions

Chapter I

Rules applicable in common throughout the international postal service

Article 101

Preparation and settlement of accounts

1 Each administration shall draw up its accounts and refer them in duplicate to the others concerned. One accepted copy, if necessary amended or accompanied by a statement of discrepancies, shall be returned to the creditor administration. This account shall serve as a basis for the preparation, as necessary, of the final liquidation account between the two administrations.

2 In the total of each account made out in gold francs or in SDRs on C 20, C 20bis, C 21, C 21bis, C 23, C 24, C 31, CP 16, CP 18, AV 5, AV 11 and AV 12 forms, decimals shall be ignored in the total or the balance.

3 In accordance with article 113, paragraph 5, of the General Regulations the International Bureau shall arrange the settlement of accounts of all kinds relating to the international postal service. To this end the administrations concerned shall consult with each other and with the Bureau and decide upon the method of settlement. Accounts of telecommunications services may also be included in these special liquidation accounts.

Article 102

Payment of debts expressed in SDRs. General provisions

1 Subject to article 12 of the Convention, the rules for payment set out below shall apply to all debts expressed in SDRs and arising out of a postal transaction, whether they result from general accounts or statements drawn up by the International Bureau or from liquidation accounts or statements not drawn up by the Bureau; they shall also relate to the settlement of discrepancies, of interest or, where applicable, of payments on account.

2 Any administration may discharge its liabilities by payments on account, from which its debts shall be deducted when these have been established.

3 Provided the periods for payment are observed, any administration may settle postal debts of the same or different kinds, expressed in SDRs by offsetting credits and debits in its relations with another administration. The offsetting may be extended by mutual agreement to debts arising from telecommunications services when

both administrations operate postal and telecommunications services. Offsetting may not be effected with debts in respect of transactions contracted out to an organization or company under the control of a postal administration if that administration objects.

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

Article 103

Rules for payment

1 Debts shall be paid in the currency selected by the creditor administration after consultation with the debtor administration. If there is disagreement, the choice of the creditor administration shall prevail in all cases. If the creditor administration does not specify a currency, the choice shall rest with the debtor administration.

2 The amount of the payment, as determined hereafter in the selected currency, shall be equivalent in value to the balance of the account expressed in SDRs.

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

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

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

5 For the purpose of determining the official or generally accepted foreign exchange market equivalent of a currency, the rate used shall be the closing rate for currency which can be used in the majority of merchandise trade transactions for spot delivery cable transfers in the official or generally accepted foreign exchange market of the main financial centre of the debtor country on the day prior to payment or the most recent rate quoted.

6 The debtor administration shall transmit, on the date of payment, the amount of the selected currency as computed above by a bank cheque, transfer or any other means, acceptable to both administrations. If the creditor administration expresses no preference, the choice shall fall to the debtor administration.

7 The payment charges (fees, clearing charges, deposits, commission, etc) collected in the debtor country shall be borne by the debtor administration. The charges collected in the creditor country, including payment charges collected by banks in intermediate countries, shall be borne by the creditor administration. When the postal giro transfer system, with exemption from charges, is used, exemption shall also be granted by the office of exchange in the third country or countries acting as intermediary between the debtor administration and the creditor administration when there are no direct exchanges between these.

8 If, between the dispatch of the remittance (cheque, for example) and its receipt by the creditor administration, a variation occurs in the equivalent value of the selected currency calculated as described in paragraphs 3, 4 or 5, and if the difference resulting from such variation exceeds 5 percent of the amount due (as calculated following such variation), the total difference shall be shared equally between the two administrations.

9 Payment shall be made as quickly as possible and at the latest within six weeks from the date of dispatch for general liquidation accounts prepared by the International Bureau and from the date of acceptance or the date of notification of official acceptance for other liquidation accounts and accounts indicating the amounts or balances to be settled; after that period the amounts due shall be chargeable with interest at the rate of 6 percent per annum reckoned from the day following the day of expiry of the said period. By payment is meant the dispatch of funds or of the instrument of payment (cheque, draft, etc) or the signing of the order for transfer or deposit by the organization responsible for the transfer in the debtor country.

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

Article 104

Fixing of equivalents

1 Administrations shall fix the equivalents of the postal charges prescribed in the Convention, the Agreements and their Final Protocols and the selling price of international reply coupons. They shall notify them to the International Bureau for them to be announced to postal administrations. To this end each administration shall be required to notify the International Bureau of the average value of the SDR in the currency of its country under the provisions of paragraph 2.

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

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

b for a currency for which daily exchange rates with the SDR are not published: calculate to four places of decimals an average value of the SDR in that currency, as in a, but through the medium of conversion to another currency for which daily rates are quoted both for the currency in question and for the SDR;

c for a currency of a country which is not a member of the IMF, for which daily exchange rates with the SDR are not published, and which unilaterally declares an equivalence in accordance with the Convention, article 8, paragraph 4: calculate the average of the daily rates thus unilaterally declared applying over a period of at least 12 months ended on the preceding 30 September;

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

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

4 The International Bureau shall publish a compendium showing, for each country, the equivalents of the charges, the average value of the SDR and the selling price of the international reply coupons mentioned in paragraph 1 and indicating, where applicable, the percentage increase or reduction in postage applied under articles 19, paragraph 1, of the Convention and III of its Final Protocol.

5 Each administration shall notify the International Bureau direct of the equivalent it has adopted for the indemnities prescribed in article 50, paragraph 4, of the Convention.

Article 105

Postage stamps. Notification of issues and exchange between administrations

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

2 Administrations shall exchange through the intermediary of the International Bureau three sets of each of their new issues of postage stamps.

Article 106

Postal identity cards

1 Each administration shall appoint the offices or departments which issue postal identity cards.

2 These cards shall be made out on forms conforming to the annexed specimen C 25 which are supplied by the International Bureau.

3 Upon application the applicant shall hand in his photograph and prove his identity. Administrations shall issue the necessary instructions to ensure that cards are issued only after careful inquiry into the identity of the applicant.

4 The official shall record the application in a register; he shall enter in ink or a similar substance and in roman characters by hand or by typewriter, without erasure or alteration, all the particulars required by the form and affix the photograph to it in the space indicated; then he shall affix a postage stamp representing the charge collected, partly on the photograph and partly on the card. He shall then make, in the space reserved for the purpose, a clear impression of the date-stamp or of an official seal, in such a way that it appears partly on the postage stamp, the photograph and the card. Finally, he shall sign the card and issue it to the applicant after having obtained his signature.

5 Administrations may issue identity cards without affixing a postage stamp thereto and record in some other way the amount of the charge collected.

6 Each administration shall retain the right to issue the cards for the international service in accordance with the rules applied to the cards in use in its internal service.

7 Postal identity cards may, after they have been made out, be laminated in plastic material as desired by each administration.

Article 107

Period of retention of documents

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

2 Documents concerning a dispute or inquiry shall be kept until the matter has been settled. If the initiating administration, being duly informed of the result of the inquiry, allows six months to pass from the date of the communication without raising any objections, the matter shall be regarded as closed.

Article 108

Telegraphic addresses

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

a "Postgen" for telegrams intended for central administrations;

b "Postbur" for telegrams intended for post offices;

c "Postex" for telegrams intended for offices of exchange.

2 These telegraphic addresses shall be followed by the indication of the place of destination and, where appropriate, any other details considered necessary.

3 The telegraphic address of the International Bureau shall be "UPU Berne".

4 The telegraphic addresses indicated in paragraphs 1 and 3, completed as necessary by the indication of the dispatching office, shall also serve as the signature to telegraphic communications.

Chapter II

International Bureau. Information to be supplied. Publications

Article 109

Communications and information to be forwarded to the International Bureau

1 Administrations shall communicate to the International Bureau:

a their decision on the optional application of certain general provisions of the Convention and of its Detailed Regulations;

b the expression they have adopted, under articles 193, paragraph 1, and 194, to indicate that the postage has been paid;

c the reduced charges they have adopted under article 8 of the Constitution and details of the services to which the charges apply;

d the extraordinary conveyance dues collected under article 66 of the Convention together with the names of the countries to which the dues apply and, where appropriate, particulars of the services for which the dues are payable;

e the scale of insurance charges applicable in their service to insured letters in accordance with article 47, paragraph 1, c;

f the maximum amount up to which they admit insurance by surface and air routes;

g where necessary, a list of their offices which participate in the insured letters service;

h where necessary, those of their regular sea or air services used for the conveyance of ordinary items by letter post which may be used, with a guarantee of liability, for the conveyance of insured letters;

i the necessary information concerning customs or other regulations, as well as the prohibitions or restrictions governing the entry and transit of postal items in their services;

j the number of customs declarations required for items subject to customs control addressed to their country and the languages in which declarations or customs labels may be completed;

k a list of kilometric distances for land sectors followed in their countries by mails in transit;

l a list of the shipping lines operating from their ports and used for the conveyance of mails, with details of the voyages, the distance and duration of the voyage between the port of embarkation and each of the successive ports of call, the frequency of the service and the countries to which the sea transit charges shall be paid if the ships are used;

m any useful information about their organization and internal services;

n their internal postal charges.

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

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

Article 110

Mutual information between administrations

The administrations of countries which participate in the insured letters service and which provide direct exchanges shall communicate to one another, by means of tables in the form of the annexed specimen VD 1, information concerning the exchange of insured letters.

Article 111

Publications

1 The International Bureau shall publish, on the basis of information supplied in accordance with article 109, an official compendium of information of general interest relating to the implementation of the Convention and its Detailed Regulations in each member country. It shall also publish similar compendia relating to the implementation of the Agreements and their Detailed Regulations, on the basis of the information supplied by the administrations concerned in accordance with the relative provisions in the Detailed Regulations of each of the Agreements.

2 It shall also publish, from information supplied by administrations and, if appropriate, by the Restricted Unions as regards subparagraph a, or the United Nations as regards subparagraph f:

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

3 It shall also publish:

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

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

Article 112

Distribution of publications

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

a all documents excepting those specified in subparagraph b: three copies, one of which shall be in the official language and the other two either in the official language or in the other language requested in accordance with article 107 of the General Regulations;
b the periodical "Union Postale" and the International List of Post Offices: according to the number of contribution units assigned to each administration under article 125 of the General Regulations. However, where administrations so request, the International List of Post Offices may be distributed at the maximum rate of ten copies per contribution unit.

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

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

Part II

Provisions concerning the letter post

Section I

Conditions of acceptance of letter-post items

Chapter I

Provisions applicable to all categories of items

Article 113

Address. Make-up

1 Administrations shall recommend users:

a to use envelopes which are adapted to their contents;

b to write the address on the envelope, on the plain side which is not provided with the closing flap;

c to reserve the right-hand half at least of the address side for the address of the addressee and for postage stamps, franking marks and impressions or indications in lieu thereof;

d to write the address very legibly in roman letters and in arabic figures, setting it out on the right-hand side lengthwise. If other letters and figures are used in the country of destination, it shall be recommended that the address be given also in these letters and figures;

e to write the name of the place with the correct postcode number or delivery zone number, if any, and country of destination in capital letters;

f to show the address precisely and completely, giving the correct postcode number or delivery zone number, if any, so that the forwarding of the item and its delivery to the addressee may be effected without inquiry or misunderstanding;

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

h to add the word "Letter" to the address side of letters which, because of their volume or make-up, might be confused with items prepaid at a reduced rate;

i to show the addresses of the sender and the addressee inside the item and as far as possible on the contents, or, where applicable, on a tie-on label made of a sturdy material, securely attached to the item, particularly in the case of unsealed items;

j to show also the addressee's address on each packet of printed papers included in a special bag and sent to the same addressee at the same address.

2 Except as otherwise provided in these Regulations, service instructions and labels shall be placed on the address side of the item, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given.

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

4 In all cases in which the item is under wrapper, the addressee's address shall be written on the latter, except in the case of articles sent in accordance with article 122, paragraph 3.

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

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

7 Envelopes the edges of which are provided with coloured bars shall be reserved for airmail correspondence.

Article 114

Poste restante items

The address of items sent poste restante shall show the name of the addressee. The use of initials, figures, forenames only, fictitious names or code marks of any kind shall not be permitted for these items.

Article 115

Items sent free of postal charges

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

a *"Service des postes"* (Postal service) or a similar indication for the items mentioned in article 15 of the Convention;

b *"Service des prisonniers de guerre"* (Prisoners-of-war service) or *"Service des internés"* (Civilian internees service) for the items mentioned in article 16 of the Convention and the forms relating to them;

c *"Cécogrammes"* (Literature for the blind) for the items mentioned in article 17 of the Convention.

Article 116

Items subject to customs control

1 Items to be submitted to customs control shall bear on the front an adhesive green label in the form of the annexed specimen C 1, or be provided with a tie-on label in the same form. The C 1 adhesive label shall be affixed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given. With the authorization of the administration of origin, users may use envelopes or wrapping bearing, in the place provided for affixing the C 1 label, a preprinted facsimile of that label having the same dimensions and colour. If the value of the contents declared by the sender exceeds 918.30 gold francs (300 SDR), or if the sender prefers, the items shall also be accompanied by the prescribed number of separate customs declarations in the form of the annexed specimen C 2/CP 3; in this case, only the upper part of the C 1 label shall be affixed to the item.

2 C 2/CP 3 customs declarations shall be securely attached to the outside of the item by a string tied crosswise or, if the administration of the country of destination so requests, inserted in the item itself. Exceptionally, these declarations may, if the sender prefers, also be inserted in registered letters in a closed envelope containing valuable articles as mentioned in article 43, paragraph 3, of the Convention, or in insured letters.

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

4 For special bags containing printed papers for the same addressee at the same address, the address label specified in article 161 shall bear the C 1 label if the country of destination so requests. If the value of the contents declared by the sender exceeds 918.30 gold francs (300 SDR), or if the sender prefers, the upper part of the C 1 label shall be affixed to the address label and the C 2/CP 3 customs declarations shall be affixed to that same label; if the administration of the country of destination so requests, they shall be attached to one of the items contained in the bag.

5 The absence of a C 1 label shall not, in any circumstances, involve the return to the office of origin of consignments of printed papers, serums, vaccines, perishable biological substances, radioactive materials and urgently required medicines which are difficult to obtain.

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

7 Administrations shall do their utmost to inform senders of the correct way to complete the C 1 labels or customs declarations, although they shall accept no liability for the customs declarations.

Article 117

Items for delivery free of charges and fees

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

2 Every item sent free of charges and fees shall be accompanied by a franking note on yellow paper in the form of the annexed specimen C 3/CP 4. The sender of the item and, as regards the postal service indications, the dispatching office, shall complete the text of the right-hand side of the front of parts A and B of the franking note. The sender's entries may be made with the use of carbon paper. The text shall include the undertaking prescribed in article 40, paragraph 2, of the Convention. The franking note, duly completed, shall be securely attached to the item.

3 When the sender asks after posting for the item to be delivered free of charges and fees, the procedure shall be as follows:

a if the request is to be forwarded by post, the office of origin shall inform the office of destination in an explanatory note. This latter, bearing the prepayment of the charge due, shall be forwarded as a registered item by the quickest route (air or surface) to the office of destination accompanied by a franking note duly completed. The office of destination shall affix the label prescribed in paragraph 1 to the item;

b if the request is to be forwarded by telegraph, the office of origin shall inform the office of destination by telegraph and at the same time advise the relative particulars of the posting of the item. The office of destination shall automatically make out a franking note.

Chapter II

Rules relating to the packing of items

Article 118

Make-up. Packing

1 Letter-post items shall be made up securely and in such a way that there is no risk of other items getting trapped in them. The packing shall be adapted to the shape and nature of the item and the conditions of transport. Every item shall be made up in such a way as not to affect the health of officials and so as not to present any danger if it contains articles of a kind likely to injure officials called upon to handle it or soil or damage other items or postal equipment.

2 Items containing articles of glass or other fragile materials, liquids, fatty substances, dry powders, whether colouring or not, live bees, leeches, silk-worm eggs or the parasites referred to in article 36, paragraph 4, c, ii, of the Convention shall be packed in the following manner:

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

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

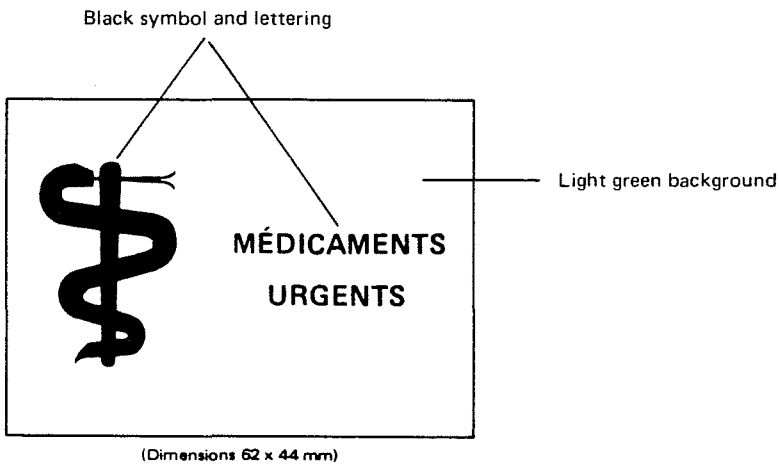
c fatty substances which do not easily liquefy, such as ointments, soft-soap, resins, etc, and silk-worm eggs, the conveyance of which presents few difficulties, shall be enclosed in a first packing (box, bag of cloth, plastic, etc) which is itself placed in a box of wood, metal or any other material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

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

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

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

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



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

Article 119

Make-up. Infectious perishable biological substances

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

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

a a watertight primary receptacle;

b a watertight secondary packaging;

c absorbent material should be placed between the primary receptacle and the secondary packaging. If multiple primary receptacles are placed in a single secondary packaging they shall be wrapped individually to ensure that contact between them is prevented. The absorbent material, such as cotton wool, should be sufficient to take up the entire contents. A non-hygroscopic material which does not evaporate under shipping conditions and is in fact non-toxic for man may be added;

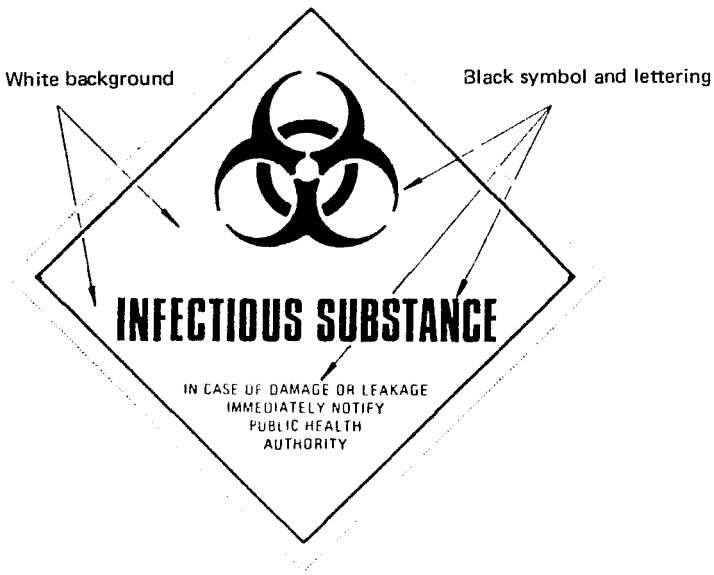
d an outer packaging of sufficient strength to meet performance tests equivalent to those laid down in the regulations of the international bodies competent in the matter.

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

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

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

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

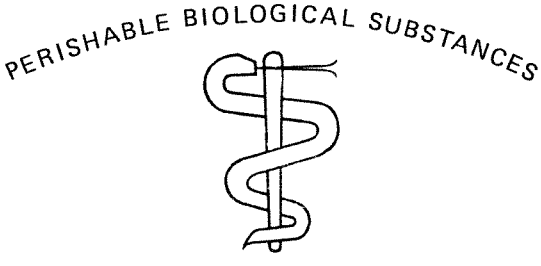


Article 120

Make-up. Non-infectious perishable biological substances

Letters containing non-infectious perishable biological substances shall be subject to the following special packing conditions: Perishable biological substances which contain neither living pathogenic micro-organisms nor living pathogenic viruses shall be packed in an inner non-porous container with an outer protective container and with absorbent material placed either in the inner container or between the outer and inner container; this material shall be of sufficient quantity to absorb, in case of breakage, all the liquid contained, or capable of being formed, in the inner container. Moreover, the contents of the inner as well as of the outer container shall be packed in

such a way as to prevent any movement. Special provision, such as drying by freezing and packing in ice, shall be made to ensure the preservation of substances sensitive to high temperatures. Air transmission, which entails changes of atmospheric pressure, makes it necessary, if the substances are packed in sealed phials or well-stoppered bottles, that these containers be strong enough to withstand variations in pressure. The outer container, as well as the outer wrapping of the item, shall be furnished, on the side which bears the addresses of the laboratories sending and receiving it, with a violet coloured label with the following text and symbol:



(Dimensions 62 x 44 mm)

Article 121

Make-up. Radioactive materials

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

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

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

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

Article 122

Make-up. Verification of contents

1 Printed papers and literature for the blind shall be made up in such a way that their contents are sufficiently protected while permitting quick and easy verification. They shall be placed in a wrapper, on a roller or between cardboard, in open envelopes or containers, in closed unsealed envelopes or containers which can be easily and safely opened and reclosed, or tied with a string which is easy to unknot. The administration of origin shall determine whether the closing of these items allows for quick and easy verification of the contents. Printed papers containing brochures may be admitted under sealed, transparent wrapper. No special conditions of closing shall be required for printed papers containing books; such items may be opened for verification of their contents. The administrations concerned may require the sender or addressee to facilitate verification of the contents either by opening some of the items picked out by them or in some other satisfactory manner.

2 Administrations may authorize the closing of bulk-posted printed papers, issuing for that purpose a permit to users who make a request for one. To be admitted at the printed papers rate, items closed on these conditions shall bear in bold letters on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, the indication *"Imprimé"* (Printed papers) or *"Imprimé à taxe réduite"* (Reduced-rate printed papers) as appropriate, or the equivalent in a language known in the country of destination, and the number of the relevant permit. These indications shall constitute proper authority for verification of the contents.

3 Printed papers posted in bulk as specified in paragraph 2 may, notwithstanding paragraph 1, be inserted in closed plastic wrapping, either transparent or opaque. The address of the addressee, set out in the direction of the greatest dimension, the address of the sender and the franking-machine impression prescribed in article 193 or the postage paid imprint prescribed in article 194 may be placed under the plastic film in such a way that they are perfectly legible through the transparent panel or panels provided for that purpose. The wrapping shall include, on the address side, a sufficiently wide part on which service instructions, any reasons for non-delivery or, when applicable, the addressee's new address can be written by hand, or shown by means of a label or by any other process, as on paper; a sufficiently wide part of the wrapping on the address side must have the properties of paper. Items wrapped in plastic may also be prepaid by means of franking-machine impressions made on a self-adhesive label or, in some indelible way, on the actual wrapping.

4 No special conditions of closing shall be required for small packets; items designated as such may be opened for verification of their contents. However, by analogy with the conditions laid down in paragraph 2 for printed papers, administrations of origin may restrict the option of closing small packets to items posted in bulk. Articles which would be spoilt if packed according to the general rules and items of merchandise packed in a transparent packing permitting verification of their contents, shall be admitted in a hermetically sealed packing. The same shall apply to industrial and vegetable products posted in a packing sealed by the manufacturer or by an examining authority in the country of origin. In those cases, the administrations concerned may require the sender or the addressee to assist in checking the contents, either by opening certain of the items indicated by them or in some other satisfactory manner.

Article 123

Items in panel envelopes

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

a the panel shall be situated on the plain side of the envelope which is not provided with the closing flap;

b the panel shall be made of such a material and in such a way that the address can be easily read through it;

c the panel shall be rectangular, its greatest dimension parallel to the length of the envelope, so that the address of the addressee appears in the same direction and the application of the date-stamp is not interfered with;

d all the edges of the panel shall be precisely stuck down on the inside edges of the opening in the envelope. For this purpose there shall be an adequate space between the side and bottom edges of the envelope and those of the panel;

e the addressee's address shall be the only thing visible through the panel or, at the very least, shall stand out clearly from any other indications visible through the panel;

f the panel shall be placed in such a way as not to interfere with the application of the date-stamp;

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

2 Items in envelopes which are wholly transparent, even if an address label is affixed to them, and items in envelopes which have an open panel shall not be admitted.

3 Items in envelopes with a transparent address panel shall be considered as standardized items if they conform to the conditions laid down in article 20, paragraph 1, a, ii, of the Convention.

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

Chapter III

Special provisions applicable to each category of items

Article 124

Letters

Subject to the provisions relating to standardized items and the packing of items, no conditions shall be laid down for the form or closing of letters. However, letters in envelopes must be rectangular to ensure that they do not cause difficulties during their handling. Letters with the consistency, but not the shape, of postcards shall also be placed in rectangular envelopes. The space on the address side necessary for the address, the postage and the service instructions or labels shall be left completely clear.

Article 125

Postcards

1 Postcards shall be rectangular and be made of cardboard or of paper stiff enough not to make mail handling difficult. They shall not have projecting or raised relief parts.

2 Postcards shall bear on the front the heading *"Carte postale"* (Postcard) in French or its equivalent in another language. This heading shall not be compulsory for picture postcards.

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

4 The right-hand half at least of the front shall be reserved for the address of the addressee, for prepayment and for service instructions or labels. The sender may make use of the back and of the left-hand half of the front, subject to paragraph 5.

5 It shall be prohibited to affix or attach to postcards samples of merchandise or similar articles, photographs, cuttings of every kind or fold-back sheets. It shall also be prohibited to embellish them with cloth, embroidery, spangles or similar materials. Such cards, as well as those which are not rectangular, may be sent only in closed envelopes prepaid at the letter rate. Nevertheless, illustrations, stamps of every kind and labels, as well as address slips of paper or other very thin substance, may be affixed to them, provided that these articles are not such as to alter the nature of postcards and that they adhere completely to the card. These articles may be affixed only to the back or to the left-hand half of the front of postcards, with the exception of address slips, tabs or labels which may occupy the whole of the front.

6 Postcards not complying with the regulations for that category shall be treated as letters, except when the irregularity derives only from showing the prepayment on the back. Notwithstanding article 113, paragraph 5, such cards shall be regarded in all cases as unpaid and treated accordingly.

Article 126

Printed papers

1 Reproductions on paper, cardboard or other materials commonly used in printing produced in several identical copies by means of a mechanical or photographic process, involving the use of a block, stencil or negative, may be sent as printed papers. The administration of origin shall decide whether the object in question has been reproduced on an admissible material and by an admissible process; it shall not be bound to admit as printed papers any items which are not admitted as such in the domestic service.

2 Administrations of origin may admit at the printed paper rate:
a letters and postcards exchanged between pupils of schools, provided that these items are sent through the principals of the schools concerned;
b correspondence courses sent by schools to their pupils and pupils' exercises in the original or with corrections but without any note which does not relate directly to the performance of the work;
c manuscripts of work or for newspapers;
d musical scores in manuscript;
e photocopies;
f impressions obtained by means of computer printers.

3 The items mentioned in paragraph 2 shall also be subject to article 122 as regards form and make-up.

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

5 The following may not be sent as printed papers:
a documents produced on a typewriter of any type;
b copies obtained by means of tracing and any kind of handwritten or typewritten copies;
c copies obtained by means of stamps with or without moveable type;
d articles of stationery proper, bearing reproductions, when it is clearly shown that the printed part is not the essential part of the article;
e films and sound or video recordings;
f punched paper tapes and ADP cards bearing perforations, marks or signs which could constitute annotations.

6 Several copies obtained by admissible processes may be sent together in a single printed papers item; they shall not bear the names and addresses of different senders or addressees.

7 Cards bearing the title *"Carte postale"* (Postcard) or the equivalent of this title in any language shall be admitted at the printed paper rate, provided that they satisfy the general conditions applicable to printed papers. Those which do not fulfil these conditions shall be treated as postcards or even as letters, in application of article 125, paragraph 6.

Article 127

Printed papers. Authorized annotations and enclosures

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

2 In addition to these particulars it shall be permitted:
a to delete, mark or underline certain words or certain parts of the printed text;
b to correct printing errors.

3 The additions and corrections specified in paragraphs 1 and 2 should have a direct bearing on the content of the reproduction; they should not be of such a nature as to constitute a code.

4 It shall also be permissible to show or to add:
a on order forms, subscription forms or offers in respect of published works, books, pamphlets, newspapers, engravings, musical scores: the works and the number of copies asked for or offered, the price of the works and notes giving essential elements of the price, the method of payment, the edition, the names of the authors and of the publishers, the catalogue number and the words "paper-backed", "stiff-backed" or "bound";

b on the forms used by the lending services of libraries: the titles of the works, the number of copies asked for or sent, the names of the authors and of the publishers, the catalogue numbers, the number of days allowed for reading, the name of the person wishing to consult the work in question;

c on picture postcards, on printed visiting cards and on printed cards expressing congratulations or condolences: conventional formulas of courtesy expressed in five words or five initials at the most;

d on printed literary and artistic productions: a dedication consisting of a simple conventional tribute;

e on cuttings from newspapers and periodicals: the title, date, number and address of the publication from which the article is taken;

f on printing proofs: alterations and additions concerned with the correction, layout and printing, as well as notes such as "Passed for press", "Read – Passed for press" or any similar note concerned with the production of the work. In case of lack of space the additions may be made on special sheets;

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

5 Finally, it shall be permitted to enclose:

a with all printed papers: a card, envelope or wrapper bearing the printed address of the sender of the item or his agent in the country in which the original item was posted. The enclosure may be prepaid for return by means of postage stamps of the country of destination of the original item;

b with literary or artistic printed works: the relative open invoice, reduced to its essential elements together with copies of the invoice, deposit notes or international or internal money order forms of the country of destination of the item on which it shall be permissible, after agreement between the administrations concerned, to show by any means whatever the amount to be deposited or paid and the particulars of the postal giro account or the address of the payee of the order;

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

Article 128

Printed papers in the form of cards

1 Printed papers of the form, consistency and size of a postcard may be sent unenclosed.

2 The right-hand half at least of the front of printed papers sent as cards, including picture postcards benefiting from the reduced charge, shall be reserved for the address of the addressee, for prepayment and for service instructions or labels.

3 Printed papers sent as cards not complying with the regulations in paragraphs 1 and 2 shall be treated as letters, except when the irregularity derives only from showing the prepayment on the back. Notwithstanding article 113, paragraph 5, such items shall be regarded in all cases as unpaid and treated accordingly.

Article 129

Literature for the blind

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

2 Administrations of origin shall have the option of admitting as literature for the blind sound recordings sent by a blind person or addressed to a blind person if this option exists in their internal service.

Article 130

Small packets

1 Small packets shall bear in bold letters on the address side, in so far as possible in the top left-hand corner, if applicable beneath the sender's name and address, indication of which on the outside of the item shall be obligatory, the expression *"petit paquet"* (small packet) or its equivalent in a language known in the country of destination.

2 It shall be permitted to enclose therein an open invoice reduced to its essential elements and to show on the outside or on the inside of items and, in the latter case, on the article itself or on a special sheet, the address of the sender and the addressee with the indications in use in commercial traffic, a manufacturer's or trade mark, a reference to correspondence exchanged between the sender and the addressee, a short note referring to the manufacturer and to the person supplying the goods or concerning the person for whom they are intended, as well as serial or registration numbers, prices and any other notes giving essential elements of the prices, particulars relating to the weight, volume and size, the quantity available and such particulars as are necessary to determine the source and the character of the goods.

3 It shall also be permitted to enclose therein any other document not having the character of current and personal correspondence, provided that its addressee and sender are those of the small packet. The administration of origin shall decide whether the document or documents enclosed fulfil these conditions. The same shall apply to the enclosure in small packets of gramophone records, tapes and wires whether or not bearing a sound or video recording, ADP (automatic data processing) cards, magnetic tapes or similar means as well as QSL cards.

Section II

Registered items and insured letters

Chapter I

Registered items

Article 131

Registered items

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

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

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

4 Registered items shall bear a label in the form of the annexed specimen C 4, which must adhere properly.

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

6 The label or stamp, and the heading *"Recommandé"* (Registered), shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, or, in the case of items in the form of cards, above the address in such a way as not to affect its legibility. In the case of the special registered bags mentioned in article 24, paragraph 1, p, column 3, i, of the Convention, the C 4 label shall be affixed properly to the address labels supplied by the sender.

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

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

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

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

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

Chapter II

Insured letters

Article 132

Make-up of insured letters

1 Insured letters shall fulfil the following conditions to be admitted to the post:

a they must be sealed, either by identical wax seals or by lead seals, or by another effective means, with a special uniform design or mark of the sender;

b the envelopes or the packing must be strong and shall permit the seals to adhere or to be attached completely, as the case may be; 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;

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

d the seals, the postage stamps representing the prepaid postage, and the postal service and other official service labels shall be spaced out so that they cannot serve to hide damage to the envelope or to the packing; the postage stamps and the labels shall not be folded over the two sides of the envelope or the packing so as to cover an edge. It shall be forbidden to affix to insured letters labels other than those relating either to the postal service or to official services whose intervention may be required under the national legislation of the country of origin;

e if they are tied with string and sealed as described in a, the string itself need not be sealed.

2 Insured letters which have the exterior appearance of a box must fulfil the following additional conditions:

a they shall be of wood, metal or plastic and sufficiently strong;

b the walls of wooden boxes shall have a minimum thickness of 8 millimetres;

c the top and bottom shall be covered with white paper to take the address of the addressee, the declaration of the insured value and the impression of the official stamps; they shall be sealed on the four sides in the manner described in paragraph 1, a; if required for insuring inviolability, the boxes shall be tied round crosswise with strong string without knots, the two ends being joined under a wax seal bearing a special uniform design or mark of the sender.

3 In addition, the following provisions shall apply:

a the prepaid postage may be denoted by an indication showing that the postage has been paid in full, for example: *"Taxe perçue"* (Charge collected); this indication shall appear in the top right-hand part of the address side and be authenticated by an impression of the date-stamp of the office of origin;

b items addressed to initials or the address of which is shown in pencil and those which have erasures or corrections in their address shall not be admitted; such items which have been wrongly admitted shall be returned to the office of origin.

Article 133

Insured letters. Insured value

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

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

3 When circumstances of any kind or statements made by the interested parties bring to light a fraudulent insurance for a value greater than the actual value enclosed in a letter, the administration of origin shall be advised promptly, with any documents in support of the investigation. If the letter has not yet been delivered to the addressee, the administration of origin may ask for its return.

Article 134

Insured letters. Functions of the office of origin

1 Once the office of origin has accepted an insured letter as eligible, it shall:

a affix a pink label in the form of the annexed specimen VD 2 and bearing in roman letters the letter V, the name of the office of origin and the serial number of the item. It shall mark the exact weight in grammes on the item. The VD 2 label and the indication of the weight shall be placed on the address side and, in so far as possible, in the top left-hand corner, beneath the sender's name and address where these are given. Administrations may however replace the VD 2 label by the C 4 label prescribed in article 131, paragraph 4, and a small pink label bearing in bold letters the words *"Valeur declarée"* (Insured);

b add to the address side a stamp impression showing the office and date of posting.

2 No serial number shall be placed on the front of insured letters by the intermediate administrations.

Chapter III

Advice of delivery and delivery to the addressee in person

Article 135

Advice of delivery

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

2 The items mentioned in paragraph 1 shall be accompanied by a light red form, of the consistency of a postcard, conforming to the annexed specimen C 5. The sender shall enter his name and address in roman letters on the front of the form, using means other than ordinary pencil, and particulars relating to the item and the addressee on the back, as indicated by the form's layout. The front of the form shall be completed by the office of origin or by any other office appointed by the dispatching administration and be securely attached to the item; if the form does not reach the office of destination that office shall automatically make out a new advice of delivery.

3 In calculating the postage on an advice of delivery item, including where applicable calculation of the air surcharge, the weight of the C 5 form shall be taken into account. The advice of delivery charge shall be represented on the item with the other charges.

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

5 The office of destination shall return the duly completed C 5 form direct to the sender by the first mail; this form shall be sent à découvert and post-free by the quickest route (air or surface). If the advice of delivery is returned without having been duly completed, the irregularity shall be notified by means of the C 9 form provided for in article 147, to which the relevant advice of delivery shall be attached.

6 At the sender's request, an advice of delivery which has not been returned within a normal time shall be the subject of an inquiry made free of charge on form C 9. A duplicate of the advice of delivery, bearing on the front in bold letters the word "Duplicata" (Duplicate), shall be attached to the C 9 inquiry form. The latter shall be dealt with in accordance with article 147. The C 5 form shall remain attached to the C 9 inquiry form unless the item has been duly delivered, in which case the office of destination shall detach this form, have it completed with the signature of the addressee, if possible, and return it as prescribed in paragraph 5 above.

Article 136

Delivery to the addressee in person

Registered items and insured letters for delivery to the addressee in person shall bear in bold letters the words *"A remettre en main propre"* (For delivery to the addressee in person) or the equivalent in a language known in the country of destination. This indication shall appear on the address side and, in so far as possible, in the top left-hand corner, beneath the sender's name and address where these are given. When the sender has requested an advice of delivery and delivery to the addressee in person, the C 5 form shall be signed by the addressee or, if that is not possible, by his duly authorized representative.

Section III

Operations on departure and arrival

Chapter I

Article 137

Application of the date-stamp

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

2 The application of the date-stamp prescribed in paragraph 1 shall not be compulsory:

a for items franked by means of impressions of postal franking machines if the name of the place of origin and the date of posting appear on these impressions;

b for items franked by means of impressions obtained by a printing press or by any other printing or stamping process;

c for unregistered reduced-rate items, provided that the place of origin is shown on these items;

d for letter-post items relating to the postal service as listed in article 15 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:

a struck through with a thick line in ink or in indelible pencil by the office which detects the irregularity, or

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

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

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

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

Article 138

Express items

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

Article 139

Unpaid or underpaid items

1 When the administration of origin undertakes automatically to prepay unpaid items or make up automatically the postage on underpaid items in order to collect the missing amount from the sender afterwards, the postage or the remainder of the postage may be denoted:

- either by one of the methods of prepayment laid down in article 28, paragraph 1, of the Convention,
- or by an indication showing that the postage has been paid in full, for example: *"Taxe perçue"* (Charge collected).

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 which prepaid the item or made up the postage on it.

2 Items on which the special charge laid down in article 24, paragraph 1, h, of the Convention is to be collected in accordance with article 30, paragraph 2, either from the addressee or, in the case of undeliverable items, from the sender, shall be marked with the T stamp (postage due) in the middle of the upper part of the front; beside the impression of this stamp the administration of origin shall write very legibly in the currency of its country the amount of the underpayment, and under a fraction line, that of its charge valid for the first weight step for letters dispatched by surface mail.

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

4 The delivering administration shall mark the item with the charge to be collected. It shall determine this charge by multiplying the fraction resulting from the data mentioned in paragraph 2 by the amount, in its national currency, of the charge applied in the international service to the first weight step for letters dispatched by surface mail. To this charge, it shall add the handling charge prescribed in article 24, paragraph 1, h, of the Convention.

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

6 If the fraction laid down in paragraph 2 has not been shown beside the T stamp by the administration of origin or the reforwarding administration in the case of non-delivery, the administration of destination may deliver the underpaid item without collecting a charge.

7 Postage stamps and postal franking impressions not valid for prepayment of postage shall not be taken into account. In that case, the figure nought (0) shall be placed beside such postage stamps or impressions, which shall be marked around in pencil.

Article 140

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

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

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

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

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

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

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

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

Article 141

Redirected items

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

2 Any insured letter the addressee of which has left for another country may be redirected if that country operates the service in its relations with the country of the first destination. If it does not, the item shall be sent back forthwith to the administration of origin for return to the sender.

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

4 Items properly prepaid for their first transmission, but on which the additional charge for the further transmission has not been paid before their redirection, shall be subject, in accordance with articles 24, paragraph 1, h, and 30, paragraph 2, of the Convention, to a charge representing the difference between the postage already paid and that which would have been charged if the items had been dispatched originally to their new destination. To this charge shall be added the handling charge. If reforwarded by air, the items shall in addition be subject, for their further transmission, to the air surcharge, combined charge or special fee prescribed in article 80, paragraph 3, of the Convention.

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

6 Items having originally circulated free of postal charges within a country shall be subject, in accordance with articles 24, paragraph 1, h, and 30, paragraphs 1 and 2, of the Convention, to the postage charge which would have been payable if these items had been addressed direct from the place of origin to the place of the new destination. To this charge shall be added the handling charge.

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

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

9 The customs duty and other fees of which it has not been possible to secure cancellation on redirection or on return to origin (article 143), shall be collected COD from the administration of the new destination. In that case, the administration of the original destination shall attach to the item an explanatory note and a COD money order (R 3, R 6 or R 8 forms of the Cash-on-Delivery Agreement). If there is no cash-on-delivery service between the administrations concerned, the charges in question shall be recovered by correspondence.

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

Article 142

Collective redirection of letter-post items

1 Unregistered items to be redirected to the same person at a new address may be enclosed in special envelopes in the form of the annexed specimen C 6 supplied by administrations and on which only the name and the new address of the addressee shall be written. Moreover, when the number of items to be collectively reforwarded justifies it, a bag may be used. In this case the details required shall be entered on a special label provided by the administration and printed, generally, on the pattern of the C 6 envelope.

2 Neither items to be submitted to customs control nor items of which the shape, volume and weight may cause tearing shall be enclosed in these envelopes or bags.

3 The envelope or bag shall be presented open at the redirecting office to enable that office to collect, if necessary, the additional charges to which the items it contains may be subject or to mark on the items the charge to be collected on arrival when the additional charge has not been paid. After checking it, the forwarding office shall close the envelope or bag and apply to the envelope or label, where necessary, the T stamp indicating that charges are to be collected for all or some of the items included in the envelope or bag.

4 On arrival at its destination, the envelope or bag may be opened and its contents checked by the delivering office which shall collect, where necessary, the unpaid additional charges. The handling charge provided for in article 24, paragraph 1, h, of the Convention shall be collected only once for all items inserted in the envelopes or bags.

5 Unregistered items addressed either to sailors and passengers aboard the same ship, or to persons travelling as a party, may also be treated as provided for in paragraphs 1 to 4. In that case, the envelopes or bag labels shall bear the address of the ship or of the shipping or travel agency, etc, to which the envelopes or bags shall be delivered.

Article 143

Undeliverable items

1 Before returning to the administration of origin items which for any reason have not been delivered, the office of destination shall show clearly and concisely, in French, as far as possible on the front of these items, the reason for non-delivery, in the following form: *"inconnu"* (unknown), *"refusé"* (refused), *"en voyage"* (travelling), *"parti"* (gone away), *"non réclamé"* (unclaimed), *"décédé"* (deceased), etc. As regards postcards and printed papers in the form of cards, the reason for non-delivery shall be shown on the right-hand half of the front.

2 This information shall be shown by the application of a stamp or affixing of a label conforming to the annexed specimen C 33/CP 10, to be completed as appropriate. Each administration may add the translation, in its own language, of the reason for non-delivery and other appropriate particulars. In the service with administrations which have so agreed the indications may be made in a single agreed language. Manuscript notes regarding the non-delivery made by officials or by post offices may also be regarded as sufficient in that case.

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

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

5 Undeliverable internal items which have to be sent abroad to be returned to the senders shall be dealt with in accordance with article 141. The same shall apply to international correspondence when the sender has moved to another country.

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

7 Insured letters which have not been delivered shall be sent back as soon as possible, and at the latest within the period fixed by article 35 of the Convention; these items shall be entered on the VD 3 list and included in the packet, envelope or bag labelled *"Valeurs declarées"* (Insured items).

Article 144

Withdrawal from the post. Alteration of address

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

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

b if the request is to be made by telegraph, the form shall be handed over to the telegraph service which shall be instructed to transmit its terms to the post office of destination.

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

3 On receipt of the C 7 form or of the telegram sent instead, the office of destination shall search for the item in question and take the necessary action.

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

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

If the sender of a request sent by telegraph has asked to be notified by telegram, the reply shall be sent by this means to the office of origin, which shall inform the applicant as quickly as possible.

5 Any administration may ask through notification of the International Bureau, for requests concerning it to be exchanged through its central administration or through a specially appointed office; this notification shall include the name of this office.

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

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

Article 145

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

1 Any office which receives a request for withdrawal from the post or alteration of address made in accordance with article 33, paragraph 3, of the Convention shall verify the identity of the sender of the item. It shall send the C 7 form to the office of origin or destination of the item. It shall ascertain, in particular, that the address of the sender appears clearly in the place provided for this purpose on the C 7 form, so as to be able at the right time to inform the sender how his request was dealt with or to return to him the item which is the subject of withdrawal, as the case may be.

2 If the withdrawal concerns a registered item or an insured letter, the certificate of posting must be produced by the sender but shall not be attached to the C 7 form; the latter shall bear the notation: *"Vu récépissé de dépôt No ... delivré le ... par le bureau de ..."* (Seen, certificate of posting No ... issued on ... by the office of ...). The certificate of posting shall bear the following notation: *"Demande de retrait (ou de modification d'adresse) déposée le ... au bureau de ..."* (Request for withdrawal from the post [or for alteration of address] made on ... at the office of ...). This note shall be accompanied by an impression of the date-stamp of the office receiving the request.

3 Any telegraph request made under the conditions laid down in paragraph 1 shall be sent direct to the office of destination of the item. If, however, it refers to a registered item or an insured letter, a C 7 form accompanied if possible by the receipt of posting and clearly marked *"Demande télégraphique déposée le ... au bureau de ..."* (Telegraph request made on ... at the office of ...) shall, in addition, be sent to the office of origin of the item. After verifying the details, the office of origin shall write at the top of the C 7 form, in coloured pencil, the note *"Confirmation de la demande télégraphique du..."* (Confirmation of the telegraph request dated...) and shall send it to the office of destination. The office of destination shall hold the registered item or the insured letter until receipt of this confirmation.

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

5 Article 144 shall apply, by analogy, to the office which receives the request and to its administration.

Article 146

Inquiries. Unregistered items

1 Every inquiry about an unregistered item shall involve the preparation of a form conforming to the annexed specimen C 8 which shall be accompanied, whenever possible, by a facsimile of the address of the item on a small sheet of thin paper. The inquiry form shall be completed with all the details called for and very legibly, preferably in roman capital letters and arabic figures. Whenever possible this form shall be completed by typewriter.

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

3 If the inquiry is acknowledged to be justified, the latter office shall forward the form to its central administration for further investigation.

4 A single form may be used for several items posted at the same time by the same sender to the same addressee.

5 Any administration may, by notifying the International Bureau, ask for inquiries concerning its service to be forwarded to its central administration or to a specially appointed office.

6 The C 8 form shall be returned to the administration of origin of the item under inquiry in accordance with the conditions prescribed in article 147, paragraph 12.

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

Article 147

Inquiries. Registered items and insured letters

1 Every inquiry about a registered item or an insured letter shall be made on a form conforming to the annexed specimen C 9 which shall be accompanied, whenever possible, by a facsimile of the address of the item on a small sheet of thin paper. The inquiry form shall be completed with all the details called for and very legibly, preferably in roman capital letters and arabic figures. Whenever possible this form shall be completed by typewriter. In the case of an inquiry about registered items exchanged under the system of bulk advice, the number and the date of dispatch of the mail must be entered on the C 9 inquiry form.

2 If the inquiry concerns a cash-on-delivery item, it shall also be accompanied by a duplicate R 3, R 6 or R 8 money order form of the Cash-on-Delivery Agreement or by a deposit note, as the case may be.

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

4 The inquiry, furnished with the forwarding data, shall be sent from office to office following the same route as the item; it shall be sent automatically without a covering letter and in a closed envelope, and always by the quickest route (air or surface) and by registered post.

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

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

7 If, upon receipt of the inquiry, the office of destination or the central administration of the country of destination or the specially appointed office, as the case may be, is able to say what finally happened to the item, it shall complete part 3 of the form. In cases of delayed delivery, retention or return to origin the reason shall be shown briefly on the C 9 form.

8 An administration which is unable to establish either delivery to the addressee or correct transmission to another administration shall immediately order the necessary inquiry. It shall record in part 4 of the C 9 form its decision on liability.

9 The form, duly completed as prescribed in paragraphs 7 and 8, shall be returned by the quickest route (air or surface) and by registered post to the address given at the end of it or, if no address is given, to the office which prepared it.

10 Any intermediate administration which forwards a C 9 form to the next administration shall be responsible for informing the administration of origin of the fact by means of a form conforming to the annexed specimen C 9bis. If within a period of one month the administration of origin has not received the C 9bis form, it shall send the administration concerned a reminder supported by a copy of the C 9 form.

11 If an inquiry has not been returned within a period of two months, a duplicate of the C 9 form, furnished with the forwarding data, shall be sent to the central administration of the country of destination. The word *"Duplicata"* (Duplicate) and the date of dispatch of the original inquiry shall be written very conspicuously on the duplicate.

12 The C 9 form and the documents which are attached to it, including the addressee's declaration made out on a form conforming to the annexed specimen C 32 and certifying the non-receipt of the item under inquiry, shall invariably be returned to the administration of origin of the item under inquiry as soon as possible and at the latest within five months from the date of the original inquiry.

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

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

Article 148

Inquiries concerning items posted in another country

1 In the cases provided for in article 42, paragraph 3, of the Convention, C 8 and C 9 forms concerning inquiries shall be forwarded to the office of origin of the item, unless the administration concerned has requested that these forms be sent to its central administration or a specially appointed office. The certificate of posting must be produced but shall not be attached to the C 9 form; the latter shall be endorsed *"Vu récépissé de dépôt No ... deliveré le ... par le bureau de ..."* (Seen, certificate of posting No ... issued on ... by the office of ...).

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

Article 149

Delivery of a rifled or damaged insured letter

1 In the cases specified in article 53, paragraph 1, a and b, of the Convention, the delivering office shall prepare a VD 4 report on the joint inspection and have it countersigned, whenever possible, by the addressee. One copy of the report shall be handed to the addressee or, if the item is refused or redirected, attached to it. One copy shall be retained by the administration which prepared the report.

2 If the item is delivered, the copy of the VD 4 report prepared in accordance with article 165, paragraph 10, b, shall be attached to the item and dealt with in accordance with the regulations of the country of destination; if the item is refused, the said copy shall remain attached to the item.

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

Section IV

Exchange of items. Mails

Chapter I

Article 150

Exchange of items

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

Article 151

Exchange in closed mails

1 It shall be obligatory to make up closed mails whenever one of the intermediate administrations so asks on grounds that the amount or the weight of á découvert items is such as to hinder its work. Dispatches of à découvert items with an average weight exceeding 5 kilogrammes per mail or per day (when several dispatches are made in a day) can be considered as being likely to hinder work as regards weight.

2 The exchange of items in closed mails shall be regulated by common consent between the administrations concerned.

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

4 In cases where an exceptionally large number of ordinary or registered items has to be sent to a country to which mail is normally sent in transit à découvert, the administration of origin shall be authorized to make up closed mails for the offices of exchange of the country of destination. It shall advise the countries of transit and destination by means of a C 16 verification note as provided for in article 176. If necessary, this form may be used as a basis for accounting for these mails.

Article 152

Land transit without the participation of the country crossed

When an administration wishes to use a transport service conveying mails in transit across another country without the participation of the services of that country in accordance with article 3 of the Convention, it shall make a request to that effect to the postal administration of the country crossed; in addition, it must provide that administration, if the latter so requests, with any desired information about the mail thus forwarded.

Article 153

Routes and methods of transmission of insured letters

1 By means of the VD 1 tables received from the others concerned, each administration shall decide on the routes to be used for the transmission of its insured letters.

2 The transmission of insured letters between adjacent countries or between countries connected by a direct sea or air service shall be effected by the offices of exchange which the two administrations concerned appoint by mutual agreement.

3 In the relations between countries separated by one or more intermediate services, insured letters shall follow the most direct route. Nevertheless, the administrations concerned may also arrange with one another to provide for transmission à découvert by circuitous routes where the transmission by the most direct route would not carry with it a guarantee of liability over the whole distance.

4 Subject to service requirements and article 151, paragraph 1, insured letters may be dispatched in closed mails or be handed over à découvert to the first intermediate administration if that administration is able to arrange for their transmission under the conditions prescribed in the VD 1 tables.

5 Administrations of origin and destination may agree among themselves to exchange insured letters in closed mails by means of the services of one or more intermediate countries, whether these participate in the insured letters service or not. The intermediate administrations shall be advised at least one month prior to commencement of the service.

Article 154

Transit à découvert

1 The transmission of à découvert items to an intermediate administration shall be strictly limited to cases where the making up of closed mails for the country of destination is not justified, as defined in article 151, paragraph 1. The dispatching administration shall consult the intermediate administrations as to the suitability of the route by which it is proposed to send its à découvert items.

2 In the absence of a special agreement, all items posted on board a ship and not included in a closed bag mentioned in article 70 of the Convention shall be handed over à découvert by the ship's agent direct to the post office at the port of call, whether these items have been stamped on board or not.

3 When their number and make-up permit, and in all cases where their average weight exceeds 1 kilogramme per mail or per day (when several dispatches are made in a day), items sent à découvert to an administration shall be separated by country of destination and made up in bundles labelled with the name of each country in roman letters. When the total weight of the separate labelled bundles sent to an intermediate administration exceeds 5 kilogrammes, the bundles shall be placed in one or more bags with labels bearing the word "Transit" in bold letters. When the total weight of such bundles is less than 5 kilogrammes, the bundles shall be placed in the bag which contains the letter bill.

Article 155

Make-up of mails

1 Ordinary items which can be bundled shall be classified by size (standardized items and other items) and bundled according to categories, letters and postcards being included in the same bundle and the newspapers and periodicals mentioned in article 162, paragraph 1, b, iii, being made up in bundles separate from other AO items. The bundles shall be distinguished by labels in the form of the annexed C 30 specimens showing the indication in roman letters of the office of destination or of the reforwarding office of the items enclosed in the bundles. Items which can be bundled shall be arranged with the addresses facing the same way. Prepaid items shall be separated from those which are unpaid or underpaid and the labels of bundles of unpaid or underpaid items shall be impressed with the T stamp. The bundles of unpaid or underpaid items shall be placed in the bag containing the letter bill. The thickness of the bundles of standardized items shall be limited to 150 mm after bundling. The weight of bundles of non-standardized items may not exceed 5 kilogrammes.

2 If letters show signs of opening, deterioration or damage, a note of the fact shall be made on them and they shall be marked with the date-stamp of the office which discovered it. In addition, when the security of the contents so requires the items shall be placed if possible in a transparent envelope or in a fresh packing on which the details appearing on the envelope shall be reproduced.

3 Mails, including those made up solely of empty bags, shall be contained in bags the number of which shall be kept to the strict minimum. The bags shall be in good condition to protect their contents; they shall also be suitably closed, sealed preferably with lead and labelled. The seals may also be made of light metal or plastic provided the sealing is so done that it cannot be tampered with without bearing signs of tampering. However, when administrations are in agreement on this subject, bags containing unregistered AO items only and empty bags need not be sealed with lead; the same applies to bags containing unregistered LC or AO items if they are conveyed in a sealed container by a direct service or if they are forwarded by a country of embarkation that puts them into such a container for the country of destination. When string is used it shall be passed twice round the neck of the bag in such a way that one of the two ends is drawn under the loops and then tied. The impressions of the seals shall reproduce, in very legible roman letters, the name of the office of origin or an indication sufficient to identify that office.

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

5 In the absence of special agreement, small mails shall simply be wrapped in strong paper so as to prevent any damage to the contents, then tied with string and sealed with lead, light metal or plastic seals. If lead, light metal or plastic seals are used, these mails shall be made up so that the string cannot be detached. When they contain only unregistered items they may be closed by means of gummed seals bearing the printed indication of the office of the dispatching administration. Subject to article 158, administrations may agree to use the same means of closing for mails containing registered items which, because of their small number, are transported in packets or envelopes. In that case, the addresses of the packets and envelopes shall conform, as regards the printed details and the colours, to the provisions prescribed in article 162 for the labels of bags of mails. However, closing by means of gummed seals shall not be permitted for bags containing insured letters.

6 When the number or volume of the items necessitates the use of more than one bag, separate bags shall, as far as possible, be used:

a for letters and postcards and, where applicable, for the newspapers and periodicals mentioned in article 162, paragraph 1, b, iii;

b for the periodicals mentioned in article 162, paragraph 1, c, and for other items; in addition, as applicable, separate bags shall be used for small packets; the labels on those bags shall bear the words *"Petits paquets"*.

7 The packet or bag of registered items or insured letters shall be placed in one of the bags of letters or in a separate bag; the outer bag shall invariably bear the red label prescribed in article 162, paragraph 1, a. When there are several bags of registered items or insured letters, all the bags must bear a red label.

8 The special envelope containing the letter bill shall be dealt with in accordance with article 156, paragraph 1.

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

10 As far as possible, offices of exchange shall include in their own mails for a particular office all the small mails (packets or bags) which reach them for that office.

11 For conveyance purposes, mails may be placed in containers, subject to special agreement between the administrations concerned on the methods of using the containers.

Article 156

Letter bills

1 A letter bill in the form of the annexed specimen C 12 shall accompany each mail. It shall be placed in a pink envelope, if the mail contains insured letters, and in a blue envelope, if it does not, marked in bold letters *"Feuille d'avis"* (Letter bill). This envelope shall be fastened to the outside of the packet or bag of registered items; if there are no registered items, the envelope shall whenever possible be attached to a bundle of ordinary items. In relations between countries whose administrations have reached agreement, the dispatching office of exchange shall send one copy of the C 12 by air to the office of exchange of destination. Administrations may, by means of special agreements, decide that mails containing empty bags exclusively shall not be accompanied by a letter bill.

2 The dispatching office shall complete the letter bill with all the details called for, taking into account this article and articles 157, 158, 160 and 168:

a Heading: in the absence of special agreement, dispatching offices shall not number the letter bills when mails are made up only once every day. In every other case they shall number them according to an annual series for each office of destination. Each mail shall in that event bear a separate number. In the case of the first dispatch of each year the bill shall bear, in addition to the serial number of the mail, that of the last mail of the preceding year. If a mail is suppressed, the dispatching office shall enter beside the number of the mail, the indication "Last mail". The name of the ship transporting the mail or the official abbrevia-

tion of the flight used shall be shown when the dispatching office knows it. The dispatching office shall enter the number of bags subject to transit charges and terminal dues according to the categories to which they belong (LC/AO, on the one hand, and M bags, on the other). The number of bags exempted from transit charges and terminal dues shall be the same as the total of those containing only empty bags and of those marked "Exempt" in accordance with article 162, paragraph 5;

b Table I: the presence of unregistered express or airmail items shall be shown by a cross (x) in the corresponding box;

c Table II: the number of bags, broken down according to the colour of the labels, shall be entered in this table. Administrations may agree that only red-label bags shall be entered in table II of the letter bills;

d Table III: the number of bags and packets of registered items or insured letters shall be entered in this table, as shall be the number of special lists of registered items (article 157), VD 3 dispatch lists (article 158) and AV 2 bills (article 214); when the mail does not contain envelopes, packets or bags of insured items the indication *"Néant"* (Nil) shall be entered in the "Insured" column of that table;

e Table IV: this table is intended for the entry of small transit mails which are placed in the bag of the office of exchange reforwarding the mail;

f Table V: the number of bags used by the dispatching administration and the number of empty bags returned to the administration of destination shall be entered in this table; where applicable, the number of empty bags belonging to an administration other than that to which the mail is addressed shall be shown separately with a reference to that administration. When two administrations have agreed to enter red-label bags only (subparagraph c), the number of bags used for the make-up of the mail or the number of empty bags belonging to the administration of destination shall not be given in table V. Unclosed official letters and the various communications or recommendations from the dispatching office relating to the service shall also be mentioned in this table;

g Table VI: this table is intended for the entry of registered items when special lists are not used exclusively. If the administrations concerned have agreed to the bulk advice of registered items, the number of these items inserted in the bag containing the letter bills shall be shown in words and in figures (article 157, paragraph 2). When the mail does not contain registered items the indication *"Néant"* (Nil) shall be entered in table VI.

3 Administrations may arrange with each other to include additional tables or headings in the letter bill or modify the tables to suit their needs when they consider it necessary.

4 When an office of exchange has no item to pass forward to a corresponding office and when, in the service between the administrations concerned, the letter bills are not numbered, in accordance with paragraph 2, a, that office shall merely send a "Nil" letter bill in the next mail; in the case of annually numbered mails no "Nil" letter bill shall be sent.

Article 157

Transmission of registered items

1 Except where paragraph 2 applies, registered items shall be transmitted entered individually in table VI of the letter bill. One or more special lists in the form of the annexed specimen C 13 may be used, either in place of table VI or as a supplement to the letter bill. The use of special lists shall be compulsory if the administration of destination so requests. The lists in question shall show the same serial number as that shown on the letter bill of the corresponding mail. When several special lists are used they shall also be numbered in their own series for each mail. The number of registered items which can be entered on a single special list or in table VI of the letter bill shall be restricted to the number for which the layout of the respective form provides.

2 Administrations may agree to the bulk advice of registered items. The total number of items shall be entered in table III of the letter bill. When the mail comprises several bags of registered items, every bag except the one in which the letter bill is inserted shall contain a special list showing, in words and figures in the space provided, the total number of registered items it contains. The number of items inserted in the bag containing the letter bill shall be mentioned thereon in the box in table VI reserved for that purpose.

3 Administrations may agree among themselves that paragraph 2 shall not apply to MP 1 money orders subject to automatic registration.

4 Registered items and, where applicable, the special lists provided for in paragraph 1 shall be made up in one or more separate packets or bags which shall be suitably wrapped or closed and sealed with or without lead so as to protect the contents. The seals may also be made of light metal or plastic. The impressions of the seals, whether of lead or other material, shall reproduce, in very legible roman letters, the name of the office of origin or an indication sufficient to identify that office. Bags and packets made up in this way may be replaced by heat-sealed plastic bags. The registered items shall be arranged in each packet according to their order of entry. When one or more special lists are used, each of them shall be tied up with the registered items to which it refers and placed on top of the first item in the bundle. When several bags are used each of them shall contain a special list detailing the items which it contains.

5 Subject to agreement between the administrations concerned and when their volume permits, registered items may be enclosed in the special envelope containing the letter bill. This envelope shall be sealed.

6 In no case may registered items be included in the same bundle as unregistered items.

7 As far as possible a single bag shall not contain more than 600 registered items.

8 If there is more than one packet or bag of registered items, each of the additional packets or bags shall bear a red label showing the nature of its contents.

Article 158

Transmission of insured letters

1 The dispatching office of exchange shall enter the insured letters on special dispatch lists in the form of the annexed specimen VD 3 with all the details for which the form provides.

2 Insured letters shall be made up with the dispatch list or lists into one or more special packets tied to one another, wrapped in strong paper, tied on the outside and sealed with fine wax on every fold by means of the seal of the dispatching office of exchange; these packets shall be endorsed *"Valeurs déclarées"* (Insured items).

3 Instead of being made up in a packet, the insured letters may be placed in a strong paper envelope, closed by means of wax seals.

4 The packets or envelopes of insured letters may also be closed by means of gummed seals bearing the printed indication of the administration of origin of the mail, unless the administration of destination of the mail requires that they shall be sealed with wax or lead. An impression of the date-stamp of the dispatching office shall be added to the gummed seal in such a way that it appears partly on the seal and partly on the wrapping.

5 If their number or volume makes it necessary, insured letters may be placed in a bag suitably closed and sealed with wax or lead.

6 The packet, envelope or bag of insured letters shall be enclosed in the packet or bag containing registered items or, failing those, in the packet or bag which would normally contain registered items; when the registered items are enclosed in more than one bag, the packet, envelope or bag of insured letters shall be placed in the bag to the neck of which the special envelope containing the letter bill is attached.

7 The outer bag containing insured letters must be in perfect condition and the edge of its mouth shall be provided, if possible, with piping which makes it impossible to open the bag illicitly without leaving visible traces.

Article 159

Transmission of money orders

Postal money orders sent unenclosed shall be made up in a separate bundle and placed in a packet or bag containing registered items or, if there is one, in the packet or bag with insured items. The same shall apply to unregistered COD items exchanged in accordance with article 2, paragraph 1, of the Cash-on-Delivery Agreement. If the mail contains neither registered nor insured items, the money orders and, if any, the unregistered COD items shall be placed in the envelope containing the letter bill or bundled with the latter.

Article 160

Transmission of express items and airmail correspondence sent in surface mails

1 The presence of unregistered express or airmail items shall be shown by a cross (x) in the corresponding box of table I on the letter bill (article 156, paragraph 2, b).

2 Unregistered express items and unregistered airmail correspondence shall be made up in separate bundles bearing labels marked in bold letters either *"Exprès"* (Express) or *"Par avion"* (By airmail). These bundles shall be enclosed by the offices of exchange in the envelope containing the letter bill which accompanies the mail.

3 If, however, this envelope has to be fixed to the packet or the bag of registered items (article 156, paragraph 1), the bundles of express items and airmail correspondence shall be placed in the outer bag.

4 Registered express items and registered airmail correspondence shall be arranged in their order among the other registered items and the word *"Exprès"* (Express) or *"Par avion"* (By airmail) written opposite the appropriate entries in the "Observations" column of table VI of the letter bill or the C 13 special lists. In the case of bulk advice, the presence of such registered items shall be shown by a cross in the corresponding box of table VI of the letter bill. Similar indications shall be made in the "Observations" column on the VD 3 dispatch lists opposite the entries of insured letters for delivery by express or to be sent by air.

Article 161

Transmission of printed papers for a single addressee

Every special bag containing printed papers for the same addressee at the same address shall, in addition to the C 28 or AV 8 label to which a large letter M has been added in the upper right-hand corner, be furnished with a rectangular address label provided by the sender and giving all the information concerning the addressee. The address label shall be made of sufficiently rigid canvas, strong cardboard, plastic, parchment, or paper glued to wood and shall be provided with an eyelet; it shall not be smaller than 90 x 140 mm with a tolerance of 2 mm. The administration of origin shall have the option of sending these bags registered, in which case they shall be entered in table VI of the C 12 letter bill or on a C 13 special list as a single registered item and the letter M shall be added in the "Observations" column.

Article 162

Labelling of mails

1 The labels of the bags shall be made of sufficiently rigid canvas, plastic, strong cardboard, parchment, or paper glued to wood and shall be provided with an eyelet. Their layout and text shall conform to the annexed specimen C 28. In the service between neighbouring offices, strong paper labels may be used; these shall, however, be strong enough to withstand the various handling processes the mails undergo during transmission. Labels shall be made in the following colours:

a in vermilion red, for bags containing registered items, insured letters and/or the letter bill;

b in white, for bags containing only ordinary items of the following categories:

- i letters and postcards dispatched by surface and air,
- ii mixed items (letters, postcards, newspapers and periodicals and other items),
- iii newspapers posted in bulk by publishers or their agents and dispatched by surface only, except those returned to sender; the word *"journaux"* (Newspapers) or the reference *"Jx"* shall be written on the white label, when the bags contain only items of this category. Administrations of origin may also insert in the bags with white labels bearing the word *"Journaux"* or the reference *"Jx"* news periodicals published at least once a week and posted in bulk to which they give in their domestic service the priority treatment given to newspapers;

c in light blue, for bags containing only printed papers, literature for the blind, ordinary small packets and periodicals other than those mentioned in subparagraph b, iii. The words *"Ecrits périodiques"* (Periodicals) may be written on the blue label when the bags contain only items of this category;

d in green, for bags containing only empty bags returned to origin.

2 The label of the bag or packet containing the letter bill (article 156) shall always bear a bold letter "F" and the number of bags comprised in the mail may be written on it.

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

4 Letters containing perishable infectious biological substances as defined in article 119 shall be placed in separate bags. Each bag shall be provided with an identification label, similar in colour and form to the label provided for in article 119 but made bigger to make room for affixing an eyelet. Besides the special symbol for items containing infectious substances, this label shall bear the phrase: "Infectious substance" and "In case of damage or leakage immediately notify public health authority".

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

6 The labels shall bear the name of the dispatching office printed in small roman letters and the name of the office of destination in large roman letters, preceded respectively by the words *"de"* (from) and *"pour"* (to), as well as, as far as possible, an indication of the transmission route, and, if the mails are going by sea, the name of the vessel. The name of the office of destination shall also be printed in small letters, vertically, on either side of the eyelet of the label. In exchanges between countries by sea not made by direct services, and in exchanges with other countries which expressly request it, the date of dispatch, the number of the mail and the port of disembarkation shall also be given.

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

8 When closed mails are to be forwarded by ships appertaining to the intermediate administration but which the latter does not use regularly for its own traffic, the weight of the letters and other items shall be shown on the label of the mails if the administration responsible for arranging the embarkation so requests.

Article 163

Routeing of mails and preparation of trial notes

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

2 The administration of the country of origin may prescribe the route to be followed by the closed mails which it dispatches, provided that the use of that route does not entail special costs for an intermediate administration. Information about the routeing shall be entered on the C 18 bills and the C 28 labels.

3 To determine the most favourable route and the time of transmission of a mail, the office of exchange of origin may send to the office of destination of the mail a trial note in the form of the annexed specimen C 27. This note shall be included in the mail and attached to the letter bill, on which its presence shall be shown by a cross in the corresponding box of table V. If the C 27 form is missing when the mail arrives, the office of destination shall make out a duplicate. The trial note, duly completed by the office of destination, shall be returned by the quickest route (air or surface).

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

5 In the event of a change in a service for the exchange of closed mails established between two administrations via one or more third party countries, the administration of origin of the mail shall inform the administrations of those countries of the fact.

6 If it is a question of an alteration in the routeing of mails, the new route to be followed shall be reported to the administrations which previously provided the transit, while the old route shall be reported, for information, to the administrations which will provide the transit in the future.

Article 164

Transfer of mails

1 In the absence of special agreement between the administrations concerned, the transfer of mails between two corresponding offices shall be carried out by means of a delivery bill in the form of the annexed specimen C 18. Two copies of the bill shall be prepared. The first shall be for the receiving office and the second for the dispatching office. The receiving office shall acknowledge receipt on the second copy of the delivery bill and return that copy immediately by the quickest route (air or surface).

2 The delivery bill may be prepared in triplicate in the following cases:

a when the transfer of mails between two corresponding offices is made through a transport service. In that case, the first copy shall be for the receiving office and shall accompany the mail; the second shall receive the acknowledgement of receipt by the transport service and shall be given to the dispatching office; the third shall be retained by the transport service after being signed by the receiving office;

b when the transmission of mails is effected by a means of transport without accompanying staff, the first two copies shall be sent with the mail and the third retained by the dispatching office. The first copy shall be for the receiving office and the second shall be returned by the quickest route, duly signed by the latter, to the dispatching office.

3 Because of their internal organization, certain administrations may request that separate C 18 bills be made out for letter-post mails on the one hand, and for parcels on the other.

4 When the transfer of mails between two corresponding offices involves a sea service, the dispatching office of exchange may prepare a fourth copy which the receiving office of exchange shall return after certifying it. In this case the third and fourth copies shall accompany the mail. In the absence of special agreement between the administrations dispatching and receiving sea mails, one copy of the C 18 bill shall be sent by air either to the receiving office of exchange of the port of offloading or to its central administration.

5 Only the bags and packets distinguished by red labels shall be detailed on the C 18 delivery bill. Other bags and packets shall be entered in bulk by category on the C 18 delivery bill and each category shall be transferred *en bloc.* The administrations concerned may, however, agree that only bags and packets distinguished by red labels shall be entered on the delivery bill.

6 For the transfer of surface airlifted mails, the C 18 bill shall be replaced by a white delivery bill in the form of the annexed specimen C 18bis, prepared in accordance with article 224.

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

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

Article 165

Checking of mails and use of verification notes

1 Every office receiving a mail shall check not only the origin and destination of the bags making up the mail and entered on the delivery bill, but also the sealing and make-up of the bags bearing red labels.

2 When an intermediate office receives a mail in bad condition, it shall check the contents if it thinks that these have not remained intact and put it in new packing just as it is. This office shall copy the particulars from the original label on to the new one and apply to the latter an impression of its date-stamp, preceded by the endorsement *"Remballé à ..."* (Repacked at ...). It shall make out a verification note in the form of the annexed specimen C 14, in accordance with paragraphs 6, 8 and 11 and shall insert one copy thereof in the repacked mail.

3 Upon receipt of a mail, the office of exchange of destination shall check whether it is complete and whether the entries on the letter bill and, where applicable, on the VD 3 dispatch lists and the special lists of registered items are correct. It shall satisfy itself that there is no irregularity in the external condition of the outer bag and of the packet, envelope or inner bag containing insured letters and that they have been made up in accordance with article 158; it shall check the number of insured letters and inspect them individually. It shall check whether the mail has arrived in the sequence in which it was dispatched. If a mail or one or more bags thereof, insured letters, registered items, a letter bill, a dispatch list or a special list of registered items are missing or when there is any other irregularity, the facts shall be immediately established by two officials. These shall make the necessary corrections on the bills or lists, taking care to cross out, where necessary, the incorrect entries in such a way as to leave the original entries legible. Unless there is an obvious error the corrections shall be accepted in preference to the original statement. If the letter bill, dispatch list or a special list is missing the inward office shall, in addition, prepare a fresh letter bill, dispatch list or special list or make a precise note of the insured letters or registered items received.

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

5 When an office receives letter bills, dispatch lists or special lists which are not intended for it, it shall send them or, if its internal regulations so require, certified true copies to the office of destination by the quickest route (air or surface).

6 The irregularities established shall be reported immediately by means of a verification note in duplicate, to the office of origin of the mail and, where transit is involved, to the last intermediate office which transmitted the mail in bad condition, by the quickest route (air or surface) after the complete check of the mail. If the mail contains bundles provided with the C 30 and AV 10 labels specified in article 155, paragraph 1, and article 202, paragraph 1, respectively, such labels shall, in case of irregularity, be attached to the verification note. The details on the note shall specify as precisely as possible the bag, cover, packet or item concerned. In the case of service irregularities which gave grounds for presuming loss or theft, the condition in which the packing of the mail was found shall be indicated in as much detail as possible on the verification note.

7 Irregularities established upon receipt of a mail containing insured letters shall immediately be made the subject of reservations to the transferring service. Notification of a missing item, alteration or any other irregularity for which administrations may be liable in respect of insured letters shall be sent immediately by telex or telegram to the dispatching office of exchange or to the intermediate service. In addition, a formal report in the form of the annexed specimen VD 4 shall be made out. The condition in which the packing of the mail was found shall be indicated therein. The formal report shall be sent under registered cover to the central administration of the country to which the dispatching office of exchange belongs independently of the verification note, which shall be sent to that office immediately. A duplicate of the report shall be sent at the same time either to the central administration to which the receiving office of exchange belongs or to any other controlling authority appointed by that administration.

8 In the case of the irregularities mentioned in paragraphs 6 and 7, unless this is impossible for a stated reason, the bag, or envelope, with the string, labels and lead or other seals as well as all the inner and outer packets or bags in which the insured letters and registered items were enclosed as well as the packing of any damaged items which can be recovered from the addressee, shall be kept intact for a period of six weeks from the date of verification and shall be sent to the administration of origin if the latter so requests.

9 When the mails are transmitted through the intermediary of a carrier, the C 18, C 18bis or AV 7 delivery bill mentioning the irregularities established by the intermediate administration or administration of destination on taking over the mails shall where possible be countersigned by the carrier or his representative. The copies of the C 18, C 18bis or AV 7 delivery bill – the third and fourth copies of the C 18 bill provided for in article 164 and the fourth and fifth copies of the AV 7 and C 18bis bills provided for in article 205 – must indicate the reservations made with respect to the carrier service. Where the mails are transported in containers, these reservations shall relate solely to the condition of the container and of its fastening and seals.

10 Without prejudice to the application of the provisions of paragraphs 7 and 8, the office of exchange which receives from a corresponding office a damaged or an insufficiently packed insured letter shall send it on after observing the following rules:

a if it is a matter of slight damage or of partial destruction of the seals it is sufficient to re-seal the insured letter to safeguard the contents, on condition, however, that it is obvious that the contents are not damaged nor, according to a check of the weight, short. The existing seals shall be preserved; if necessary, the insured letters shall be repacked, retaining the original packing as far as possible; repacking may also be done by placing the damaged letter in a bag labelled and sealed with lead. In such cases, it is unnecessary to re-seal the damaged letter. The bag label shall be marked *"Lettre avec valeur déclarée endommagée"* (Damaged insured letter) and show the following information: registration number, office of origin, amount of the insured value, name and address of addressee, the date-stamp impression and the signature of the official who bagged the item;

b if the state of the insured letter is such that the contents could have been removed, the office shall automatically open it, where this is not contrary to the laws of the country, and check the contents; the result of this check shall be given in a formal VD 4 report, a copy of which shall be attached to the insured letter; the item shall be repacked;

c in all these cases, the weight of the insured letter on arrival and the weight after repacking shall be checked and noted on the cover; this note shall be followed by the words *"Scellé d'office à ..."* (Sealed at ...) or *"Remballé à ..."* (Repacked at ...), by an impression of the date-stamp and by the signature of the officials who have affixed the seals or done the repacking.

11 In the cases provided for in paragraphs 2, 3 and 5, the office of origin and, where appropriate, the last intermediate office of exchange may, in addition, be advised by telegram at the expense of the administration which sends it. A telegraph advice shall be sent whenever the mail shows obvious traces of having been tampered with, so that the dispatching or intermediate office may investigate the matter without delay and, where necessary, advise the preceding administration also by telegram for the continuation of the inquiry.

12 When the absence of a mail is the result of a missed mail connection or when it is duly explained on the waybill, the preparation of a verification note shall be necessary only if the mail does not reach the office of destination by the next post.

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

14 When a receiving office responsible for checking a mail has not sent a note reporting irregularities of any kind to the office of origin and, where appropriate, to the last intermediate office of exchange by the quickest route (air or surface), it shall be considered, until the contrary is proved, as having received the mail and its contents. The same assumption shall be made in respect of irregularities to which no reference has been made or which have been incompletely reported in the verification note; the same shall apply when the provisions of the present article regarding the formalities to be fulfilled have not been observed.

15 Verification notes and any associated evidence shall be sent under registered cover by the quickest route (air or surface). If the administration of origin has asked to be sent the articles mentioned in paragraph 8, these, together with a copy of the verification note, may be sent by registered surface mail, unless the two administrations concerned have agreed on their being sent by air.

16 Verification notes shall be forwarded in envelopes marked in bold letters *"Bulletin de vérification"* (Verification note). These envelopes may either be pre-printed or distinguished by a stamp impression clearly reproducing the indication.

17 The offices to which the verification notes are sent shall return them as promptly as possible, after having examined them and indicated thereon their observations, if any. If the notes are not returned to the administration of origin within a period of two months from the date of their dispatch, they shall be considered, until the contrary is proved, as duly accepted by the offices to which they were sent.

Article 166

Missent items

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

Article 167

Steps to be taken in the event of an accident occurring to surface conveyance facilities

1 When, as a result of an accident in course of surface conveyance, a ship, train or any other transport facility is unable to continue its journey and deliver the mail at the scheduled ports of call or stations, the crew shall hand over the mails to the post office nearest to the place of the accident or to the office best able to reforward the mail. If the crew are unable to do this, that office, having been informed of the accident, shall take immediate action, taking over the mail and reforwarding it to its destination by the quickest route after its condition has been checked and any damaged correspondence put in order.

2 The administration of the country in which the accident occurred shall inform all administrations of previous ports of call or stations, by telegraph, of the fate of the mail, and these administrations in turn shall advise by telegraph all other administrations concerned.

3 Administrations of origin which had mail on the transport facility involved in the accident shall send a copy of the C 18 mail delivery bills to the administration of the country where the accident occurred.

4 The qualified office shall then notify the offices of destination of the mails involved in the accident by C 14 verification note giving details of the circumstances of the accident and the results of the check of the mails. One copy of each verification note shall be sent to the offices of origin of the relative mails and another to the administration of the country to which the transport company belongs. These documents shall be sent by the quickest route (air or surface).

Article 168

Return of empty bags

1 In the absence of special agreement between the administrations concerned, bags shall be returned empty by the next post in a direct mail for the country to which they belong and if possible by the normal route followed on the outward journey. The number of bags returned by each mail shall be noted in table V of the letter bill (article 156, paragraph 2, f), except when article 156, paragraph 2, c, is applied.

2 The return shall be carried out between offices of exchange appointed for the purpose. The administrations concerned may agree among themselves as to the procedure for the return. In long-distance services, they shall, as a general rule, appoint only one office responsible for receiving the empty bags returned to them.

3 The empty bags shall be rolled into suitable bundles; where appropriate the label blocks, labels of canvas, parchment or other stout material shall be placed inside the bags. The bundles shall bear a label showing the name of the office of exchange from which the bags were received whenever they are returned via another office of exchange.

4 If there are not too many of them, the empty bags to be returned may be placed in the bags containing letter-post items; otherwise, they shall be placed in separate bags, sealed, or unsealed (if the administrations concerned agree on this), and labelled with the name of the offices of exchange. The labels shall be endorsed *"Sacs vides"* (Empty bags).

5 The bags used for printed papers for the same addressee at the same address provided for in article 161 shall be recovered after they have been handed over to the addressees and returned, in accordance with the above-mentioned provisions, to the administrations of the countries to which they belong.

6 If the check made by an administration establishes that bags belonging to it have not been returned to its service within a period longer than that required for their transmission (round trip), it shall be entitled to claim reimbursement of the value of the bags as provided for in paragraph 7. The administration in question may refuse this reimbursement only if it can prove the missing bags were returned.

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

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

Article 169

Mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft

1 Intermediate administrations shall be informed, as far as possible in advance, of the establishment of an exchange of closed mails between a postal administration and naval units or warships of the same nationality, or between one naval unit or warship and another naval unit or another warship of the same nationality.

2 The address of these mails shall be worded as follows:

From the office of .....

For { the (nationality) naval unit of (designation of the unit) at ..... } (Country)
{ the (nationality) ship (name of ship) at ..... }

or

From the (nationality) naval unit of (designation of the unit) at .....
From the (nationality) ship (name of ship) at ..... } (Country)
For the office of .....

or

From the (nationality) naval unit of (designation of the unit) at ..... } (Country)
From the (nationality) ship (name of ship) at .....

For { the (nationality) naval unit of (designation of the unit) at ..... } (Country)
{ the (nationality) ship (name of ship) at ..... }

3 The mails concerned shall be forwarded by the fastest route (air or surface), according to the indication written on the address, and under the same conditions as mails exchanged between post offices.

4 The captain of a mail-boat conveying mails for a naval unit or a warship shall hold them at the disposal of the commanding officer of the naval unit or ship of destination, should the latter ask him for delivery en route.

5 If the ships are not at the place of destination when the mails addressed to them arrive there, the mails shall be kept at the post office until they are collected by the addressee or redirected to another point. Redirection may be requested either by the administration of origin, by the commanding officer of the naval unit or ship of destination, or by a consul of the same nationality.

6 Those mails which are marked *"Aux soins du Consul d'..."* (Care of the Consul of ...) shall be delivered to the consulate indicated. At the request of the consul they may afterwards be received back into the postal service and redirected to the place of origin or to another address.

7 Mails addressed to a warship shall be regarded as being in transit up to the time of their delivery to the commanding officer of that ship, even when they have been originally addressed to the care of a post office or to a consul charged to act as forwarding agent; they shall not, therefore, be regarded as having reached their address until they have been delivered to the warship concerned.

8 By agreement between the administrations concerned, the above procedure shall also be applicable, if necessary, to mails exchanged with military units placed at the disposal of the United Nations and with military aircraft.

Section V

Provisions concerning transit charges and terminal dues

Chapter I

Operations concerning determination of the annual number of bags of surface mail and the annual weights of bags of airmail

Article 170

Statement of bags of surface mails

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

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

3 The C 12bis statements shall be supplied in support of the C 12ter statements only at the request of the administration of origin of the mails.

4 The administration of transit may request from the administration of origin of the mails a duly accepted copy of the C 12ter statements which concern it.

Article 171

Statement of weights of airmails

1 Each office of destination shall prepare monthly, by dispatching office of exchange, from the particulars on the AV 7 delivery bills a statement of the weights of airmails received, in the form of the annexed specimen AV 3bis. It shall then send these statements to its central administration.

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

3 The AV 3bis statements shall be supplied in support of the AV 5bis statements of weights only at the request of the administration of origin of the mails.

Article 172

Transmission and acceptance of statements of bags of surface mails and statements of weights of airmails

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

2 After accepting them, the administration of origin of the mails shall return one copy to the administration which prepared them. If the administration concerned has not received any notice of amendment within three months of the date of dispatch, it shall regard them as fully accepted. In the case of airmails, if verification reveals any discrepancies, the corrected AV 3bis statements shall be attached in support of the duly amended and accepted AV 5bis statements. If the administration of destination of the mails disputes the amendments made to the AV 3bis statements, the administration of origin shall confirm the actual data by sending photocopies of the AV 7 forms drawn up by the office of origin upon dispatch of the disputed mails.

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

Chapter II

Statistical operations for determining transit charges and terminal dues

Article 173

Statistical period for the calculation of transit charges and terminal dues. Surface mail.

1 Every year, during May and October alternately, a statistical count of surface mails shall be made to determine the average weight of the bags in each of the categories LC/AO and M bags for the calculation of transit charges and terminal dues.

2 During the statistical period, each mail shall be provided, in addition to the letter bill, with an accompanying delivery bill for the bags dispatched, in the form of the annexed specimen C 15.

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

4 For mails exchanged between two administrations for the first time and made up after the statistical period, the transit charges and terminal dues shall be calculated, by agreement between the administrations concerned, either according to the actual weight of the mails or by applying to the actual traffic in number of bags the average weights derived from the statistics of the following year.

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

Article 174

Labelling of mails during the statistical period

1 During the statistical period every bag of surface mail shall be provided, in addition to the ordinary labels, with a special C 28bis label in the form of the annexed specimen. Otherwise, mails shall be made up in the normal way as laid down in article 155, paragraph 3.

2 In the case of M bags, the C 28bis label shall be marked with a cross in the "M bag" box.

Article 175

Delivery bill (bags) – statistical period

1 For surface mails made up during the statistical period, the dispatching office of exchange shall attach to the C 12 letter bill a C 15 delivery bill. It shall enter on this bill the number of bags and their respective weights by categories (LC/AO and M bags). The first and last mails dispatched during the statistical period shall be indicated on these bills by means of a cross in the appropriate box.

2 When the dispatching office, as a result primarily of the uncertainty of connections, has been unable to indicate the last mail of the statistical period in accordance with paragraph 1, it shall send the office of destination a copy of the relevant letter bill by the quickest route (air or surface).

Article 176

Checking of mails for the statistical period

The entries on the C 15 delivery bills for the statistical period shall be checked by the office of exchange of destination. If that office finds an error in the numbers and weights of bags entered, it shall correct the bill and immediately notify the dispatching office of exchange of the mistake by means of a verification note in the form of the annexed specimen C 16. However, as regards the weight of a bag, the entry of the dispatching office of exchange shall hold good unless the corrected weight exceeds by more than 250 grammes the weight entered on the C 28bis label. Should an incorrect entry concerning the weight of a bag be found on the C 28bis special label, the intermediary office of exchange shall notify the dispatching office of exchange and the office of exchange of destination by means of the C 16 verification note.

Article 177

Preparation of statistical statements of weights of bags received by surface mail

1 As soon as possible after receipt of the last surface mail made up during the statistical period, the offices of destination shall prepare statistical statements of bags received in the form of the annexed specimen C 15bis for each dispatching office of exchange from the data on the C 15 bills and shall send them to their central administration.

2 On the basis of the C 15bis statistical statements of the offices of exchange of one and the same administration of origin, the administration of destination shall prepare and send as soon as possible to the administration of origin for approval a recapitulative statement of the bags received, classified by category (LC/AO bags and M bags), in the form of the annexed specimen C 15ter. This statement will enable the average weights of LC/AO bags and of M bags to be calculated during the statistical period.

3 The average weights of bags, as determined in accordance with paragraph 2, applied to the total number of LC/AO bags and of M bags received during the year shall determine, for each of these categories, the weight to be considered in the preparation of surface-mail terminal dues accounts.

4 After accepting the C 15ter statements, the administration of origin of the mails shall return them to the administration which prepared them. If the administration of destination of the mails has not received any notice of amendment within three months of the date of dispatch, it shall regard these statements as fully accepted.

Article 178

Airmails in transit by surface

1 In the absence of special agreement between the administrations concerned, airmails conveyed frequently by surface for part of their journey in a third country shall be subject to payment of transit charges.

2 In the case referred to in paragraph 1, the transit charges shall be calculated in accordance with the actual gross weights shown on the AV 7 delivery bills.

Article 179

Closed mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft

1 It shall be the responsibility of the postal administrations of countries to which military units, warships or military aircraft belong to settle direct with the administrations concerned the transit charges and terminal dues arising from the mails sent by those military units, ships or aircraft.

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

Article 180

Transit bulletin for surface mails

1 To obtain all the information necessary to prepare C 17 statements, the dispatching office of exchange may attach to each mail of the statistical period subject to transit charges a green transit bulletin in the form of the annexed specimen C 19 when it is unable to provide the routeing data on the C 12 letter bill with complete certainty.

2 The transit bulletin shall be used only if the route followed by mails is uncertain or if the transport services used are unknown to the administration of origin or destination. Before deciding on its preparation, the administration of origin shall satisfy itself that it has no other way of finding out the routeing of the mails it dispatches, if necessary by consulting the administration of destination in writing beforehand.

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

a at the head of the C 12 letter bill of the mail;

b on the C 28bis label of the bag containing the letter bill;

c in the "Observations" column of the C 18 delivery bill.

4 The transit bulletin annexed to the C 18 delivery bill shall be forwarded unenclosed, with the mail to which it refers, to the different services participating in the conveyance of that mail. In each transit country, the inward and outward offices of exchange, and no other (intermediate) office, shall enter on the bulletin particulars of the transit performed by them. The last intermediate office of exchange shall forward the C 19 bulletin to the office of destination which shall record on it the exact date of arrival of the mail. The C 19 bulletin shall be returned to the office of exchange of origin.

5 When a transit bulletin whose dispatch is advised on the C 18 delivery bill or the C 28bis label is missing, the intermediate office of exchange or the office of exchange of destination which notices its absence shall make immediate inquiries about it of the preceding office of exchange; nevertheless, the intermediate office of exchange shall without delay prepare a new bulletin bearing the words *"Etabli d'office par le bureau de..."* (Routinely prepared by the office of...), and forward it with the mail. When the C 19 bulletin prepared by the office of exchange of origin reaches the office which has been inquiring about it, the latter shall send it direct to the office of destination under sealed cover, having endorsed it accordingly.

Article 181

Preparation of annual statement of weight of transit mails

1 As soon as possible after receiving the last surface mail of the year, the administration of destination shall prepare an annual statement of weight of mails received in transit, in the form of the annexed specimen C 17. This statement shall be prepared for each route followed and for each administration of origin of mails on the basis of the particulars entered on the C 12ter and C 15ter statements.

2 The C 17 statements, prepared in as many copies as there are intermediary administrations plus one for the country of origin, shall be sent as soon as possible to the central administration of the dispatching country. The latter, after accepting them, shall distribute the C 17 statements to the central administrations of the intermediary countries.

3 Should an intermediary administration note differences between the details on the C 17 statements and the information possessed by its services, it shall amend the C 17 statements and send them back to the central administration of the dispatching country, indicating the corresponding verification notes if necessary.

4 If the dispatching country considers it necessary, it may request the country of destination to send it copies of the C 12ter and C 15ter statements on the basis of which the C 17 statements were prepared.

5 If, within four months of the end of the year, the administration of destination has not sent the C 17 statements to the central administration of the country of origin, the latter shall routinely prepare them, by route followed, on the basis of the documents in its possession. These statements, endorsed *"Etabli d'office"* (Routinely prepared), shall afterwards be distributed to the intermediary administrations.

6 If, within six months of the end of the year, the intermediary administrations have not received the C 17 statements from the administrations of origin, they shall prepare them routinely in accordance with their own information. For this purpose, they may ask the administration of origin of the mails for a duly accepted copy of the C 12ter and the C 15ter statements which concern it. The C 17 statements, endorsed *"Etabli d'office"* (Routinely prepared), shall be attached to the C 20 detailed account.

Chapter III

Preparation, settlement, approval and revision of transit charges and surface-mail terminal dues accounts

Article 182

Preparation, transmission and approval of transit charges and surface-mail terminal dues accounts

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 then the minimum provided for in article 67, paragraph 4, of the Convention for this purpose.

2 The detailed accounts shall be prepared as follows:

a Terminal dues. On a form conforming to the annexed specimen C 20bis, on the basis of the difference between the weights of mail received and dispatched for each category (LC/AO and M bags) as appears from the C 12ter and C 15ter statements.

b Transit charges. On a form conforming to the annexed specimen C 20, on the basis of the total weight of the categories (LC/AO + M bags) as appears from the C 17 statements.

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

4 The C 17 statements of weight shall be provided in support of the C 20 account only if they have been routinely prepared by the administration of origin or by the intermediate administration (article 181, paragraphs 5 and 6).

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

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

Article 183

Adjustment of weight differences accepted after preparation of the detailed accounts

1 Any weight differences reported and accepted after preparation of the terminal dues detailed account shall be adjusted when the C 20bis detailed account for the following year is prepared.

2 The administration of destination noting differences shall give the intermediate administrations the information needed for payment of the transit charges detailed account, which shall be adjusted when the C 20 detailed account for the following year is prepared.

Article 184

Provisional payments of transit charges and surface-mail terminal dues

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

Article 185

Preparation, transmission and approval of annual airmail terminal dues accounts

1 The creditor administration shall be responsible for preparing the annual airmail terminal dues accounts and forwarding them to the debtor administration.

2 The detailed accounts shall be prepared as soon as possible in duplicate on forms conforming to the annexed specimen AV 12 and on the basis of the AV 5bis forms. The AV 5bis forms shall be provided in support of the AV 12 accounts only if the debtor administration so requests.

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

4 The debtor administration shall not be obliged to accept accounts which have not been sent to it within eighteen months of the expiry of the year to which they relate.

Article 186

Special address for the transmission of forms

Each administration may notify other administrations, through the International Bureau, that forms concerning the transit charges and terminal dues statistical period must be sent to a special address of its central administration.

Article 187

General liquidation account. Role of the International Bureau

1 As soon as the C 20 and C 20bis detailed accounts between the administrations are accepted or regarded as fully accepted (article 182, paragraph 6), the creditor administration shall prepare separate statements in duplicate for transit charges and for terminal dues in the form of the annexed specimens C 21 and C 21bis respectively.

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

3 In the case provided for in paragraph 2, the statements shall be endorsed *"Aucune observation de l'Administration débitrice n'est parvenue dans le délai réglementaire"* (No comment received from debtor administration within the prescribed period).

4 The C 21 or C 21bis statements concerning the provisional payments laid down in article 184 shall be sent by the creditor administration to the debtor administration no sooner than the last calendar quarter of the year to which they relate.

5 Administrations may agree to settle their accounts through the International Bureau. In this case, as soon as the detailed accounts between two administrations are accepted or regarded as fully accepted (article 182, paragraph 6), each of these administrations shall forward without delay to the International Bureau separate statements for transit charges and for surface-mail terminal dues in the form of the annexed specimens C 21 and C 21bis respectively, indicating the total amounts of the accounts. At the same time a copy of each of the statements shall be sent simultaneously to the administration concerned.

6 In the event of discrepancy between corresponding particulars furnished by two administrations, the International Bureau shall invite them to reach agreement and to supply it with the finally agreed sums.

7 When only one administration has furnished C 21 or C 21bis statements, the International Bureau shall so inform the other administration concerned and tell it the amounts of the statements received. If, within one month from the date of the dispatch of the statements, the International Bureau has received no comment, the amounts on these statements shall be regarded as fully accepted.

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

9 The International Bureau shall make all proper arrangements to produce the general liquidation account in time for the settlements of the provisional payments to be made on the terms set out in article 184.

10 The account shall show separately for transit charges and for surface-mail terminal dues:
a the debit and credit of each administration;
b the debit balance or the credit balance of each administration;
c the amounts payable by the debtor administrations;
d the amounts receivable by the creditor administrations.

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

Article 188

Payment of transit charges and surface-mail terminal dues

1 If the amounts payable in respect of transit charges or surface-mail terminal dues as a result of the general liquidation account of the International Bureau have not been paid within four months of the expiry of the prescribed period (article 103, paragraph 9), the International Bureau shall include them in the next general liquidation account to the credit of the creditor administration. In this case, compound interest shall be chargeable, that is to say, the interest shall be added to the principal at the end of each year until full settlement.

2 When paragraph 1 is applied, the general liquidation account in question and those of the following four years shall not, as far as possible, include in the balances due as the result of the offsetting table amounts payable by the defaulting administration to the creditor administration concerned.

Article 189

Payment of airmail terminal dues

In the absence of special agreement between the administrations concerned, the annual payments due in respect of airmail terminal dues shall be settled between them direct on the basis of the AV 12 detailed accounts (article 185, paragraph 2).

Article 190

Revision of transit charges and surface-mail terminal dues accounts

1 When an administration finds that the total annual weights determined on the basis of the average bag weights obtained during the statistics vary quite substantially from normal traffic, it may request that the results of these statistics be revised.

2 Administrations may agree to make this revision.

3 In the absence of agreement, each administration may, in the following cases, request the preparation of special statistics with a view to the revision of transit charges or surface-mail terminal dues accounts:

a a major change in the surface routeing of mails from one country for one or more other countries;

b when it is established after the end of the year that there is a difference of over 20 percent between the number of bags considered during the month of the statistics and the average number of bags per month, that average number being the result of dividing the total annual number of bags by 12.

4 The special statistics shall cover either all or only part of the traffic, depending on the circumstances.

5 Also in the absence of agreement, the results of the special statistics taken on the basis of paragraph 3 shall be taken into consideration only if they affect by more than 5000 francs (1633.45 SDR) per annum the accounts between the administration of origin and the administration concerned.

6 Modifications resulting from the application of paragraphs 3 and 5 shall be taken into account in the general accounts of the administration of origin with the administrations which performed the transit before, and the administrations which provided it after the modifications which have occurred, even when for certain administrations the modification in the accounts does not reach the minimum fixed.

7 Notwithstanding paragraphs 3, 5 and 6, and in the event of complete and permanent diversion of mails from an intermediate country by another country, the transit charges payable by the administration of origin to the country which previously effected the transit shall, in the absence of any special agreement, be paid by the administration concerned to the new transit country from the date the diversion was established.

Section VI

Miscellaneous provisions

Chapter I

Article 191

Routine correspondence between administrations

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

Article 192

Characteristics of postage stamps

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

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

3 Postage stamps may be distinctively marked with punched perforations or embossed impressions produced by means of an embossing stamp, subject to the conditions laid down by the administration which has issued them, provided that those processes do not interfere with the clarity of the particulars prescribed in paragraph 1.

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

Article 193

Characteristics of the impression of franking machines

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

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

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

Article 194

Characteristics of franking impressions (printing press, etc)

Franking impressions obtained from a printing press or by another printing or stamping process under the conditions laid down in article 28 of the Convention shall bear the name of the country of origin or office of posting in roman letters, which may be supplemented by the same information in other letters, and an indication that postage has been prepaid, for example in the form: *"Taxe perçue"* (Charge collected). In every case, the phrase adopted shall be shown in bold letters in a clearly drawn frame, which should if possible be rectangular, and the area of which shall not be less than 300 mm^2. The date-stamp, if used, shall not appear in this frame.

Article 195

Suspected fraudulent use of postage stamps or franking impressions

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

a when, in outgoing mail, a postage stamp or a postal franking machine or printing machine impression on any item causes fraudulent use (presumption of being counterfeit or re-used) to be suspected and the sender is not known, the stamp or impression shall not be tampered with in any way and the item, accompanied by an advice in the form of the annexed specimen C 10, shall be sent to the delivery office in an

officially registered envelope. A copy of the advice shall be forwarded, for information, to the administrations of the countries of origin and of destination. Any administration may ask, through notification of the International Bureau, for C 10 advices concerning its service to be sent to its central administration or to a specially appointed office;

b the item shall be delivered to the addressee, who shall be invited to see the evidence, only if he pays the charge due, discloses the name and address of the sender and places at the disposal of the postal service, after acquainting himself with the contents, either the entire item, if it is inseparable from the presumed corpus delicti, or the part of the item (envelope, wrapper, portion of letter, etc) which contains the address and the impression or stamp reported as suspect. The result of the interview shall be set down in an official report in the form of the annexed specimen C 11 signed by the postal official and by the addressee. If the addressee refuses, this shall be recorded on the document.

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

3 Administrations whose legislation does not permit the procedure provided for in paragraph 1, a and b, shall inform the International Bureau to that effect so that the other administrations may be notified.

Article 196

International reply coupons

1 International reply coupons shall conform to the annexed specimen C 22. They shall be printed, on paper bearing as a watermark the initials UPU in large letters, under arrangements made by the International Bureau, which shall supply them to administrations together with a delivery bill in the form of the annexed specimen C 24, prepared in duplicate. After verification, the administration of destination shall return one copy duly signed to the International Bureau.

2 Each administration shall have the option:

a of giving the reply coupons a distinctive perforation provided it does not detract from the legibility of the text or hamper the checking of their authenticity;

b of indicating by means of a printing process the selling price on the reply coupons or of asking the International Bureau for this price to be indicated at the time of printing.

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

4 Exchanged reply coupons shall be returned to the International Bureau in packets of a thousand or a hundred, together with a statement in the form of the annexed specimen C 23 prepared in duplicate and showing their total number and value, which should be calculated according to the rate provided for at article 31, paragraph 2, of the Convention. In case of change in this rate, all reply coupons exchanged before the date of the change shall be sent in a single consignment including, by way of exception, broken lots; they shall be accompanied by a special C 23 statement made out in the old value.

5 The International Bureau shall also take back damaged reply coupons sent together with a separate C 23 statement prepared in duplicate.

6 By way of exception, the International Bureau may take account of international reply coupons destroyed before sale or after exchange. In such cases, the C 23 statement, prepared in duplicate by the administration concerned, shall be accompanied by an official certificate of destruction.

7 The International Bureau shall keep the appropriate accounts, in which shall be entered:

a to the debit of each administration, the value of the reply coupons supplied as well as the amount of the allowance made to the administration under the preceding biennial period;

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

A statement of account shall be sent for approval to each administration concerned. If, within one month from the date of the dispatch of the statement, the International Bureau has received no comment, the amounts on this statement shall be regarded as fully accepted.

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

a the debits and credits mentioned in paragraph 7;

b the allowances made to administrations by apportionment of the overall excess of the value of the reply coupons supplied over the value of the reply coupons exchanged during the biennial period, at the rate of 80 percent of the reply coupons supplied by the International Bureau and 20 percent of the reply coupons exchanged by administrations;

c the amounts payable and receivable by administrations.

9 The general liquidation account shall be sent to administrations together with an offset table which shall serve as the basis for settlements.

10 Articles 187, paragraph 11, and 188 shall apply.

Article 197

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

1 Accounting in respect of customs and other charges paid out by each administration on behalf of another shall be carried out by means of detailed monthly accounts in the form of the annexed specimen C 26, which shall be drawn up by the creditor administration in the currency of its own country. Parts B of the franking notes which have been retained shall be entered in the alphabetical order of the offices which have advanced the charges and in the numerical order given to them.

2 If the two administrations concerned also operate the parcel-post service in their relations with each other, they may, in the absence of notice to the contrary, include in the accounts for the customs and other charges of that service those of the letter post.

3 The detailed account, accompanied by parts B of the franking notes, shall be forwarded to the debtor administration at the latest by the end of the month following that to which it relates. "Nil" accounts shall not be prepared.

4 The accounts shall be checked under the conditions laid down by the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.

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

Article 198

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

1 When payments have to be charged to the administrations which are liable, in accordance with article 59, paragraph 8, of the Convention, the creditor administration shall prepare monthly or quarterly accounts in the form of the annexed specimen C 31.

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

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

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

Article 199

Forms for the use of the public

For the purpose of applying article 10, paragraph 3, of the Convention, the following shall be considered as forms for the use of the public:

C 1 (Customs label),
C 2/CP 3 (Customs declaration),
C 3/CP 4 (Franking note),
C 5 (Advice of delivery),
C 6 (Redirection envelope),
C 7 (Request for withdrawal from the post,
alteration of address,
cancellation or alteration of the COD amount),
C 8 (Inquiry concerning an unregistered item),
C 9 (Inquiry concerning a registered item, etc),
C 22 (International reply coupon),
C 25 (Postal identity card).

Part III

Provisions concerning air conveyance

Section I

Airmail correspondence

Chapter I

Rules for dispatch and routeing

Article 200

Marking of surcharged airmail correspondence

At the time of dispatch, surcharged airmail correspondence shall bear either a special blue label or a stamp impression of the same colour bearing the words *"Par avion"* (By airmail), or if need be these two words in handwritten or typewritten capital letters, with an optional translation in the language of the country of origin. This *"Par avion"* label, impression or indication shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given.

Article 201

Deletion of the indications *"Par avion"* (By airmail) and *"Aérogramme"*

1 The words *"Par avion"* (By airmail) and any note relating to air conveyance shall be struck through with two thick horizontal lines when unpaid or underpaid surcharged airmail correspondence is forwarded or surcharged airmail correspondence other than letters or postcards is redirected or returned to origin by means of transport normally used for unsurcharged correspondence; in the first case, the reasons shall be briefly given.

2 If airmail correspondence posted as an aerogramme is forwarded by air but does not comply with the conditions laid down in article 72, paragraphs 1 to 4, of the Convention, the word *"Aérogramme"* shall be struck through with two thick horizontal lines. If the item is sent by surface in accordance with article 72, paragraph 5, of the Convention, the word *"Aérogramme"* and, by analogy with paragraph 1, the words *"Par avion"* (By airmail) and any note relating to air conveyance shall be struck through in the same way. The reason for this deletion shall be given briefly.

Article 202

Make-up of airmails

1 Airmails shall consist of airmail correspondence arranged and bundled according to categories (LC, AO) and distinguished by the corresponding labels in the form of the annexed AV 10 specimens. These mails shall be made up with bags either entirely blue or with wide blue bands and bear the indications referred to in article 155, paragraph 4. For airmail correspondence in small numbers, envelopes in the form of the annexed specimen AV 9, made either of strong blue paper, plastic or other material and bearing a blue label, may be used.

2 VD 3 letter bills and dispatch lists which accompany airmails shall bear at the head a *"Par avion"* (By airmail) label or the stamp impression referred to in article 200.

3 The layout and text of airmail bag labels shall be in the form of the annexed AV 8 specimens. The labels themselves, or the optional tabs provided for in article 162, paragraph 3, shall be in the colours prescribed in article 162, paragraph 1, a to d.

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

5 Late postings at airport post offices of airmail correspondence in small numbers shall be sent, by aircraft about to leave, in AV 9 envelopes to the exchange offices of destination.

Article 203

Establishing and checking the weight of airmails

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

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

3 If an intermediate office or office of destination establishes that the actual weight of a bag in a mail differs by more than 100 g from the weight recorded, it shall amend the AV 8 label and immediately notify the dispatching office of exchange and when appropriate the last intermediate office of exchange of the mistake by C 14 verification note. If the discrepancies noted are within the above-mentioned limits, the entries made by the dispatching office shall hold good.

Article 204

Sacs collecteurs

1 Where warranted by the number of light-weight bags, envelopes or packets to be conveyed on the same sector, post offices responsible for handing over airmails to the airline undertaking the conveyance shall make up, as far as possible, *sacs collecteurs.*

2 The labels of *sacs collecteurs* shall bear in bold letters the indication *"Sac collecteur"*; the administrations concerned shall agree as to the address to be put on the labels.

Article 205

AV 7 delivery bills

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

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

a one copy, signed as a receipt for the mails by the airline or the authority responsible for the ground services, shall be retained by the dispatching office;

b two copies shall be retained at the airport of loading by the airline carrying the mails;

c two copies shall be inserted in an envelope made of light blue paper, in the form of the annexed specimen AV 6, for conveyance in the aircraft's flight portfolio or other special pouch in which the flight documents are kept.

Upon arrival at the airport of offloading of the mails, these two copies shall be used as follows:

- the first, duly signed as a receipt for the mails, shall be kept by the airline which has carried the mails;
- the second shall accompany the mails to the post office to which the AV 7 delivery bill is addressed.

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

4 When airmails are sent by surface to an intermediate administration for reforwarding by air, they shall be accompanied by an AV 7 delivery bill for the intermediate office. An AV 7 delivery bill shall also be prepared for the country of destination in respect of airmails reforwarded by surface.

Article 206

Preparation and checking of AV 7 delivery bills

1 The serial number of the mail, the total number and total weight of the bags entered in bulk, the origin/destination pair and all other necessary particulars appearing on the AV 8 label or with the external address shall be copied on the AV 7 delivery bill. Dispatching administrations may elect to enter each bag individually should they wish to do so. The number and weight of bags bearing red labels shall be shown separately from the number and weight of other bags, with an "R" being marked in the "Observations" column of the AV 7 delivery bill to show that the bags in question bear red labels. The number and weight of M bags conveyed by air in accordance with the provisions of article 161 shall be entered in separate columns on the AV 7 bill.

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

3 The following shall also be entered on the AV 7 delivery bill:
a mails included in a *sac collecteur,* entered individually with an indication that they are so included;
b mails in AV 9 envelopes, made up in accordance with article 202, paragraphs 1 and 5.

4 Any intermediate office or office of destination which notices errors in the entries on the AV 7 delivery bill shall immediately correct them and report them by C 14 verification note to the last dispatching office of exchange and to the office of exchange which made up the mail.

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

Article 207

Missing AV 7 delivery bill

1 When a mail reaches the airport of destination – or an intermediary airport responsible for forwarding it with another carrier – without an AV 7 delivery bill, the administration under whose jurisdiction this airport is shall automatically prepare one, duly countersigned by the carrier from whom the mail is received, and shall report this fact by C 14 verification note together with two copies of the AV 7 thus prepared to the office responsible for loading this mail and request the return of one copy duly authenticated.

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

3 If the airport of loading cannot be determined, the verification note shall be sent straight to the office of dispatch of the mail for it to forward the note to the office through which the mail transited.

Article 208

Transhipment of airmails

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

2 Paragraph 1 shall not apply when the transhipment takes place between:
a aircraft of the same airline performing successive stages of the journey, or
b aircraft of two different airlines, in accordance with article 78, paragraph 4, of the Convention.

Article 209

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

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

2 Paragraph 1 shall not apply when:

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

b in the absence of the arrangements referred to in subparagraph a, the airline responsible for handing over the mails can arrange for them to be reforwarded within 24 hours of their arrival at the transhipment airport.

3 In the case referred to in paragraph 1, the office which did the reforwarding shall inform the office of origin of each mail by C 14 verification note, indicating in particular on the verification note the air service from which the mail was taken and the services used (air or surface) for onward transmission to its destination.

Article 210

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

1 When an aircraft interrupts its flight for a length of time likely to delay the mails or when, for any reason whatsoever, the mails are unloaded at an airport other than that given on the AV 7 delivery bills, the airline shall hand over such mails immediately to the officials of the administration of the country where the stop has been made, who shall reforward them by the quickest route (air or surface).

2 The administration which receives missent airmail dispatches or bags owing to a labelling error shall attach a new label to the dispatch or bag, with an indication of the office of origin, and reforward it to its correct destination.

3 In every case the office which did the reforwarding shall inform the office of origin of each dispatch or bag by C 14 verification note, indicating in particular on the verification note the air service from which the mail was taken and the services used (air or surface) for onward transmission to its destination.

Article 211

Steps to be taken in the event of an accident

1 When as a result of an accident in course of conveyance an aircraft is unable to continue its flight and deliver the mail at the scheduled stops, the crew of the aircraft shall hand over the mails to the post office nearest to the place of the accident or to the office best able to reforward the mail. If the crew are unable to do this, that office, having been informed of the accident, shall take immediate action, taking over the mail and reforwarding it to its destination by the quickest route after its condition has been checked and any damaged correspondence put in order.

2 The administration of the country in which the accident occurred shall inform all administrations of previous airports of call, by telegraph, of the fate of the mail, and these administrations in turn shall advise by telegraph all other administrations concerned.

3 Administrations which have loaded mail on the aircraft involved in the accident shall send a copy of the AV 7 delivery bills to the administration of the country where the accident occurred.

4 The qualified office shall then notify the offices of destination of the mails involved in the accident by verification note giving details of the circumstances of the accident and the results of the check of the mails. One copy of each verification note shall be sent to the offices of origin of the relative mails and another to the administration of the country to which the airline belongs. These documents shall be sent by the quickest route (air or surface).

Article 212

Airmail correspondence sent in surface mails

Article 160 shall apply to airmail correspondence sent in surface mails.

Article 213

Sending of airmail correspondence in transit à découvert

1 As a rule, airmail correspondence in transit à découvert shall be sent to an administration which makes up direct airmails for the administration of destination. If that is not possible, the correspondence may be sent to any other administration provided that the latter is notified in advance.

2 An administration which dispatches to another administration, in an airmail or a surface mail, airmail correspondence in transit à découvert for reforwarding by air shall make up such correspondence in separate labelled bundles for each country of destination in accordance with article 154, paragraph 3, based on the AV 1 List. When the weight of the items of airmail correspondence in transit à découvert does not warrant the make-up of separate labelled bundles for each country of destination, the dispatching administration shall gather it, sorted into categories, in bundles identified by the appropriate AV 10 labels, according to groups of countries of destination on the basis of the information in the AV 1 List.

Article 214

Preparation and checking of AV 2 bills

1 When, in the conditions laid down in articles 215 and 216, airmail correspondence à découvert is accompanied by bills in the form of the annexed specimen AV 2, its weight shall be shown separately for each group of countries of destination. The AV 2 bill shall be specially numbered in two consecutive series, one for unregistered items and the other for registered items. The number of AV 2 bills shall be entered in the corresponding item of table III of the C 12 letter bill. Transit administrations may request the use of special AV 2 bills listing in a set order the most important groups of countries. All AV 2 bills shall be inserted into the bag containing the C 12 letter bill.

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

3 If the intermediate office establishes that the actual weight of à découvert correspondence differs by more than 20 g from the weight recorded, it shall amend the AV 2 bill and immediately notify the dispatching office of exchange of the mistake by C 14 verification note. If the discrepancy noted is within the above-mentioned limits the entries made by the dispatching office shall hold good.

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

Article 215

Airmail correspondence in transit à découvert. Statistical operations

1 The air conveyance dues for airmail correspondence in transit à découvert provided for in article 84 of the Convention shall be calculated on the basis of statistics taken annually and alternately during the first fourteen or twenty-eight days of May or October, in such a way that these periods coincide with those for the statistics on surface mail in transit provided for in article 173, paragraph 1.

2 During the statistical period, à découvert transit airmail correspondence shall be accompanied by AV 2 bills, prepared and verified as laid down in article 214; the AV 10 bundle label and the AV 2 bill shall be overprinted with the letter "S". When there is no à découvert airmail correspondence, registered or unregistered, to be inserted in a mail which normally includes such correspondence, one or two AV 2 bills, as necessary, endorsed *"Néant"* (Nil) shall accompany the letter bill of the mail.

3 Each administration dispatching transit airmail correspondence à découvert shall inform intermediate administrations of any change occurring during an accounting period in the provisions laid down for the exchange of this mail.

Article 216

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

1 Airmail correspondence in transit à découvert which is excluded from statistical operations in accordance with article 84, paragraph 3, of the Convention and for which accounts are prepared on the basis of the actual weight shall be accompanied by AV 2 bills prepared and checked as laid down in article 214. If the weight of missent airmail correspondence originating at one and the same office of exchange and contained in a dispatch from that office does not exceed 50 grammes, routine preparation of an AV 2 bill in accordance with article 214, paragraph 4, shall not take place.

2 Airmail correspondence posted on board ship on the high seas, prepaid by means of postage stamps of the country whose flag the ship flies or in which it is registered, shall be accompanied by an AV 2 bill when handed over à découvert to the administration at an intermediate port of call, or, if the ship does not have a post office, by a statement of weights which shall serve as a basis for the intermediate administration to claim the air conveyance dues. The AV 2 bill or statement of weights shall include the weight of the correspondence for each country of destination, the date, and the name and flag of the ship, and be numbered in a consecutive annual series for each ship; these particulars shall be checked by the office to which the correspondence is handed over from the ship.

Article 217

Return of empty airmail bags

1 Empty airmail bags shall be returned to the administration of origin in accordance with the rules of article 168. Nevertheless, a special mail shall be made up as soon as the number of empty bags reaches ten.

2 Empty airmail bags returned by air shall be made up as special dispatches, described on statements in the form of the annexed specimen AV 7 S.

3 By prior agreement, an administration may use the bags belonging to the administration of destination for making up its own mails.

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

Chapter II

Accounting. Settlement of accounts

Article 218

Accounting for air conveyance dues

1 Accounting for air conveyance dues shall be effected in accordance with articles 83 and 84 of the Convention.

2 Notwithstanding paragraph 1, administrations may, by common consent, decide that accounts for airmail dispatches shall be settled on the basis of statistical returns. In that case, they shall arrange between themselves the method of compiling the statistics and preparing the accounts.

Article 219

Accounting for surface transit charges relating to airmails

If airmails transported by surface are not included in the statistics provided for in article 173, the relative sea or land transit charges shall be calculated in accordance with the actual gross weight of the airmails shown on the AV 7 statements.

Article 220

Preparation of AV 3 and AV 4 statements of weights

1 Each creditor administration shall prepare a statement in the form of the annexed specimen AV 3, monthly or quarterly as preferred, using the airmail particulars entered on the AV 7 delivery bills. Mails carried over the same air sector shall be entered on the AV 3 statement by office of origin, then by country and office of destination and in chronological order of the mails for each office of destination. When the copies of the AV 3bis statement are used for the settlement of air conveyance dues inside the country of destination in accordance with article 82, paragraph 4, of the Convention, they shall be marked *"Service intérieur"* (Internal service).

2 For à découvert correspondence reforwarded by air, the creditor administration shall prepare a yearly statement in the form of the annexed specimen AV 4. This shall be done at the end of each statistical period as laid down in article 215, paragraph 1, and based on the particulars appearing on the AV 2 "S" bills. The total weights shall be multiplied by 26 or 13, as appropriate, on the AV 4 statement. If the accounts have to be prepared on the basis of the actual weight of à découvert airmail correspondence, AV 4 statements shall be drawn up as often as is provided for in paragraph 1 for AV 3 statements and on the basis of the corresponding AV 2 bills.

3 If, during an accounting period, a change occurring in the arrangements made for the exchange of airmail correspondence in transit à découvert results in a variation of at least 20 percent and exceeding 500 gold francs (163.35 SDR) in the total amounts to be paid by the dispatching administration to the intermediate administration, these administrations, at the request of one or the other, shall agree to replace the multiplier referred to in paragraph 2 by another valid only for the year in question.

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

Article 221

Preparation of AV 5 detailed accounts and AV 11 general accounts

1 The creditor administration shall prepare on a form, conforming to the annexed specimen AV 5, detailed accounts showing the amounts due to it according to the AV 3, AV 3bis and AV 4 statements of weights. Separate detailed accounts shall be prepared for closed airmails and for airmail correspondence à découvert as often as indicated in article 220, paragraphs 1 and 2 respectively.

2 The amounts to be included in the AV 5 detailed accounts shall be calculated:

a for closed mails, on the basis of the gross weights appearing on the AV 3 and AV 3bis statements;

b for airmail correspondence à découvert, according to the net weights shown on the AV 4 statements, increased by 5 percent.

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

4 AV 5 detailed accounts may be summarized in a quarterly general account in the form of the annexed specimen AV 11, prepared by the creditor administrations which have adopted the offset system of settling accounts; this account may, however, be prepared half-yearly after agreement between the administrations concerned.

Article 222

Submission and acceptance of AV 3, AV 3bis and AV 4 statements of weights, AV 5 detailed accounts and AV 11 general accounts

1 As soon as possible and at the latest within six months from the end of the period to which they refer, the creditor administration shall send the debtor administration AV 3 statements, the copies of AV 3bis statements, AV 4 statements when payment for à découvert airmail correspondence is made on the basis of the actual weight, and the relevant AV 5 detailed accounts, all together in duplicate. The debtor administration may refuse to accept accounts not forwarded to it within that period.

2 After verifying the AV 3, AV 3bis and AV 4 statements and accepting the relative AV 5 detailed accounts, the debtor administration shall return one copy of the AV 5 accounts to the creditor administration. If the verification reveals any discrepancies, the corrected AV 3, AV 3bis and AV 4 statements shall be attached in support of the duly amended and accepted AV 5 accounts. If the creditor administration disputes the amendments made to these AV 3, AV 3bis or AV 4 statements, the debtor administration shall confirm the actual data by sending photocopies of the AV 7 or AV 2 forms drawn up by the office of origin upon dispatch of the disputed mails. A creditor administration which has received no notice of amendment within three months of the date of dispatch of the accounts shall regard the accounts as fully accepted.

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

4 The AV 5 recapitulative accounts and the AV 11 general accounts referred to in paragraphs 3 and 4 respectively of article 221 shall be prepared and dispatched by the creditor administration as soon as the AV 5 detailed accounts relative to the period concerned are accepted or regarded as fully accepted. The debtor administration shall make payment within the period of six weeks provided for in article 103, paragraph 9.

5 Notwithstanding paragraph 4, the AV 11 general account may be prepared and dispatched without waiting for the AV 5 accounts to be returned, accepted, as soon as an administration which has all the accounts relative to the period concerned finds that it is the creditor. The check of the AV 11 account by the debtor administration and payment of the balance shall be made within a period of three months after receipt of the general account.

6 Whenever the statistics provided for in article 215, paragraph 1, fall in October, annual payments for airmail correspondence in transit à découvert may be made provisionally on the basis of statistics compiled during May of the previous year. The provisional payments shall then be adjusted in the following year when the accounts based on the October statistics are approved or regarded as fully accepted.

7 If an administration is unable to carry out the annual statistical operations provided for in articles 215, paragraph 1, and 220, paragraph 2, it shall reach agreement with the administrations concerned to make the annual payment on the basis of the statistics of the preceding year and, if necessary, to use the special multiplier laid down in article 220, paragraph 3.

8 Discrepancies in the accounts shall not be taken into consideration if they do not exceed 30 gold francs (9.80 SDR) per account.

9 If the total of AV 5 detailed accounts does not exceed 50 gold francs (16.33 SDR) per annum the debtor administration shall be excused all payment. If the balance of an AV 11 general account does not exceed 50 gold francs (16.33 SDR), it shall be carried over to the next AV 11 general account. If a balance not exceeding 50 gold francs (16.33 SDR) is outstanding at the end of the year, the debtor administration shall be exempted from all payment.

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

Section II

Surface airlifted (S.A.L.) mail

Article 223

Make-up of surface airlifted mails

1 For making up surface airlifted mails, surface bags or bags of the same colour shall be used.

2 The layout and text of surface airlifted mailbag labels shall be in the form of the annexed specimen AV 8bis. Administrations may, however, use the AV 8 labels provided for in article 202, paragraph 3, adding in bold lettering the words "S.A.L. Surface par avion" (S.A.L. Surface airlifted mail).

3 The AV 8 and AV 8bis labels themselves, or the optional tabs provided for in article 162, paragraph 3, shall be in the colours prescribed in article 162, paragraph 1, a to d.

Article 224

C 18bis delivery bill

1 Surface mails to be handed over at the airport shall be accompanied by five copies of the C 18bis delivery bill for each stop.

2 These five copies of the C 18bis delivery bill shall be distributed as prescribed in article 205, paragraphs 2 and 3, for the copies of the AV 7 delivery bill.

Article 225

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

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

a officials of the administration of the country where the mails are in transit shall take charge of such mails and reforward them by surface if conditions are such that the mails can be sent promptly to the country of destination, while informing the administration of origin by telegraph;

b if rapid delivery by surface to the country of destination cannot be ensured, the administration of the transit country shall get in touch, by telephone or telegraph, with the administration of origin of the mails to determine how the latter are to be reforwarded to their destination and how compensation for reforwarding is to be calculated and settled;

c the administration of the country of transit shall make out a new delivery bill (C 18, C 18bis or AV 7, as required) and redirect the mails as instructed by the administration of origin.

Section III

Information to be supplied by administrations and by the International Bureau

Chapter I

Information to be supplied by administrations and by the International Bureau

Article 226

Information to be supplied by administrations

1 Each administration shall send to the International Bureau, on the forms sent to it by the latter, the necessary information concerning the operation of the airmail service. This information shall include, in particular, the following:

a as regards the internal service:
   - i the districts and principal towns to which mails or airmail correspondence originating abroad are forwarded by internal air services;
   - ii the rates per kilogramme of the air conveyance dues calculated in accordance with article 83, paragraph 3, of the Convention and its date of application;

b as regards the international service:
   - i the decisions taken as regards the application of certain optional airmail provisions;
   - ii the rates per kilogramme of the air conveyance dues, which it collects direct in accordance with article 86 of the Convention, and their date of application;
   - iii the rate per kilogramme of the air conveyance dues for airmails in transit between two airports in the same country, fixed in accordance with article 83, paragraph 4 of the Convention, and its date of application;
   - iv the countries for which it makes up airmails;
   - v the offices transferring transit airmails from one line to another and the minimum time necessary for such transhipment;
   - vi details on the surface airlifted (S.A.L.) mail services provided under article 89 of the Convention;

vii the conveyance rates fixed for the onward transmission of airmail correspondence received à découvert in accordance with the system of average rates laid down in article 84, paragraph 1, of the Convention and their date of application;

viii the air surcharges or combined charges for the various categories of airmail correspondence and for the various countries, with an indication of the names of the countries for which unsurcharged mail is admitted;

ix where applicable, the special charges for reduction or return to origin fixed in accordance with articles 80, paragraph 3, and 81, paragraph 3, of the Convention.

2 Any amendment to the information mentioned in paragraph 1 shall be communicated to the International Bureau without delay, by the quickest means. Amendments concerning the information mentioned under sub-paragraphs a, ii, and b, vii, must reach the International Bureau within the time limits prescribed in article 85, of the Convention.

3 Administrations may agree to exchange direct any information about air services in which they are interested, particularly timetables and the latest times of arrival for airmail correspondence from abroad to catch various deliveries.

Article 227

Documents to be supplied by the International Bureau

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

a *"Liste générale des services aéropostaux"* (known as *"Liste AV 1"*) (General List of Airmail Services or AV 1 List published from the information supplied under article 226, paragraph 1;

b *"Liste des distances aéropostales"* (List of Airmail Distances) drawn up in collaboration with the air carriers;

c *"Liste des surtaxes aériennes"* (List of Air Surcharges) article 226, paragraph 1, b, viii and ix).

2 The International Bureau shall also be responsible for supplying to administrations, at their request and expense, maps of the airlines and air timetables regularly published by a specialist private organization and recognized as being best suited to the needs of airmail services.

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

Part IV

Final provisions

Article 228

Entry into force and duration of the Regulations

1 These Regulations shall come into force on the day on which the Universal Postal Convention comes into operation.

2 They shall have the same duration as that Convention unless renewed by common consent between the parties concerned.

Done at Hamburg, 27 July 1984.

Signatures: the same as on pages 29 to 61.

ANNEXES: FORMS

LIST OF FORMS

No	Title or nature of form	References
1	2	3
C 1	Customs label	Art 116, para 1
C 2/CP 3	Customs declaration	Art 116, para 1
C 3/CP 4	Franking note	Art 117, para 2
C 4	"R" Label combined with the name of the office of origin and the serial number of the item	Art 131, para 4
C 5	Advice of delivery/of payment/of entry	Art 135, para 2
C 6	Collective envelope for redirection of letter-post items	Art 142, para 1
C 7	Request [for withdrawal from the post / for alteration of address / for cancellation or alteration of the COD amount]	Art 144, para 1
C 8	Inquiry concerning an unregistered item	Art 146, para 1
C 9	Inquiry concerning a registered item, insured letter or postal parcel	Art 147, para 1
C 9bis	Advice of redirection of a C 9 form	Art 147, para 10
C 10	Advice concerning presumed fraudulent use of postage stamps or franking impressions	Art 195, para 1, a
C 11	Report concerning presumed fraudulent use of postage stamps or franking impressions	Art 195, para 1, b
C 12	Letter bill concerning exchange of mails	Art 156, para 1
C 12bis	Statement of bags of mails received	Art 170, para 1
C 12ter	Statement of bags received	Art 170, para 2
C 13	Special list of registered items	Art 157, para 1
C 14	Verification note concerning exchange of mails	Art 165, para 2
C 15	Delivery bill for bags of mails dispatched by surface	Art 173, para 2
C 15bis	Statistical statement of bags received	Art 177, para 1
C 15ter	Recapitulative statistical statement of mails received	Art 177, para 2
C 16	Verification note concerning statistical information	Art 176
C 17	Annual statement of weight of transit mails	Art 181, para 1
C 18	Delivery bill for surface mails	Art 164, para 1
C 18bis	Delivery bill for surface airlifted mails	Art 164, para 6
C 19	Transit bulletin concerning mail statistics	Art 180, para 1
C 20	Detailed account of transit charges	Art 182, para 2, b

No	Title or nature of form	References
1	2	3
C 20bis	Detailed account of surface-mail terminal dues	Art 182, para 2, a
C 21	Statement of transit charges	Art 187, para 1
C 21bis	Statement of surface-mail terminal dues	Art 187, para 1
C 22	International reply coupon	Art 196, para 1
C 23	Detailed statement of reply coupons exchanged	Art 196, para 4
C 24	Detailed statement of reply coupons supplied	Art 196, para 1
C 25	Postal identity card	Art 106, para 2
C 26	Detailed monthly account of customs, etc, charges	Art 197, para 1
C 27	Trial note for determination of the most favourable route for a letter or parcel mail or for determination of the most favourable route for items sent à découvert	Art 163, paras 3 and 4
C 28	Bag label	Art 162, para 1
C 28bis	Statistics label	Art 174, para 1
C 29	Routine correspondence	Art 191
C 30	Bundle labels	Art 155, para 1
C 31	Account of amounts due in respect of indemnity for letter-post items	Art 198, para 1
C 32	Declaration concerning the non-receipt (or receipt) of a postal item	Art 147, para 12
C 33/CP 10	Label showing reason for non-delivery	Art 143, para 2
VD 1	Table VD 1	Art 110
VD 2	"V" label combined with the name of the office of origin and the registration number of the item	Art 134, para 1, a
VD 3	Dispatch list for insured letters	Art 158, para 1
VD 4	Report concerning loss of/theft from/damage to or other irregularities in respect of an insured letter	Art 165, para 7
AV 1	General list of airmail services, AV 1 List	Art 227, para 1, a
AV 2	Bill concerning weight of à découvert airmail correspondence	Art 214, para 1
AV 3	Statement of weights of airmails	Art 220, para 1
AV 3bis	Statement of weights (terminal dues): airmails	Art 171, para 1
AV 4	Statement of weights of à découvert airmail correspondence	Art 220, para 2
AV 5	Detailed account concerning airmail	Art 221, para 1
AV 5bis	Statement of weights of airmails received: airmail terminal dues	Art 171, para 2
AV 6	Transmission envelope for AV 7 and AV 7 S bills	Art 205, para 2, c
AV 7	Delivery bill for airmails	Art 205, para 1
AV 7 S	Delivery bill for airmails of empty bags	Art 217, para 2
AV 8	Airmail bag label	Art 202, para 3
AV 8bis	Bag label for surface airlifted mail	Art 223, para 2
AV 9	Envelope for the make-up of airmails	Art 202, para 1
AV 10	Bundle labels	Art 202, para 1
AV 11	General account — airmail	Art 221, para 4
AV 12	Detailed account of airmail terminal dues	Art 185, para 2

(Front)

CUSTOMS **C 1**

May be opened officially

(Part to be detached if the item is accompanied by a customs declaration, otherwise to be filled up)

See instructions on the back

Detailed description of contents

Insert a cross if the item contains
a gift ☐
a sample of merchandise ☐

Value (specify the currency):	Net weight

Convention, Hamburg 1984, art 116, para 1 —
Size: 52 x 74 mm, colour: green

(Back)

Instructions

If the value of the contents exceeds 918.30 gold francs (300 SDR) or the equivalent in the currency of the country of dispatch, only the upper part of this label should be affixed to the item and customs declaration C 2/CP 3 should be completed.

The contents of your item (even if a gift or a sample) must be described fully and accurately. Non-observance of this condition may lead to delay of the item and inconvenience to the addressee, or even lead to the seizure of the item by the customs authorities abroad.

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

Note. — Postal administrations are recommended to indicate the equivalent of 918.30 gold francs (300 SDR) in their national currency.

C 4

R **LAUSANNE 1**
No 460

Convention, Hamburg 1984, art 131, para 4 —
Minimum size: 37 x 13 mm
Maximum size: 50 x 20 mm

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

Postal administration

CUSTOMS DECLARATION C 2/CP 3 (Front)

BEFORE COMPLETING THIS FORM YOU SHOULD READ CAREFULLY THE INSTRUCTIONS OVERLEAF

(1) Name and address of sender

(2) Sender's reference, if any

(3) Full name and address of addressee, including country of destination

(4) Insert a cross (x), if the item contains

☐ a gift ☐ samples of merchandise

(5) The undersigned certifies that the particulars given in this declaration are correct

(6) Place and date

(7) Observations

(8) Signature

(9) Country of origin of the goods

(10) Country of destination

(11) Total gross weight

kg g

(12) Number of items	(13) Detailed description of contents	(14) Tariff No	(15) Net weight kg	(15) Net weight g	(16) Value

Convention, Hamburg 1984, art 116, para 1; Parcels, Hamburg 1984, art 106, para 1, b — 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.

Item (4) The insertion of a cross in this space does not relieve you of the obligation of completing the declaration in detail; nor does it necessarily imply that the goods will be admitted free of duty in the country of destination.

Item (5) Your signature on the front is regarded as implying that your item does not contain any dangerous article prohibited by postal regulations.

Item (7) See note 1 below.

Item (13) Indicate separately different kinds of goods. General terms, such as "foodstuffs", "samples", "spare parts", etc are not permitted.

Item (14) If known, state customs tariff number in the country of destination.

Item (15) State net weight of each kind of goods.

Item (16) State the value of each kind of goods separately, indicating the monetary unit used.

---

[1] Insert in space (7) any other relevant information (eg, "returned goods", "temporary admission").

(Front)

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[2]		
Customs duty		
Presentation to Customs charge		
Other charges		
Total		
Total after conversion		

Stamp of the office which has recovered the charges

C 3/CP 4
Part A

Part to be filled in by the administration of destination

TOTAL OF CHARGES ADVANCED

Stamp of the office which has advanced the charges

Amount in figures, in the currency of the country of destination of the item

Office which has made the advance | Date

No of register | Signature of the official

Amount in figures after conversion

No in-register

Signature of the official who has converted the amount

Stamp of the office which has recovered the charges

Part A (back)

Administration of origin

[2] Also called "Commission charge"

Postal administration

C 3/CP 4

FRANKING NOTE

Part B

Nature of the item | No | Weight[1]

Insured value | Office of posting

Name and full address of sender

Name and full address of addressee

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

Signature of sender

Stamp of the office of origin

Part B (front)

[1] For parcels only

Convention, Hamburg 1984, art 117, para 2; Parcels, Hamburg 1984, art 110, para 3, b —
Size: 148 x 105 mm, colour: yellow

(Back)

C 3/CP 4
Part B

DETAILS OF CHARGES DUE

in the currency of the country of destination of the item

Charge for delivery free of charges[2]		
Customs duty		
Presentation to Customs charge		
Other charges		
Total		

Part to be filled in by the administration of destination

TOTAL OF CHARGES ADVANCED

Stamp of the office which has advanced the charges

Amount in figures, in the currency of the country of destination of the item

Office which has made the advance | Date

No of register | Signature of the official

Part B (Back)

[2] Also called "Commission charge"

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

---

COUPON

Nature of the item | Weight[1]

No | Insured value

Office of posting

Name and full address of addressee

The sender has paid the charges and fees indicated on the back

Stamp of the office of origin

[1] For parcels only

Postal administration

C 3/CP 4

FRANKING NOTE

Part A

Nature of the item | No | Weight[1]

Insured value

Office of posting

Name and full address of sender

Name and full address of addressee

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

Signature of sender

Stamp of the office of origin

To be returned to the office of

Part A (Front)

(Front)

Postal administration of origin

ADVICE of delivery/of payment/of entry C 5

On postal service

To be filled in by the office of origin	
Office of posting	
No	Date of posting

Stamp of the office returning the advice

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

Return to (to be filled in by the sender)

Name

Street and No

Locality

Country

Convention, Hamburg 1984, art 135, para 2 – Size: 148 x 105 mm with a tolerance of 2 mm; colour: light red

(Back)

To be completed at the place of destination To be filled in by the sender

Registered item ☐ Letter ☐ Printed paper ☐ ☐ Unregistered parcel

Insured item ☐ Letter ☐ Parcel — Insured value

☐ Postal money order ☐ Inpayment money order ☐ Outpayment cheque — Amount

Name of addressee or title of giro account

Street and No — Locality and country

As a matter of priority this advice must be signed by the addressee or, if that is not possible, by another person authorized to do so under the regulations of the country of destination, or, if those regulations so provide, by the official of the office of destination, and returned by the first mail direct to the sender.

Stamp of the office of destination

The item mentioned above has been duly ☐ delivered ☐ paid ☐ credited giro account

Date and signature of the addressee

Signature of the official

C 6

Postal administration of origin

COLLECTIVE ENVELOPE
Redirection of letter-post items

ON POSTAL SERVICE

Date stamp

Notes
This envelope may be opened by the office of delivery.
It must not contain any item to be submitted to customs control or which is likely to cause tears.
If there are charges to be collected, mark with a "T" stamp in the middle of the upper part of the collective envelope.
If the items are for sailors or passengers aboard the same ship or persons travelling as a party, the collective envelope shall bear the name of the ship or the agency to which the items are to be delivered.

Full address of addressee

Name of addressee

Care of (where appropriate)

Street and No

Locality or office of destination

Country of destination

Convention, Hamburg 1984, art 142, para 1 — Maximum size: length, width and depth combined 900 mm; the greatest dimension may not exceed 600 mm

To be presented open at the reforwarding post office

Postal administration of origin

REQUEST

C 7 (Page 1)

☐ **for withdrawal from the post (I)**

☐ **for alteration of address (II)**

Office or service of origin

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

Office of destination or service designated as intermediary

☐ Request by post

☐ Request by telegraph (page 2)

To be sent as a registered item by the quickest route (air or surface). One form is sufficient for several items posted at the same time at the same office by the same sender to the same addressee

Request by post

Description of item

Nature of item | No of item | Date of dispatch

Office of origin | No of mail

Original COD amount in figures (where applicable)

Full name and address of the sender

Full address of the addressee as given on the item

The attached facsimile represents

☐ the envelope of the item ☐ the address of the item

I. Request for withdrawal from the post

Please return the item

☐ by surface ☐ by air

II. Request for alteration of address

Please redirect the item

☐ by surface ☐ by air

New address

III. Request for cancellation or alteration of the COD amount

☐ Please cancel the COD amount

☐ Please alter the COD amount

New COD amount, to be written in words

☐ The corrected COD money order is attached

Place and date

Stamp of the office or service where the request is handed in
Signature of the official in charge

Signature of sender

Convention, Hamburg 1984, art 144, para 1 — Size: 210 x 297 mm

I. Request for withdrawal from the post

☐ Postbur ☐ Postex ☐ Postgen

Office or service of destination of the request

Return by ☐ surface ☐ air

Nature of item | Posting No

Office of posting | Date of posting

from

Full address of addressee

to

Particulars of the sender (if any), form and colour of the item, etc

Description

☐ Postbur ☐ Postex ☐ Postgen

II. Request for alteration of address

☐ Postbur ☐ Postex ☐ Postgen

Office or service of destination of the request

Old particulars

Replace

New particulars

by

Nature of item | Posting No

on

Office of posting | Date of posting

from

Full address of addressee

to

Particulars of the sender (if any), form and colour of the item, etc

Description

redirection requested by ☐ surface ☐ air

☐ Postbur ☐ Postex ☐ Postgen

III. Request for cancellation or alteration of the COD amount

☐ Postbur ☐ Postex ☐ Postgen

Office or service of destination of the request

New amount in words (if applicable)

☐ Cancel ☐ Alter to

Nature of item | Posting No

the COD charge on

Office of posting | Date of posting

from

Full address of addressee

to

☐ Postbur ☐ Postex ☐ Postgen

Place and date

Signature of sender

Stamp of the office where the request is handed in
Signature of official in charge

Part to be filled in by the office or service where the request originates

Office or service where request is handed in	This page should be returned to the address opposite by the quickest route (air or surface)

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

REPLY OF THE OFFICE OF DESTINATION, which shall detach and return this whole page to the office where the request was handed in or to the specially designated service

I. Request for withdrawal from the post	The item in question was duly returned to origin by ☐ surface ☐ air	
	No of mail	Date of mail
II. Request for alteration of address	The item in question was duly redirected to the under-mentioned address by ☐ surface ☐ air	
	No of mail	Date of mail
	New address of the redirected item	
III. Request for cancellation or alteration of the COD amount	The COD amount in question was duly	
	☐ cancelled	☐ altered to the amount stated below
	New COD amount	
IV. Miscellaneous	☐ The item in question has already been delivered to the addressee	
	☐ The item in question has been seized by virtue of the internal legislation of this country	
	☐ The request by telegraph not being explicit enough to enable the necessary action to be taken, please send additional details	
	☐ The search was unsuccessful	

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

Postal administration of origin

C 8 (Front)

INQUIRY
Unregistered item

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

Stamp of the office of origin

Office or service of origin	Date	Reference

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

Reason for inquiry Item	☐ not arrived ☐ rifled ☐ damaged ☐ delayed
Item under inquiry	☐ Letter ☐ Postcard ☐ Newspaper ☐ Printed paper ☐ Small packet ☐
Special indications	☐ Express ☐ Airmail COD amount and currency ☐ COD
Posted	Exact or approximate date
Sender	Name and full address
Addressee	Name and full address Name and address on the item
Contents (precise description)	
Description of external wrapping	The address was ☐ written on the item ☐ gummed ☐ tied on Size of the item Special marks Facsimile ☐ attached ☐ not attached
The item, if found, should be sent	☐ to the sender ☐ to the addressee

Convention, Hamburg 1984, art 146, para 1 — Size: 210 x 297 mm

2 Particulars to be supplied by the sender

Posted	Date and time Name of post office or location of letter-box ☐ By the sender himself ☐ By a third party Name of third party
Postage prepaid	☐ For air transmission ☐ For surface transmission Amount of postage prepaid
Special indications	☐ Express ☐ Airmail Any other indications

3 Detailed information from the office of origin

4 Particulars to be supplied by the addressee

Has the item reached the addressee?		Date ☐ Yes ☐ No
How correspondence is normally delivered	☐ Called for at the post office	Name of post office Name of person to whom items are handed over
	☐ Delivered to the place of address	☐ Handed directly to the addressee ☐ Handed to a person in the addressee's service ☐ Put in a special box ☐ The box is locked and regularly cleared
Origin of any correspondence previously lost		

5 Detailed information from the office of destination[1]

This form must be returned to

[1] In the case of COD items, please state how paid.

Postal administration of origin

INQUIRY
Registered item, insured letter or postal parcel

C 9 (Page 1)

Stamp of the office of origin

Notes. One form is sufficient for several items of the same category – registered item, insured letter, ordinary parcel, insured parcel – posted at the same time at the same office by the same sender and sent by the same route to the same address.

Office or service of origin	Date of inquiry
	Date of duplicate / Reference

1 Particulars to be supplied by the service of origin

Reason for inquiry

☐ Item not received ☐ Contents missing ☐ Item damaged ☐ Item delayed ☐ Advice of delivery not duly completed

Registered item

☐ Letter ☐ Printed paper ☐ Small packet ☐

Insured item — Insured value amount

☐ Letter ☐ Parcel

☐ Ordinary parcel

Special particulars

☐ Airmail ☐ S.A.L. ☐ Express ☐ Advice of delivery

COD amount and currency

☐ COD

Weight (does not concern letter-post items)

Date of posting | Office of posting | No of item

Routeing (does not concern letter-post items)

Name and full address of sender

Name and full address of addressee

Contents (precise description)

Description of external wrapping (does not concern letter-post items)

Facsimile of the address on the item ☐ attached ☐ not attached

Item, if found, should be sent ☐ to the sender ☐ to the addressee

Particulars to be supplied by the office of origin and forwarding offices

Mail in which the item was sent	Date	From	For
☐ Air ☐ S.A.L. ☐ Surface			
☐ Air ☐ S.A.L. ☐ Surface			
☐ Air ☐ S.A.L. ☐ Surface			

Convention, Hamburg 1984, art 147, para 1 – Size: 210 x 297 mm

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

Mail in which the item was sent

☐ Air ☐ S.A.L. ☐ Surface ☐ No ☐ Date

Dispatching office of exchange

Office of exchange of destination

Particulars of entry	No	No of entry	Office stamp
☐ Bulk advice			
☐ Table VI of the letter bill (C 12)			
☐ Special list (C 13)			
☐ Dispatch list (VD 3)			
☐ Parcel bill (CP 11 or CP 20)			

2 Particulars to be supplied by the intermediate services or by the service of destination in the case of return or redirection (see page 3, table 3 B)

Mail in which the item was sent

☐ Air ☐ S.A.L. ☐ Surface ☐ No ☐ Date

Dispatching office of exchange

Office of exchange of destination

Particulars of entry	No	No of entry	Office stamp
☐ Bulk advice			
☐ Table VI of the letter bill (C 12)			
☐ Special list (C 13)			
☐ Dispatch list (VD 3)			
☐ Parcel bill (CP 11 or CP 20)			

Signature

Mail in which the item was sent

☐ Air ☐ S.A.L. ☐ Surface ☐ No ☐ Date

Dispatching office of exchange

Office of exchange of destination

Particulars of entry	No	No of entry	Office stamp
☐ Bulk advice			
☐ Table VI of the letter bill (C 12)			
☐ Special list (C 13)			
☐ Dispatch list (VD 3)			
☐ Parcel bill (CP 11 or CP 20)			

Signature

3 Particulars to be supplied by the service of destination

A. In case of delivery

Date of delivery

The item in question was duly delivered to the entitled person

In case of rifling, damage or delayed delivery, indicate briefly the reason in table 4 under "Any other comments"

The COD amount has been

Date | No of money order

☐ forwarded to the sender of the item

Date | No of money order

☐ forwarded to the giro centre

Name of giro centre

☐ credited to giro account

Stamp and signature of official in charge of the delivery office

B. In case of non-delivery, give the reason if it is a question of retention or return to origin

Treatment of the item | Name of office

☐ It is at

Date

☐ It has been returned to the office of origin[1]

Reasons

New address in full

☐ It has been redirected[1]

Date

☐ It has not been received at the office of destination. The addressee's declaration is attached

Stamp and signature of official in charge of the delivery office

4 Final reply

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

The investigations made in our service have been unsuccessful. If the item under inquiry has not been received back by the sender, we authorize you to compensate the applicant within the prescribed limits

Reference

☐ The full amount paid may be debited against our service in a CP 16 summarized account

Reference

Because of the use of bulk advice, it is impossible to establish where the loss occurred.

☐ One half of the amount paid may be debited against our service in a CP 16 summarized account

☐ Because of the agreement between our two administrations, your administration has to compensate the applicant

Any other comments (continue overleaf)

Stamp, date and signature

This form must be returned to

[1] See table 2 for routeing.

Postal administration of origin

C 9bis

Office or service sending the advice

ADVICE
Redirection of a C 9 form

Administration of origin of the inquiry	Date of advice
	Our reference
	Your date / Your reference

Item concerned

Nature of item	☐ Registered item ☐ Insured letter ☐ Ordinary parcel ☐ Insured parcel
Posting	Date / Office / Number
Special particulars	Insured value COD amount
Sender	
Addressee	

C 9 form redirected today to	Name of office

Information on the redirection of the item concerned

Mail	From	To	
	No of the mail	Date	
Entry	☐ Bulk advice	No	No of entry
	☐ Letter bill	No	No of entry
	☐ Special list	No	No of entry
	☐ Dispatch list	No	No of entry
	☐ Parcel bill		
Other information			

The office of exchange of destination received the item without comment.

If the inquiry is not answered in a reasonable time, a duplicate should be sent to the service to which we redirected the inquiry, giving the above information. The matter may be regarded as closed as far as our service is concerned.

Signature

Convention, Hamburg 1984, art 147, para 10 — Size: 210 x 297 mm

Postal administration of origin

C 10

ADVICE
Presumed fraudulent use of postage stamps or franking impressions

Office dispatching the advice	Date of advice	Reference

Notes. Advice of dispatch, by registered post, of the letter-post item described hereafter which apparently bears a postage stamp or impression of the nature indicated below.
A copy of the C 10 form is being sent to the administrations of origin and destination, as well as the office of destination.

Nature of presumed fraud

- ☐ Counterfeit postage stamp
- ☐ Already used postage stamp
- ☐ Counterfeit franking machine impression
- ☐ Already used franking machine impression
- ☐ Counterfeit printing press impression
- ☐ Already used printing press impression

Nature of item

Office of origin	Date of posting

Copy of the address

Presumed irregularity

Observations, if any

Stamp, date and signature

Postal administration of origin

C 11

REPORT
Presumed fraudulent use of postage stamps or franking impressions

Office preparing the report

To the administration of	Notes. To be sent by registered post to the administration of origin of the item	
	Date of report	Reference

Nature of item	Office of origin	
Date of dispatch	Weight of item	Postage prepaid
Name and address of addressee		

Nature of presumed fraud

- ☐ Counterfeit postage stamp
- ☐ Already used postage stamp
- ☐ Counterfeit franking machine impression
- ☐ Already used franking machine impression
- ☐ Counterfeit printing press impression
- ☐ Already used printing press impression

The addressee declares

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

Name and address of sender

Consequently,

- ☐ we have delivered the item to the addressee
- ☐ we have seized in order to send it to the administration of origin
  - ☐ the item
  - ☐ that part of the item containing the address and the suspect imprint or stamp

Observations, if any

In witness whereof, we have, in single copy, drawn up this report in order that effect may be given to article 13 of the Convention and to article 195 of its Detailed Regulations.

Signature of addressee or his attorney	Stamp of the office preparing the report and date Position and signature of the official

Dispatching administration

LETTER BILL
Exchange of mails

C 12 (Front)

Dispatching office of exchange	Date of dispatch	Mail No

Office of exchange of destination

Name of ship

Flight No

Transit administration(s)

Number of surface bags subject to transit charges and/or terminal dues		Number of surface bags exempted from transit charges and terminal dues
LC/AO bags	M bags	

I. The mail contains
unregistered items ☐ express ☐ air

II. Number of bags

	Number
Bags with red labels	
Bags with white and blue labels	
Sacks of empty bags (SV)	
Total number of bags	

III. Summary of items entered in the mail

	Registered	Insured
Number of bags containing items		
Number of packets containing items		
Number of special lists (registered) or dispatch lists (insured)		
Total number of items included in the mail		

Number of AV 2 bills

IV. Closed mails included in this mail

No of the mail	Office of origin	Office of destination	No of bags or packets

V. Official notes

	Number
Dispatching administration bags	
Bags returned empty belonging to the administration of destination	

☐ C 27 note enclosed in mail

Other information

VI. List of registered items

Bulk entry

Presence of items ☐ express ☐ airmail

Number of items inserted in this bag

In letters

In figures

Individual entry

	Number ser-ial	Number of the item	Office of origin	Observations
1				
2				
3				
4				
5				
6				
7				
8				
9[1]				

Stamp of the dispatching office of exchange
Signature of the official

Stamp of the office of exchange of destination
Signature of the official

[1] Continue overleaf if necessary.

Convention, Hamburg 1984, art 156, para 1 —
Size: 210 x 297 mm

VI. List of registered items (conclusion)

Number serial	Number of the item	Office of origin	Observations	Number serial	Number of the item	Office of origin	Observations
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			
31				61			
32				62			
33				63			
34				64			
35				65			
36				66			
37				67			
38				68			
39				69			

Year

C 12bis

STATEMENT OF BAGS
Mails received

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

Number of bags received during month according to C 12 forms

Date of mail	Number of mail	Number of bags		Date of mail	Number of mail	Number of bags	
		LC/AO	M			LC/AO	M
1	2	3	4	1	2	3	4

STATEMENT
of bags received

C 12ter

Dispatching administration	Transit administration(s)

Administration of destination		Year
	First quarter	
	Second quarter	
	Third quarter	
	Fourth quarter	

I. Number of bags received during quarter according to C 12bis forms

Office of exchange		Number of bags		Office of exchange		Number of bags	
of dispatch	of destination	LC/AO	M	of dispatch	of destination	LC/AO	M
1	2	3	4	1	2	3	4

Administration of destination
Place, date and signature

Total of bags to be entered on C 20bis account and C 17 statement as applicable

Convention, Hamburg 1984, art 170, para 2 —
Size: 210 x 297 mm

Dispatching administration

SPECIAL LIST
Registered items

C 13

Dispatching office of exchange	Date of dispatch / Time	Mail No
	Special list No	
Office of exchange of destination	Name of ship	
	Flight No	
	Via	

Bulk entry

Number (in letters)

Number (in figures)

Individual entry

Number serial	Number of the item	Office of origin	Observations
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

Stamp of the dispatching office of exchange
Signature of the official

Stamp of the office of exchange of destination
Signature of the official

Convention, Hamburg 1984, art 157, para 1 —
Size: 210 x 297 mm or 210 x 148 mm

Postal administration of origin

VERIFICATION NOTE
Exchange of mails

C 14 (Front)

Office of origin of note	Date of note	No	Mail No
	Date of dispatch	Time	
Office of destination of note	Name of ship		
	Train No, Flight No, etc		
	Dispatching office of exchange		
	Office of exchange of destination		

1 Irregularities concerning bags or covers

Mail No	Office of origin	Office of destination	Number of receptacles concerned: Bags — Red	White	Covers — Blue	LC	AO	CP

The bags and covers described above

- ☐ did not arrive here
- ☐ were missent
- ☐ were they received by your office?
- ☐ arrived in excess
- ☐ arrived in bad condition
- ☐ have been repaired here
- ☐ arrived here unlabelled

2 Irregularities concerning documents

Missing documents (please send a copy)

- ☐ AV 7 delivery bill
- ☐ AV 2 weight bill
- ☐ Letter bill
- ☐ Special list

Number of registered items received

☐ No	LC	AO	CP	The total weight was checked here
☐ The AV 7 delivery bill has been corrected as follows according to the weights given on the labels.				
☐ In view of an error in calculation the totals on the AV 7 delivery bill have been corrected as follows				

Irregularities concerning the tables of the letter bill	Entered	Received	Observations
☐ II. Number of bags.			
☐ III. Total registered items.			
☐ Special lists			
☐ Dispatch lists			
☐ Total insured items			
☐ V. Bags returned, etc. Number			

To be sent by registered post

Convention, Hamburg 1984, art 165, para 2 — Size: 210 x 297 mm

3 Other irregularities

Stamp of the office preparing the note and date Signatures of officials	Seen and accepted Stamp of the office of destination of the note and date Signature of the official in charge

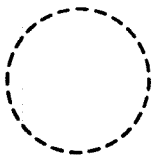
DELIVERY BILL (BAGS)
Mails dispatched by surface

Dispatching office of exchange	Month / Year Statistical period
Office of exchange of destination	☐ First mail ☐ Last mail

Number and weight of bags subject to transit charges and/or terminal dues

Date	Mail number	LC/AO bags			M bags			Observations
		Number	Weight		Number	Weight		
1	2	3	4		5	6		7
			kg	g		kg	g	

Stamp of dispatching office of exchange



Convention, Hamburg 1984, art 173, para 2 – Size: 210 x 148 mm

Administration of destination of mails

C 15bis

STATISTICAL STATEMENT
of bags received

Dispatching office of exchange of mails	Statistical period: Month / Year
Office of exchange of destination of mails	Dispatching administration of mails
	Transit administration(s)

Summary of C 15 delivery bills

Mail number	Date	Number and weight of LC/AO bags			Number and weight of M bags			Observations
		Number	Weight		Number	Weight		
1	2	3	4		5	6		7
			kg	g		kg	g	
Totals to be entered on C 15ter statement			kg	g		kg	g	

Office of exchange of destination

Place, date and signature

Convention, Hamburg 1984, art 177, para 1 —
Size: 210 x 297 mm

RECAPITULATIVE STATISTICAL STATEMENT
of mails received

Dispatching administration	Statistical period — Month / Year
Administration of destination	Transit administration(s)

Summary of C 15bis statements

Dispatching office	Office of destination	Number and weight of bags received during statistical period					Observations
		LC/AO bags			M bags		
		Number	Weight		Number	Weight	
1	2	3	4		5	6	7
			kg	g		kg	g
Number and total weight of bags, per category		a	b	kg	c	d	kg	
Average weight of bags to be entered on C 20bis account and C 17 statement as appropriate ($LC/AO = \frac{b}{a}$) & ($M = \frac{d}{c}$)		LC/AO		kg	M		kg	

Administration of destination Place, date and signature	Seen and accepted by administration of origin Place, date and signature

Convention, Hamburg 1984, art 177, para 2 —
Size: 210 x 297 mm

Postal administration of origin

C 16

VERIFICATION NOTE
Statistical information

Office of origin of note	Date of note	No	Mail No
Office of destination of note	Date of dispatch		Time
	Dispatching office of exchange		
	Office of exchange of destination		

Closed mails subject to transit charges and/or terminal dues

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

Observations

This form must be returned by registered post to

Stamp of the office preparing the note and date Signatures of the officials	Seen and accepted Stamp of the office of destination of the note and date Signature of the official in charge

Convention, Hamburg 1984, art 176 — Size: 210 x 297 mm

WEIGHT OF TRANSIT MAILS

Administration of destination	Transit administration(s)
Dispatching administration	Year

Transit mail from same administration of origin for same administration of destination

Number of bags received			Observations
Quarter	LC/AO	M	
1			
2			
3			
4			
Total No of bags			
multiplied by the average weights[1]	kg	kg	
Total weight	kg	kg	

	kg
Total weight of LC/AO + M bags to be entered on C 20 account	

Administration of destination

Place, date and signature

[1] Data to be taken from form C 15ter (mails received) for statistical period.

Postal administration of origin

C 18

DELIVERY BILL
Surface mails

Office of origin of the C 18 bill	Date of transfer
To be filled in if the mail is transferred to an office or a train	To be filled in if the mail is transferred to a sea service
Name of office, train No or forwarding route	Shipping company
	Name of ship / Date of sailing
	Port of disembarkation

Number or date of the mail	Origin of mails	Destination of mails	Number of						Observations or, if containers are used indication of	
			red label bags	bags of unregistered correspondence	bags of insured parcels	bags of ordinary parcels	parcels not in bags	sacks of empty bags	No of container	No of seal
1	2	3	4	5	6	7	8	9	10	
Totals										

Stamp of the dispatching office of the mail, date and signature	The undersigned acknowledges receipt in good condition of the mails mentioned above Date and signature

Convention, Hamburg 1984, art 164, para 1 — Size: 210 x 297 mm

Postal administration of origin

C 18bis

Office of origin of the C 18bis bill

DELIVERY BILL
Surface airlifted mails

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

Airport of direct transhipment (art 203, para 2)	Airport of offloading

Date or No of mail	Origin of mails	Destination of mails	Number of						Gross weight of bags, etc		Observations or, if containers are used indication of	
			red label bags	bags of unregistered correspondence	bags of insured parcels	bags of ordinary parcels	parcels not in bags	sacks of empty bags			No of container	No of seal
1	2	3	4	5	6	7	8	9	10		11	
									kg	g		
Totals												

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

Convention, Hamburg 1984, art 164, para 6 — Size: 210 x 297 mm

Dispatching administration

Dispatching office

TRANSIT BULLETIN
Mail statistics

C 19 (Front)

Date of dispatch

Office of destination	Mail No	Stamp of dispatching office
Administration of destination	Number of bags[1]	

This form is to be forwarded, annexed to the C 18 bill of the mail to which this bulletin refers, and is to be filled up before being sent on. Enter the note "C 19" in the "Observations" column of the C 18 bulletin.

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

The information concerning the transit must be entered successively by the inward and outward offices of exchange of each intermediate administration, to the exclusion of every other office, beginning with the first inward office of exchange. The last intermediate office of exchange must send the form direct to the office of destination; there the exact date of arrival of the mail is shown, the bulletin attached to the relevant C 17 statement and the whole returned to the dispatching office.

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

Continue overleaf if necessary

[1] Not counting bags of empty receptacles and other "Exempt" bags.

Convention, Hamburg 1984, art 180, para 1 — Size: 210 x 297 mm, colour: green

Transit	Date stamp of the inward office of exchange	Date stamp of the outward office of exchange	Services used (In the case of land transit, indicate T.t., and the route followed. In the case of sea transit, indicate T.m., the route followed, the name of the ship and that of the shipping line)	Country to which the transit charges must be paid
1	2	3	4	5
4th transit				
5th transit				
6th transit				
7th transit				
8th transit				

Stamp of the office of destination

DETAILED ACCOUNT
Transit charges

Creditor administration	Year of account
Debtor administration	

Administration of destination of mails	Total weight of mails LC/AO + M	Land and/or sea transit charges per kg (scales)	Total
1	2	3	4
	kg	☐ g fr ☐ SDR	☐ g fr ☐ SDR

Adjustment

Amount to be credited or debited for differences in weight not covered by previous detailed account	Credit
	Debit

	Transit charges Total amount receivable ☐ g fr ☐ SDR
Creditor administration Place, date and signature	Seen and accepted by debtor administration Place, date and signature

DETAILED ACCOUNT
TERMINAL DUES
Surface mail

Year of account

Creditor administration	Debtor administration

Mail received

Data from form C 15ter (mails received) for statistical period	
Average weight of bags	
LC/AO kg / M kg	

Quarter	Number of bags received according to form C 12ter		Total annual weight of LC/AO bags	Total annual weight of M bags	Observations
	LC/AO	M			
1			Annual number of LC/AO bags x average weight of LC/AO bags	Annual number of M bags x average weight of M bags	
2					
3					
4					
Total			kg	kg	

Mail dispatched

Data from form C 15ter (mails dispatched) for statistical period	
Average weight of bags	
LC/AO kg / M kg	

Quarter	Number of bags dispatched according to form C 12ter		Total annual weight of LC/AO bags	Total annual weight of M bags	Observations
	LC/AO	M			
1			Annual number of LC/AO bags x average weight of LC/AO bags	Annual number of M bags x average weight of M bags	
2					
3					
4					
Total			kg	kg	

Terminal dues

	Weight LC/AO bags	Weight M bags	Observations
Mail received	kg	kg	
Mail dispatched	kg	kg	
difference	kg	kg	
x terminal dues rate	☐ g fr ☐ SDR	☐ g fr ☐ SDR	
Totals	☐ g fr ☐ SDR	☐ g fr ☐ SDR	
Amount payable	☐ g fr ☐ SDR		

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

Postal administration

C 21

STATEMENT
Transit charges

Date of statement

Notes. Statement showing the total amounts of the reciprocal detailed accounts between administrations

Year for which sums are due		Carried forward from the C 20 detailed accounts	
Sums due ☐ provisional ☐ final		Administration preparing the statement	Corresponding administration
Currency ☐ Gold francs ☐ SDR		Amounts	Amounts
Provisional payment made			
Paying administration			
	Totals		
	Deduction		
Creditor administration	Balance		

Observations, if any

The administration preparing the statement

Signature of official

Postal administration

C 21bis

STATEMENT
Surface-mail terminal dues

Date of statement

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

Year for which sums are due		Carried forward from the C 20bis detailed accounts	
Sums due ☐ provisional ☐ final		Administration preparing the statement	Corresponding administration
Currency ☐ Gold francs ☐ SDR		Amounts	Amounts
Provisional payment made			
Paying administration			
	Totals		
	Deduction		
Creditor administration	Balance		

Observations, if any

The administration preparing the statement
Signature of official

UNIVERSAL POSTAL UNION

INTERNATIONAL REPLY COUPON

C 22

This coupon is exchangeable in any country of the Universal Postal Union for one or more postage stamps representing the minimum postage for an unregistered letter sent by surface to a foreign country.[1]

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

[1] This explanation is repeated on the back of this coupon in Arabic, Chinese, English, German, Russian and Spanish.

Convention, Hamburg 1984, art 196, para 1 — Size: 105 x 74 mm

Postal administration

C 23

DETAILED STATEMENT
Reply coupons exchanged

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

	Number	Amount
Reply coupons at 2.25 gold francs (0.74 SDR) exchanged for postage stamps and sent to the International Bureau		☐ g fr ☐ SDR

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

Convention, Hamburg 1984, art 196, para 4 — Size: 210 x 148 mm, colour: white

UNIVERSAL POSTAL UNION
International Bureau

C 24

DETAILED STATEMENT
Reply coupons supplied

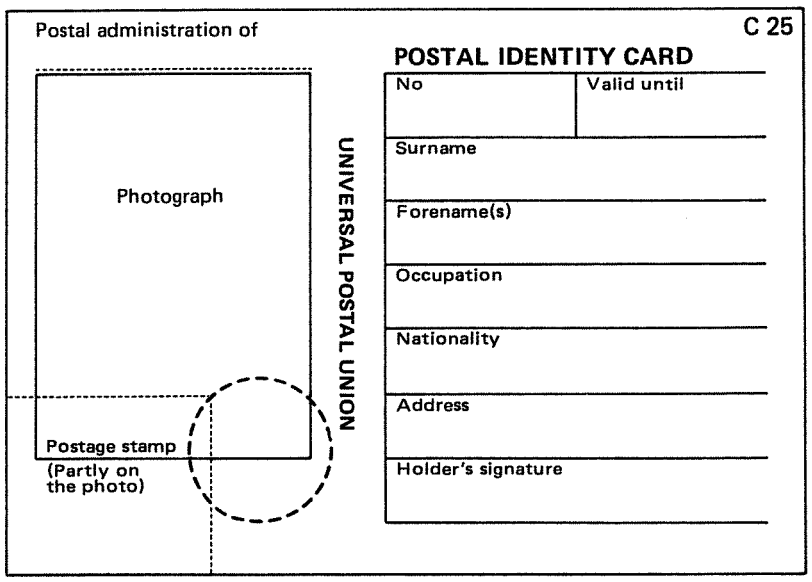
Administration which received the reply coupons	Date of statement
	Notes. Consignments of reply coupons must not contain fractions of a hundred.

	Number	Amount
Reply coupons at 2.25 gold francs (0.74 SDR) supplied by the International Bureau		☐ g fr ☐ SDR

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

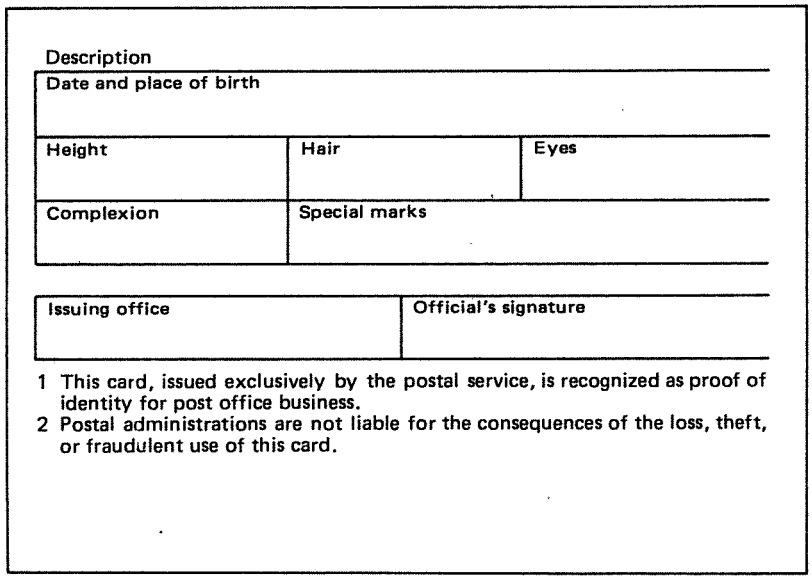
Convention, Hamburg 1984, art 196, para 1 — Size: 210 x 148 mm, colour: pink

(Front)



Convention, Hamburg 1984, art 106, para 2 — Size: 105 x 74 mm

(Back)



DETAILED MONTHLY ACCOUNT
Customs, etc, charges

Debtor administration	Date of account	
	Month	Year

Serial No	Date of the advance	Number of the franking note	Office which made the advance	Amount of each franking note		Observations
1	2	3	4	5		6
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total						

The creditor administration
Place, date and signature

Dispatching administration

C 27

TRIAL NOTE

☐ **Determination of the most favourable route for a letter or parcel mail**

☐ **Determination of the most favourable route for items sent à découvert**

Administration of destination	Date of note

Notes. To be returned duly completed by the quickest route (air or surface).

To be filled in by the dispatching office

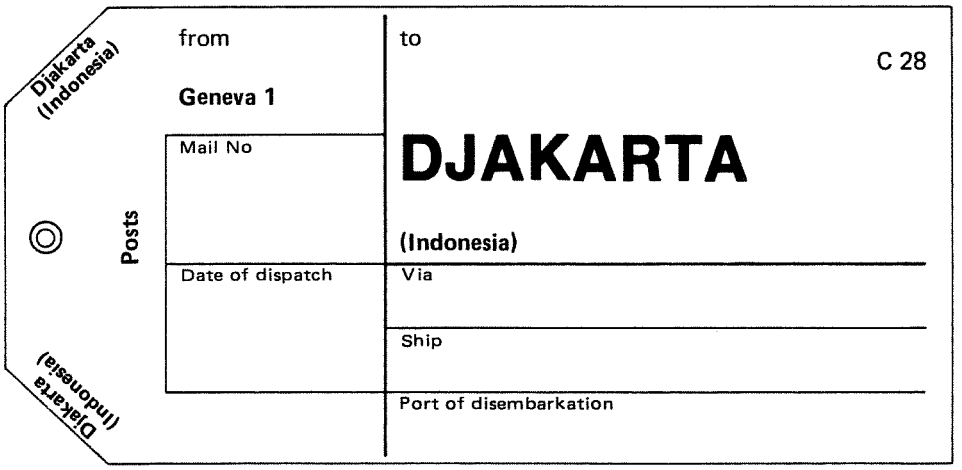
Mail	☐ Surface letter mail	☐ Air letter mail
	☐ Surface parcel mail	☐ Air parcel mail
	Number	Dispatching office
	Date of dispatch	Office of destination
Method of conveyance		Number
	☐ By flight	
		Name of ship
	☐ By ship	
	☐ By	
Signature		

To be filled in by the office of destination

Arrival	Office which received the mail	
	Date of arrival	Time
Method of arrival		Number
	☐ By flight	
		Name of ship
	☐ By ship	
	☐ By	
Other information		
Signature		

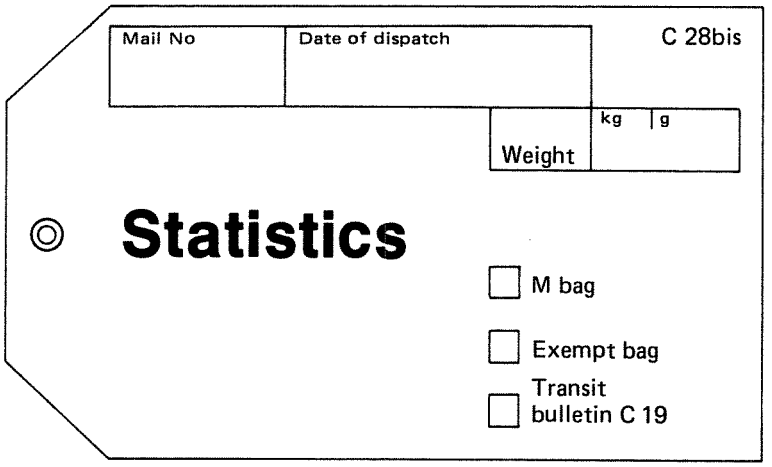
To be returned to	Name of office

Convention, Hamburg 1984, art 163, paras 3 and 4 — Size: 210 x 297 mm



Convention, Hamburg 1984, art 162, para 1 — Size: 125 x 60 mm, colour: vermilion red, white, light blue or green respectively.

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



Convention, Hamburg 1984, art 174, para 1 — Size: 100 x 60 mm, colour: light brown

C 29

Dispatching administration

ROUTINE CORRESPONDENCE

Date	Number
Reply to No	Date

Administration of destination

A letter written on this form does not require any preamble or salutations. The address of the addressee is necessary only if an envelope with a transparent panel is used.

Subject

C 30

LC

Dispatching administration

Portugal

Dispatching office

Lisboa

Dispatching official

Office of destination

ANKARA

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

Convention, Hamburg 1984, art 155, para 1 — Size: 105 x 74 mm, colour: white

C 30

AO

Dispatching administration

Portugal

Dispatching office

Lisboa

Dispatching official

Office of destination

ANKARA

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

Convention, Hamburg 1984, art 155, para 1 — Size: 105 x 74 mm, colour: light blue

R

☐ LC

☐ AO

Number of registered items

C 30

Dispatching administration

Portugal

Dispatching office

Lisboa

Dispatching official

Office of destination

ANKARA

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

Convention, Hamburg 1984, art 155, para 1 — Size: 105 x 74 mm, colour: pink

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

Debtor administration

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

C 31

Date of account

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

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

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

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

Convention, Hamburg 1984, art 198, para 1 — Size: 210 x 297 mm

Postal administration

C 32

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

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

Place and date	Signature

Convention, Hamburg 1984, art 147, para 12 — Size: 210 x 297 mm

RETURN **C 33/CP 10**

Tick as appropriate

- ☐ Refused
- ☐ Unclaimed
- ☐ Gone away
- ☐ Unknown
- ☐ Deceased
- ☐ Insufficient address
- ☐ .....
- ☐ .....
- ☐ .....
- ☐ .....
- ☐ .....
- ☐ .....

Convention, Hamburg 1984, art 143, para 2;
Parcels, Hamburg 1984, art 138, para 1 —
Maximum size: 52 x 74 mm, colour: pink

TABLE VD 1

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

Serial number	Country of destination	Routes	Intermediate countries and sea services to be used	Limit of insured value	Observations
1	2	3	4	5	6

VD 2



Convention, Hamburg 1984, art 134, para 1, a — Size: 37 x 13 mm, colour: pink

Dispatching administration

Dispatching office of exchange

VD 3

DISPATCH LIST
Insured letters

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

Number		Office of origin	Place of destination	Amount of insured value ☐ g fr ☐ SDR	Observations
serial	of the mail				
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Stamp of dispatching office of exchange
Signatures of officials

Stamp of office of exchange of destination
Signatures of officials

Convention, Hamburg 1984, art 158, para 1 —
Size: 210 x 297 mm

Postal administration

REPORT
Insured letter

VD 4 (Front)

To be sent by registered post

Office preparing the report	Date	Reference

Reason for report

☐ Loss ☐ Theft ☐ Damage ☐ Irregularities

Posting of item

Office

Date | Number

Sender

Name and full address

Addressee

Name and full address

Special particulars

Insured value

COD amount and currency

Other particulars

Weight

shown | observed

Packing

Description

Number of seals

Private mark on seals

The packing should be regarded as
☐ regulation ☐ non-regulation

Mail in which the item was sent

Number | Date of dispatch | Time

Dispatching office

Date of arrival | Time

Office of destination

The item was contained in an
☐ inner bag ☐ outer bag

The fastening (lead seal) of the bag was
☐ intact ☐ not intact

Method of conveyance

Name or number

☐ Travelling post office

☐ Railway van

☐ Ship

☐ Flight

Convention, Hamburg 1984, art 165, para 7 — Size: 210 x 297 mm

Contents

☐ From the invoice ☐ From the customs declaration ☐ According to the addressee or the sender

The contents have been examined in the presence of

☐ the addressee ☐ the sender

Contents established on examination

Contents damaged

Contents missing

Estimate of loss

☐ According to the addressee ☐ According to the sender

The loss is estimated at the amount of

Cause

The loss is due to

Subsequent treatment of the item

☐ After repacking and weighing the item has been forwarded to its destination

New weight

☐ The contents have been destroyed by the undersigned office

☐ The packing is held here

☐ The addressee refuses the item ☐ The sender refuses the item

☐ The addressee has accepted the item ☐ The sender has accepted the item

Amount of indemnity claimed

Signature of addressee or sender

Attestation. In witness whereof we have drawn up this report a duplicate of which has been sent to the authority indicated below.

Authority of destination of the report

Stamp of the reporting office and date
Signatures of the postal officials

GENERAL LIST OF AIRMAIL SERVICES

AV 1 LIST

Note. – The AV 1 List is drawn up and distributed to administrations by the International Bureau (Convention, Hamburg 1984, art 227, para 1, a)

Dispatching administration

AV 2

BILL
Weight of à découvert airmail correspondence

Dispatching office of exchange	Date of bill / No
	Airmail correspondence ☐ Unregistered ☐ Registered
Office of exchange of destination	
Administration of destination of the mail	Mail / No ☐ Surface ☐ Air Date of dispatch / Time

Notes. The weight of correspondence à découvert and, where applicable, for a specific zone, is rounded off to the nearest ten grammes, upward for fractions above 5 grammes, downward for those below.
During the statistical period put a large capital letter "S" at the top of this form.

Groups of countries for which the conveyance dues are the same	Net weight LC/AO	Observations
1	2	3
	g	

Stamp of dispatching office of exchange	Stamp of office of exchange of destination

Convention, Hamburg 1984, art 214, para 1 —
Size: 210 x 297 mm

Administration reforwarding the mails

AV 3

Office of exchange reforwarding the mails

STATEMENT OF WEIGHTS
Airmails

Date of statement

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

Notes. To be sent in duplicate.

Date of convey-ance	Serial number of mail	Dispatching office	Office of destination	No of the flight used	Weight of each category of item				Observations
					LC/AO		CP		
1	2	3	4	5	6		7		8
					kg	g	kg	g	
Totals									

Convention, Hamburg 1984, art 220, para 1 — Size: 210 x 297 mm

Administration of destination of airmails

AV 3bis

STATEMENT OF WEIGHTS (TERMINAL DUES)
Airmails

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

Summary of AV 7 delivery bills

Date of dispatch	Serial No of mail	Office of origin	Office of destination	Weight LC/AO		Weight M bags		Weight parcels		Observations
1	2	3	4	5		6		7		8
				kg	g	kg	g	kg	g	
Totals										

Office of destination

Place, date and signature

Convention, Hamburg 1984, art 171, para 1 —
Size: 210 x 297 mm

STATEMENT OF WEIGHTS
A découvert airmail correspondence

Office of exchange of destination of mails	Notes. To be sent in duplicate. Date of statement
Administration dispatching the mails	☐ Surface mails ☐ Airmails Office of exchange dispatching the mails

Month		Quarter		Statistical period		Year
Date of dispatch of the mail	No of AV 2 bill	Groups of countries of destination				Observations
		LC/AO	LC/AO	LC/AO	LC/AO	
1	2	3	4	5	6	7
		g	g	g	g	
Totals To be multiplied by 13 or 26[1]						
To be carried forward to AV 5 form						

[1] In the case of AV 4 statements for correspondence sent during statistical periods.

DETAILED ACCOUNT
Airmail

Debtor administration	Date of account
	☐ Closed airmails
	☐ A découvert airmail correspondence

Month	Quarter	Year

Route Country of destination or groups of countries	Categories of items	Weight carried during the month or months of						Total weight		Cost of conveyance per kg ☐ g fr ☐ SDR		Total conveyance dues payable ☐ g fr ☐ SDR	
1	2	3		4		5		6		7		8	
		kg	g	kg	g	kg	g	kg	g				
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
Increase of 5 % on the total amount due for transit à découvert													
Final total													—

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

Administration of destination of airmails

AV 5bis

STATEMENT OF WEIGHTS OF AIRMAILS RECEIVED
Airmail terminal dues

Administration of origin of the airmails	Year
	☐ First quarter ☐ Second quarter ☐ Third quarter ☐ Fourth quarter

Summary of AV 3bis statements

Office of origin	Office of destination	LC/AO Weight in kg		M bags Weight in kg		Observations
1	2	3		4		5
		kg	g	kg	g	
Total of weights, to be carried over on to AV 12 detailed account						

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

Convention, Hamburg 1984, art 171, para 2 — Size: 210 x 297 mm

AV 6

AIRMAIL –

TRANSMISSION ENVELOPE FOR AV 7 AND AV 7 S BILLS

Airport of offloading	
MONROVIA (MLW)	
Airline	Flight No
Departure date	Time

Convention, Hamburg 1984, art 205, para 2, c – Size: 229 x 162 mm, colour: light blue

Postal administration of origin

AV 7

Office of origin of the AV 7 bill

DELIVERY BILL
Airmails

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

Airport of direct transhipment (art 203, para 2)	Airport of offloading
LONDON-HEATHROW (LHR)	**MONROVIA (MLW)**

Number of mail	Office of origin	Office of destination	Number of			Gross weight of bags, etc						Observations
			LC/AO bags and covers[1]	M bags	CP bags and unenclosed parcels[2]	LC/AO		M		CP		
1	2	3	4	5	6	7		8		9		10
						kg	g	kg	g	kg	g	
Totals												

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

[1] The presence of LC/AO covers must be reported in the "Observations" column.
[2] The presence of unenclosed parcels must be reported in the "Observations" column.
Convention, Hamburg 1984, art 205, para 1 — Size: 210 x 297 mm

Postal administration of origin

AV 7 S

Office of origin of the AV 7 S bill

DELIVERY BILL
Airmails of empty bags

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

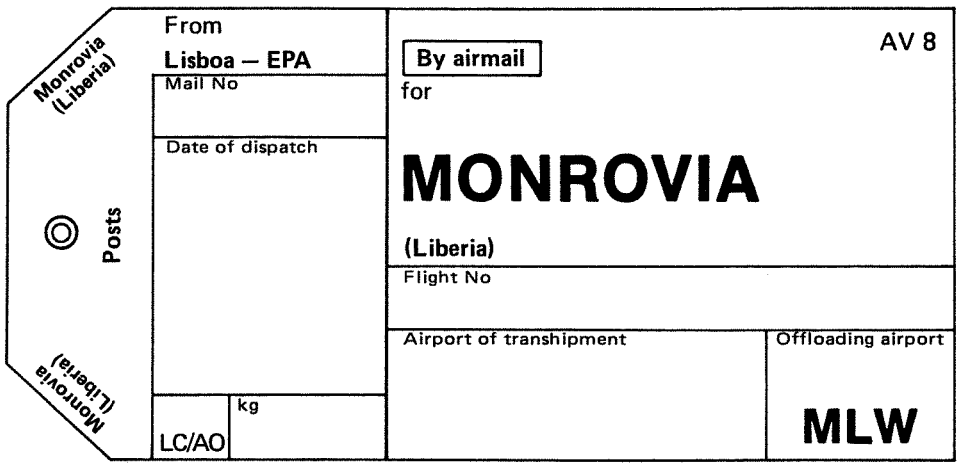
Airport of direct transhipment (art 203, para 2)	Airport of offloading
LONDON-HEATHROW (LHR)	**MONROVIA (MLW)**

Number of mail	Office of origin	Office of destination	Number of sacks of empty bags	Gross weight		Observations
1	2	3	4	5		6
				kg	g	
Totals						

EMPTY AIRMAIL BAGS

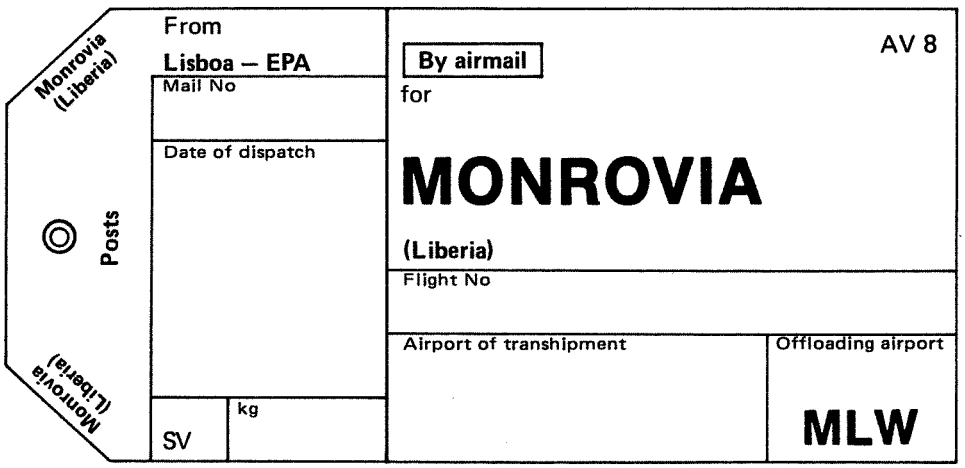
Stamp of dispatching office Signature of official	The official of the airport or airline	Stamp of office of destination Signature of official

Convention, Hamburg 1984, art 217, para 2 — Size: 210 x 297 mm



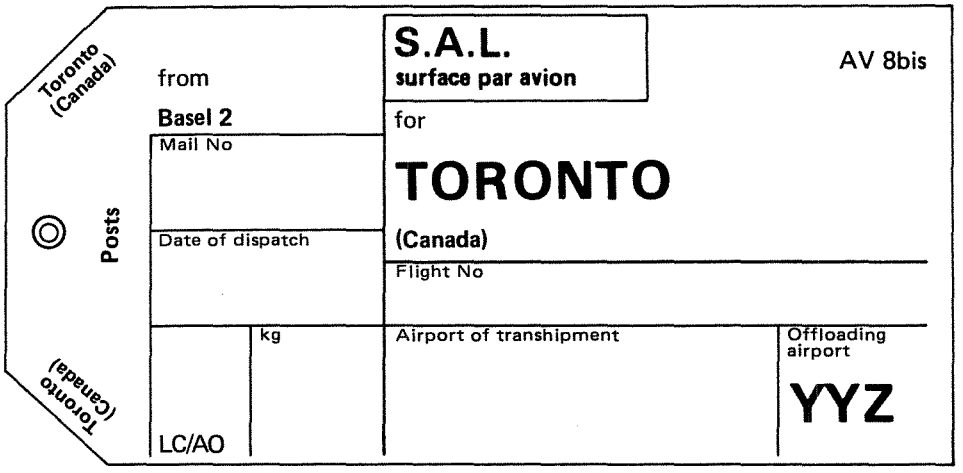
Convention, Hamburg 1984, art 202, para 3 – Size: 125 x 60 mm, colour: vermilion red, white or light blue

On the light blue label, delete the indication "LC"



Convention, Hamburg 1984, art 202, para 3 – Size: 125 x 60 mm, colour: green

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



Convention, Hamburg 1984, art 223, para 2 — Size: 125 x 60 mm

AV 9

Administration dispatching the mail

Dispatching office

AIRMAIL DISPATCH

☐ No

☐ Without documents

WEIGHT LC/AO

g

AIRMAIL DISPATCH

for

MONROVIA (MLW)

(Liberia)

Flight No

Airport of transhipment

LONDON-HEATHROW (LHR)

Convention, Hamburg 1984, art 202, para 1 — Size: 176 x 250 mm or 250 x 353 mm, colour: blue

AV 10

LC

By airmail

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

Office of destination

MADRID AP

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

Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: white

AV 10

AO

By airmail

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

Office of destination

MADRID AP

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

Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: light blue

Note. — Bearing in mind the needs of their service, administrations may make slight changes in the text, dimensions and colour of AV 10 forms so long as they do not depart unduly from the directives which the specimen contains.

R ☐ LC ☐ AO

Number of registered items

AV 10

By airmail

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

Office of destination

MADRID AP

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

Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: pink

LC **Correspondence à découvert**

AV 10

By airmail

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

Office of destination of the mail

MADRID AP

Number of group of countries of destination

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

Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: white

Note. — Bearing in mind the needs of their service, administrations may make slight changes in the text, dimensions and colour of AV 10 forms so long as they do not depart unduly from the directives which the specimen contains.

AO **Correspondence à découvert** **By airmail** AV 10

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

Office of destination of the mail

MADRID AP

Number of group of countries of destination

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

Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: light blue

R LC Number Number AO **Registered items à découvert** **By airmail** AV 10

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

Office of destination of the mail

MADRID AP

Number of group of countries of destination

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

Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: pink

Note. — Bearing in mind the needs of their service, administrations may make slight changes in the text, dimensions and colour of AV 10 forms so long as they do not depart unduly from the directives which the specimen contains.

Administration preparing the account

AV 11

GENERAL ACCOUNT – AIRMAIL

Corresponding administration	Date of account Quarter | Year Half-year | Year

Exchange	Period	Balance of AV 5 accounts in favour of the administration		Observations
		preparing the account	corresponding administration	
1	2	3	4	5
Received by the administration preparing the account		g fr SDR	g fr SDR	
Sent by the administration preparing the account				
Totals				
Less				
Credit balance				

Name of creditor administration

The administration preparing the AV 11 account Place, date and signature	Seen and accepted by the administration receiving the AV 11 account Place, date and signature

DETAILED ACCOUNT
TERMINAL DUES
Airmail

Year of account

Creditor administration	Debtor administration

MAIL RECEIVED

Weight of bags received according to form AV 5bis

Quarter	LC/AO	M
1	kg	kg
2	kg	kg
3	kg	kg
4	kg	kg
Total	kg	kg

MAIL DISPATCHED

Weight of bags dispatched according to form AV 5bis

Quarter	LC/AO	M
1	kg	kg
2	kg	kg
3	kg	kg
4	kg	kg
Total	kg	kg

TERMINAL DUES

	Weight LC/AO bags	Weight M bags
Mail received	kg	kg
Mail dispatched	kg	kg
difference	kg	kg
x terminal dues rate	☐ g fr ☐ SDR	☐ g fr ☐ SDR
Totals	☐ g fr ☐ SDR	☐ g fr ☐ SDR
Amount payable		

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

Convention, Hamburg 1984, art 185, para 2 —
Size: 210 x 297 mm

Postal Parcels Agreement

Agreement
Final Protocol
Detailed Regulations
— Forms

POSTAL PARCELS AGREEMENT

CONTENTS

Preliminary provisions

Art

1 Purpose of the Agreement
2 Postal parcels
3 Operation of the service by transport companies
4 Categories of parcels
5 Weight steps

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6 Composition of the charges and fees

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8 Air surcharges

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Charges relating to certain categories of parcels

9 Express parcels
10 Parcels for delivery free of charges and fees
11 Insured parcels
12 Fragile parcels. Cumbersome parcels

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Art

13 Supplementary charges
14 Scale
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Chapter III

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17 Parcels of prisoners of war and civilian internees

Part II

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Conditions of admission

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20 Limits of size
21 Treatment of parcels wrongly accepted
22 Sender's instructions at the time of posting

Section II

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28 Non-delivery to the addressee
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35 Non-compliance by an administration with given instructions
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55 Application of the Convention
56 Conditions for approval of proposals concerning this Agreement and its Detailed Regulations
57 Parcels addressed to or originating in countries not participating in the Agreement

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Final provisions

58 Entry into force and duration of the Agreement

FINAL PROTOCOL
TO THE POSTAL PARCELS AGREEMENT

Art

I Exceptional inward land rates
II Exceptional transit land rates
III Weighted average distance for conveyance of parcels in transit
IV Sea rates
V Determination of average rates
VI Supplementary rates
VII Special tariffs
VIII Supplementary charges
IX Treatment of parcels wrongly accepted
X Withdrawal from the post. Alteration or correction of address
XI Prohibitions
XII Exceptions to the principle of liability
XIII Compensation
XIV Payment of indemnity
XV Non-liability of the postal administration
XVI Advice of delivery

POSTAL PARCELS AGREEMENT

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, paragraph 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have, by common consent and subject to article 25, paragraph 3, of the Constitution, drawn up the following Agreement:

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the exchange of postal parcels between contracting countries.

Article 2

Postal parcels

1 Items called "postal parcels" of which the individual weight shall not exceed 20 kilogrammes may be exchanged either direct or via one or more countries.

2 The exchange of parcels exceeding 10 kilogrammes shall be optional. Countries which fix a weight of less than 20 kilogrammes shall, however, admit parcels in transit in bags or other closed receptacles up to a weight of 20 kilogrammes.

3 Notwithstanding paragraphs 1 and 2, parcels relating to the postal service and which are covered by article 16 may weigh up to 30 kilogrammes.

4 In this Agreement, its Final Protocol and its Detailed Regulations, the abbreviation "parcels" shall apply to all postal parcels.

Article 3

Operation of the service by transport companies

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

2 The postal administration of such a country shall make arrangements with the transport companies to ensure full implementation by them of all the provisions of the Agreement, with special reference to the arrangements for the exchange of parcels. The postal administration shall serve as intermediary for them in all their relations with administrations of the other contracting countries and with the International Bureau.

Article 4

Categories of parcels

1 An "ordinary parcel" shall be one which is not subject to any of the special requirements prescribed for the categories defined in paragraphs 2 and 3.

2 Other categories shall be:

a "insured parcel", any parcel which is insured for a declared value;

b "parcel for delivery free of charges and fees", any parcel in respect of which the sender asks to be charged with the whole of the postal charges and fees to which the parcel may be subject on delivery; this request may be made at the time of posting; it may also be made after posting up to the time of delivery to the addressee, except in those countries which cannot accept this procedure;

c "cash-on-delivery parcel", any parcel subject to a COD charge and covered by the Cash-on-Delivery Agreement;

d "fragile parcel", any parcel containing articles which are liable to break easily and which are to be handled with special care;

e "cumbersome parcel":

i any parcel whose dimensions exceed the limits fixed by article 20, paragraph 1, or those which administrations may fix between themselves;

ii any parcel which by reason of its shape or construction does not lend itself readily to loading with other parcels or which requires special precautions;

iii optionally, any parcel conforming to the conditions laid down in article 20, paragraph 4;

f "service parcel", any parcel relating to the postal service and exchanged under the conditions laid down in article 16;

g "prisoner-of-war or civilian internee parcel", any parcel intended for or sent by prisoners or organizations referred to in article 16 of the Convention.

3 Other categories, according to the method of dispatch or delivery:

a "air parcel", any parcel accepted for air conveyance with priority between two countries;

b "express parcel", any parcel which, on arrival at the office of destination, shall be delivered to the place of address by special messenger or which, in those countries whose administrations do not undertake delivery to the place of address, gives rise to the delivery, by special messenger, of an advice of arrival; nevertheless, if the address of the addressee is situated outside the local delivery area of the office of destination, delivery by special messenger shall not be obligatory.

4 The exchange of "free of charges and fees" and "cash-on-delivery" parcels shall require prior agreement between administrations of origin and destination. With respect to "insured", "fragile", "cumbersome", "air" and "express" parcels, the exchange may be established on the basis of the information given in the Compendium of Information (Postal Parcels) published by the International Bureau.

Article 5

Weight steps

1 The parcels defined in article 4 shall be classed in the following weight steps:

	up to 1 kg
above 1	up to 3 kg
above 3	up to 5 kg
above 5	up to 10 kg
above 10	up to 15 kg
above 15	up to 20 kg.

2 Countries which by reason of their internal regulations are unable to adopt the metric-decimal system of weight may substitute for the weight steps provided for in paragraph 1 the following equivalents (in pounds avoirdupois):

	up to 1 kg	up to 2 lb
over 1 and	up to 3 kg	2 to 7 lb
over 3 and	up to 5 kg	7 to 11 lb
over 5 and	up to 10 kg	11 to 22 lb
over 10 and	up to 15 kg	22 to 33 lb
over 15 and	up to 20 kg	33 to 44 lb.

Part I

Charges and fees

Article 6

Composition of the charges and fees

1 The charges and fees which administrations are authorized to collect from the senders and addressees of postal parcels shall be made up of the principal charges as defined in article 7 and, where appropriate, by:

a the air surcharges mentioned in article 8;

b the supplementary charges mentioned in articles 9 to 14;

c the charges and fees mentioned in articles 29, paragraph 3, and 31, paragraph 6;

d the fees mentioned in article 15.

2 Apart from any exceptions prescribed by this Agreement, charges shall be retained by the administration collecting them.

Chapter I

Principal charges and air surcharges

Article 7

Principal charges

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

2 The principal charges shall be linked with the rates, and as a general rule, the sum thereof shall not in total exceed the rates that administrations shall be authorized to claim under articles 46 to 50.

Article 8

Air surcharges

1 Administrations shall fix the air surcharges to be collected for forwarding parcels by air. They may adopt, for fixing surcharges, smaller weight steps than the first weight step.

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

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

Chapter II

Supplementary charges and fees

Section I

Charges relating to certain categories of parcels

Article 9

Express parcels

1 Express parcels shall be subject to a supplementary charge called the "express charge" the amount of which shall be fixed at not more than 5 francs (1.63 SDR) or at the amount of the charge applicable in the internal service if this is higher. This charge must be fully paid in advance at the time of posting, even if the parcel cannot be delivered by special messenger but only the advice of arrival.

2 When express delivery places special demands on the administration of destination with regard to the location of the addressee or to the day or time of arrival at the office of destination, the delivery of the parcel and collection of any additional charge shall be governed by the provisions concerning parcels of the same type in the internal system. The supplementary charge shall be paid even if the parcel is returned to sender or redirected; however, in such cases, the amount passed on may not exceed 5 francs (1.63 SDR).

3 If the regulations of the administration of destination permit, addressees may ask the delivery office, subject to what is laid down in paragraph 1, to deliver to them by express immediately on arrival any parcels which are intended for them. In that case the administration of destination shall be authorized to collect, on delivery, a charge of not more than 5 francs (1.63 SDR) or the internal service charge if this is higher.

Article 10

Parcels for delivery free of charges and fees

1 Parcels for delivery free of charges and fees shall be subject to a charge called "fee for delivery free of charge" fixed at 3 francs (0.98 SDR) as a maximum for each parcel. This charge shall be collected by the administration of origin which shall retain it as payment for services rendered in the country of origin.

2 When delivery free of charge is requested after the parcel has been posted, an additional charge for a request for delivery free of charge shall be collected from the sender at the time the request is made. This charge, fixed at 4 francs (1.31 SDR) as a maximum, shall be collected by the administration of origin. If the request is to be sent by telegraph, the sender shall also pay the telegraph charge.

3 The administration of destination shall be authorized to collect a commission charge of 3 francs (0.98 SDR) as a maximum for each parcel. This charge shall be independent of the presentation-to-Customs charge referred to in article 14, c. It shall be collected from the sender on behalf of the administration of destination.

Article 11

Insured parcels

1 The following charges on insured parcels shall be collected from the sender in advance:

a charges authorized in this part of the Agreement;

b an optional dispatch charge not exceeding the registration charge laid down in article 24, paragraph 1, p, of the Convention or the corresponding charge of the internal service if this is higher, or, exceptionally, a charge of 10 francs (3.27 SDR) at most;

c an ordinary insurance charge of not more than 1 franc (0.33 SDR) for each 200 francs (65.34 SDR) or fraction of 200 francs (65.34 SDR) insured value, or ½ percent of the insured value step or the internal service charge if this is higher.

2 In addition, administrations undertaking to cover risks of force majeure shall be authorized to collect a "charge for cover against risks of force majeure" to be fixed so that the sum of this charge and the ordinary insurance charge shall not exceed the maximum prescribed in paragraph 1, c.

3 Administrations may also 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 insured parcels.

Article 12

Fragile parcels. Cumbersome parcels

Fragile parcels and cumbersome parcels shall be subject to a supplementary charge equal to not more than 50 percent of the principal charge or to the internal service charge if this is higher. If the parcel is both fragile and cumbersome the supplementary charge mentioned above shall be collected once only. Nevertheless, the air surcharges in respect of these parcels shall not be increased.

Section II

Charges and fees relating to all categories of parcels

Article 13

Supplementary charges

Administrations shall be authorized to collect the following supplementary charges:

a charge for items posted outside normal counter opening hours;

b presentation-to-Customs charge collected by the administration of origin; as a general rule the charge shall be collected at the time of posting of the parcel;

c presentation-to-Customs charge collected by the administration of destination either for submission to Customs and customs clearance or for submission to Customs only; in the absence of other arrangements, the charge shall be collected at the time of delivery of the parcel to the addressee; however, in the case of parcels for delivery free of charges and fees, the presentation-to-Customs charge shall be collected by the administration of origin on behalf of the administration of destination;

d charge for collection from the sender's address; this charge may be collected by the administration of origin for parcels collected by its services from the sender's address;

e delivery charge; this charge may be collected by the administration of destination for each attempted delivery of the parcel at the address; nevertheless, in the case of express parcels, it may be collected only in respect of each attempted delivery after the first;

f advice of non-delivery reply charge, collected under the conditions laid down in article 28, paragraph 2;

g advice of arrival charge, collected by the administration of destination, when its legislation obliges it to do so and when that administration does not undertake delivery to the place of address, in respect of any advice (the first as well as subsequent advices) delivered to the address of the addressee, except for the first advice of express parcels;

h repacking charge, due to the administration of the first of the countries in whose territory a parcel has to be repacked in order to protect its contents; it shall be recovered from the addressee or, where appropriate, the sender;

i poste restante charge, collected by the administration of destination at the time of delivery, on every parcel addressed "poste restante";

j storage charge on every parcel which has not been taken possession of within the prescribed periods, whether the parcel is addressed "poste restante" or to a place of address. This charge shall be collected by the administration which effects the delivery, on behalf of the administration in whose service the parcel has been kept beyond the prescribed periods;

k advice of delivery charge, when the sender asks for an advice of delivery in accordance with article 27;

l advice of embarkation charge, collected, in relations between countries whose administrations agree to provide this service, when the sender requests that an advice of embarkation be sent to him;

m inquiry charge, mentioned in article 38, paragraph 3;

n charge for a request for withdrawal from the post or alteration of address;

o charge for cover against risks of force majeure, collected by administrations prepared to cover risks of force majeure.

Article 14

Scale

1 The scale of supplementary charges defined in article 13 shall be fixed in accordance with the following table:

Description of charge	Amount	Observations
1	2	3
a Charge on items posted outside normal counter opening hours	Same charge as in internal service	
b Presentation-to-Customs charge collected by the administration of origin	2 francs (0.65 SDR) at most per parcel	
c Presentation-to-Customs charge collected by the administration of destination	10 francs (3.27 SDR) at most per parcel	
d Charge for collection from the sender's address	Same charge as in internal service	
e Delivery charge	Same charge as in internal service	In the event of return to sender (article 29, paragraph 3, b) or redirection (article 31, paragraph 6, c), the amount passed on may not exceed 3 francs (0.98 SDR)
f Advice of non-delivery reply charge	2 francs (0.65 SDR) at most	If, following delivery of the advice of non-delivery, new instructions have to be transmitted by telegraph, the sender or the third party shall pay, in addition, the telegraph charge
g Advice of arrival charge	At most, a charge equal to that for an ordinary letter of the first weight step in the internal service	
h Repacking charge	1 franc (0.33 SDR) at most per parcel	This charge may be collected once only in the course of transmission from beginning to end
i Poste restante charge	Same charge as in the internal service	In the event of return to sender (article 29, paragraph 3, b) or redirection (article 31, paragraph 6, c), the amount passed on may not exceed 1.50 francs (0.49 SDR)
j Storage charge	Same charge as in the internal service	In the event of return to sender (article 29, paragraph 3, b) or redirection (article 31, paragraph 6, c), the amount passed on may not exceed 20 francs (6.53 SDR)
k Advice of delivery charge	3 francs (0.98 SDR) at most	
l Advice of embarkation charge	1.10 francs (0.36 SDR) at most per parcel	
m Inquiry charge	2 francs (0.65 SDR) at most	If the sender has asked for his request to be sent by telegraph the telegraph charge shall be added to this charge
n Charge for a request for withdrawal from the post or alteration of address	4 francs (1.31 SDR) at most	The following shall be added to this charge: the appropriate telegraph charge if the request is to be sent by telegraph
o Charge for cover against risks of force majeure	a amount laid down in article 11, paragraph 2, in respect of insured parcels b maximum of 60 centimes (0.20 SDR) per parcel in respect of uninsured parcels	

2 Administrations which, in their internal service, collect supplementary charges higher than those fixed in paragraph 1, may, when they retain the whole amount of such charges, apply the internal service rate in the international service.

Article 15

Fees

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

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

a returned to sender;
b redirected to a third country;
c abandoned by the sender;
d lost in their service or destroyed because of total damage of the contents;
e rifled or damaged in their service. In these cases, cancellation of fees shall be requested only to the value of the missing contents or the depreciation suffered by the contents.

Chapter III

Free postage

Article 16

Service parcels

1 Parcels relating to the postal service shall be exempt from all postal charges if exchanged between the following:

a postal administrations;
b postal administrations and the International Bureau;
c post offices of member countries;
d post offices and postal administrations.

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

Article 17

Parcels of prisoners of war and civilian internees

Prisoner-of-war and civilian internee parcels shall be exempted from all charges in accordance with article 16 of the Convention. However, air parcels shall be subject to air surcharges as laid down in article 8 of the Agreement.

Part II

Operation of the service

Chapter I

Conditions of admission

Section I

General conditions of admission

Article 18

Conditions of acceptance

Provided that the contents do not come within the prohibitions listed in article 19 or within the prohibitions or restrictions applicable in the territory of one or more of the administrations called upon to take part in the transmission, every parcel, to be admitted to the post, shall:

a belong to one of the categories of parcels admitted under the terms of article 4;
b be packed in a manner adapted to the nature of the contents and the conditions of transport;
c bear the names and addresses of the addressee and the sender;
d satisfy the conditions of weight and size fixed by articles 2 and 20;
e be prepaid in respect of all the charges required by the office of origin, either by means of postage stamps or by any other method authorized by the regulations of the administration of origin.

Article 19

Prohibitions

The insertion of the following articles shall be prohibited:

a in all categories of parcels:
  i articles which, by their nature or their packing, may expose officials to danger, or soil or damage other parcels or postal equipment;
  ii narcotics and psychotropic substances; however, this prohibition shall not apply to consignments sent for a medical or scientific purpose to countries which admit them on this condition;
  iii documents having the character of current and personal correspondence as well as correspondence of any kind exchanged between persons other than the sender and the addressee or persons living with them, except:
    — one of the documents below, unclosed, reduced to its essential elements and relating solely to the goods being conveyed: invoice, dispatch note or advice, delivery bill;
    — gramophone records, tapes and wires, whether bearing a sound or video recording or not, ADP cards, magnetic tape or other similar media, and QSL cards, when the administration of origin considers that they do not have the character of current and personal correspondence and when they are exchanged between the sender and the addressee of the parcel or persons residing with them;
    — correspondence and documents of any kind having the character of current and personal correspondence, other than the foregoing, exchanged between the sender and the addressee of the parcel or persons residing with them, if the internal regulations of the administrations concerned so permit;
  iv live animals, unless their conveyance by post is authorized by the postal regulations of the countries concerned;
  v explosive, flammable or other dangerous substances;
  vi radioactive materials. However, administrations may agree among themselves to accept parcels containing these materials either reciprocally or in one direction only. In this case, the radioactive materials shall be made up and packed in accordance with the provisions of the Detailed Regulations and shall be forwarded by the quickest route, normally by air, subject to payment of the corresponding air surcharges. They may be posted only by duly authorized senders;
  vii obscene or immoral articles;
  viii articles of which the importation or uttering is prohibited in the country of destination;

b in uninsured parcels exchanged between two countries which admit insured parcels: coins, bank notes, currency notes, securities of any kind payable to bearer, platinum, gold or silver, whether manufactured or not, precious stones, jewels and other valuable articles. This provision shall not apply when the exchange of parcels between two administrations admitting insured parcels can only be made in transit through the intermediary of an administration which does not admit them. Any administration may prohibit the enclosure of gold bullion in insured or uninsured items originating from or addressed to its territory or sent in transit à découvert across its territory, or limit the actual value of these items.

Article 20

Limits of size

1 Except where parcels are considered as cumbersome by application of article 4, paragraph 2, e, parcels sent by surface or air shall not exceed 1.50 metres for any one dimension or 3 metres for the sum of the length and the greatest circumference measured in a direction other than that of the length.

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

3 Whatever their mode of conveyance, parcels shall not be smaller than the minimum size prescribed for letters in article 19, paragraph 1, of the Convention.

4 Administrations which accept the dimensions fixed in paragraph 1 may collect, for parcels whose dimensions exceed the limits specified in paragraph 2 but which weigh less than 10 kg, a supplementary charge equal to that provided for in article 12.

Article 21

Treatment of parcels wrongly accepted

1 When parcels containing articles mentioned in article 19, a, have been wrongly admitted to the post, they shall be dealt with according to the legislation of the country of the administration establishing their presence; however, parcels containing articles listed in the same article under a, ii and v to vii shall in no circumstances be forwarded to their destination, delivered to the addressees or returned to sender.

2 In the case of the insertion of a single item of correspondence prohibited within the meaning of article 19, a, iii, this correspondence shall be treated in the manner prescribed in article 30 of the Convention, and the parcel shall not be returned to sender on this account.

3 When an uninsured parcel exchanged between two countries which admit insurance and containing articles listed in article 19, b, is received by the administration of destination, that administration shall be authorized to deliver the parcel to the addressee under the conditions prescribed by its regulations. If they do not permit delivery, the parcel shall be returned to sender in application of article 33.

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

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

Article 22

Sender's instructions at the time of posting

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

2 One of the following instructions only may be given:

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

b dispatch of an advice of non-delivery to a third party residing in the country of destination;

c return forthwith to the sender by surface or air;

d return to the sender by surface or air at the end of a given period, which may not exceed the regulation period of retention in the country of destination;

e delivery to an alternative addressee, if necessary after redirection by surface or air (and subject to the special provisions set out in article 28, paragraph 1, c, ii);

f redirection of the parcel by surface or air, for delivery to the original addressee;

g abandonment of the parcel by the sender.

3 Parcels may be returned without advice if the sender has given no or contradictory instructions.

4 Administrations shall have the option of not accepting the instructions referred to in paragraph 2, a and b, when their legislation or regulations do not so permit.

Section II

Special conditions of admission

Article 23

Insured parcels

1 The following rules shall govern the insured value of insured parcels:

a postal administrations:

i each administration may limit the insured value, so far as it is concerned, to an amount which may not be less than 7000 francs (2286.83 SDR) or the amount adopted in its internal service if it is less than 7000 francs (2286.83 SDR);

ii in the service between countries whose administrations have adopted different limits, all parties shall observe the lowest limit;

b senders:

i may not insure the parcel for a value exceeding the actual value of its contents;

ii may insure part only of the actual value of the contents of the parcel.

2 Fraudulent insurance for a value greater than the actual value of the parcel shall be liable to the legal proceedings prescribed by the legislation of the country of origin.

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

Article 24

Parcels for delivery free of charges and fees

1 A parcel for delivery free of charges and fees may be accepted only if the sender undertakes to pay the full amount which the office of destination would be entitled to claim from the addressee as well as the commission charge prescribed in article 10.

2 The office of origin may require the payment of a sufficient deposit.

Chapter II

Conditions of delivery and redirection

Section I

Delivery

Article 25

General rules for delivery. Periods of retention

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

2 When an addressee has been notified of the arrival of a parcel, it shall be held at his disposal for a fortnight or, at most, for a month from the day after that on which the advice is sent; exceptionally, this period may be increased to two months if the regulations of the administration of destination permit. The retention period prescribed in this paragraph shall be renewed if the sender has, in accordance with article 28, paragraph 1, a, c, ii, and d, requested that the addressee be advised again.

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

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

Article 26

Delivery of express parcels

1 The delivery by special messenger of an express parcel or of the advice of arrival shall be attempted once only.

2 If the attempt is unsuccessful the parcel shall cease to be considered as express.

Article 27

Advice of delivery

The sender of a parcel may request an advice of delivery under the conditions laid down in article 48 of the Convention. However, administrations may restrict this service to insured parcels if such restriction is provided for in their internal service.

Article 28

Non-delivery to the addressee

1 After receipt of the advice of non-delivery mentioned in article 22, paragraph 2, a and b, the sender, or the third party concerned, shall give his instructions, which may only be those authorized by the said article, paragraph 2, c to g, and, in addition, one of the following:

a notify the addressee once more;

b correct or complete the address;

c where a cash-on-delivery parcel is concerned:

i deliver it to a person other than the addressee against payment of the amount indicated;

ii deliver it to the original addressee or to another addressee without collecting the COD charge or against payment of an amount less than the original amount;

d deliver the parcel free of charges and fees either to the original addressee or to another addressee.

2 The charge mentioned in article 13, f, for sending the instructions referred to in paragraph 1 may be collected either from the sender or from the third party; when the advice relates to several parcels posted at the same time at the same office by the same sender and addressed to the same addressee the charge shall be collected once only. In case of transmission by telegraph, the corresponding telegraph charge shall also be collected.

3 Provided that no instructions have been received from the sender or third party, the administration of destination shall be authorized to deliver the parcel to the addressee originally indicated or, where appropriate, to another addressee indicated later, or to redirect the parcel to a new address. After receipt of fresh instructions these alone shall be valid and binding.

Article 29

Return to sender of undelivered parcels

1 Every parcel which it has not been possible to deliver shall be returned to the sender's country of residence:

a immediately if:
- i the sender has requested it in application of article 22, paragraph 2, c;
- ii the sender (or the third party referred to in article 22, paragraph 2, b), has made an unauthorized request;
- iii the sender or the third party refuses to pay the charge authorized in article 28, paragraph 2;
- iv the instructions of the sender, or of the third party, have not achieved the desired result, whether these instructions were given at the time of posting or after receipt of the advice of non-delivery;

b immediately after the expiry:
- i of the period, if any, fixed by the sender in application of article 22, paragraph 2, d;
- ii of the periods of retention laid down in article 25, if the sender has not complied with article 22. In this case, however, the sender may be asked for instructions;
- iii of a period of two months from the dispatch of an advice of non-delivery, if the office which prepared that advice has not received adequate instructions from the sender or the third party, or if these instructions have not been received by that office.

2 Where possible, a parcel shall be returned by the same route as it followed on the outward journey. It may not be returned by air unless the sender has guaranteed the payment of the air surcharges.

3 Every parcel returned to sender under this article shall be subject to:

a the rates entailed in the further transmission;

b the uncancelled charges and fees which the administration of destination incurs at the time of return to the sender, subject to articles 9, paragraph 2, last sentence, and 14, paragraph 1, table, column 3, e, i and j.

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

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

Article 30

Abandonment by the sender of an undelivered parcel

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

Section II

Redirection

Article 31

Redirection in consequence of change of address by the addressee, or of the alteration of an address

1 If an addressee changes his address or if an address is altered under article 37, a parcel may be redirected either within the country of destination or out of that country.

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

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

4 A parcel may also be redirected under the conditions set out above by air at the request of the sender or the addressee, provided that payment of the air surcharge in respect of the onward transmission is guaranteed.

5 The sender may forbid any redirection.

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

a the charges authorized by the internal regulations of the administration concerned for such redirection, in the case of redirection within the country of destination;

b the rates and air surcharges entailed in the onward transmission, in the case of redirection out of the country of destination;

c the charges and fees which the former administrations of destination do not agree to cancel, subject to articles 9, paragraph 2, last sentence, and 14, paragraph 1, table, column 3, e, i and j.

7 The rates, charges and fees mentioned in paragraph 6 shall be collected from the addressee.

Article 32

Parcels arriving out of course and to be redirected

1 Any parcel arriving out of course as a result of an error on the part of the sender or the dispatching administration shall be reforwarded to its proper destination by the most direct route used by the administration which has received the parcel.

2 Any air parcel arriving out of course shall be reforwarded by air.

3 Any parcel reforwarded in application of this article shall be subject to the rates for forwarding to its proper destination and the charges and fees mentioned in article 31, paragraph 6, c.

4 These rates, charges and fees shall be collected from the administration responsible for the office of exchange which misdirected the parcel. This administration shall collect them, where appropriate, from the sender.

Article 33

Return to sender of wrongly accepted parcels

1 Any parcel wrongly accepted und returned to sender shall be subject to the rates, charges and fees prescribed in article 29, paragraph 3.

2 These rates, charges and fees shall be payable by:

a the sender, if the parcel has been wrongly admitted in consequence of an error of the sender or if it falls within one of the prohibitions laid down in article 19;

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

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

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

Article 34

Return to sender in consequence of the suspension of a service

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

Chapter III

Special provisions

Article 35

Non-compliance by an administration with given instructions

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

2 The administration of the sender's country of residence shall be authorized automatically to bill the charges referred to in paragraph 1 to the administration which has not complied with the instructions given and which, although duly informed, has allowed five months to pass from the date on which it was informed without finally settling the matter or without informing the administration of the sender's country of residence that the non-compliance appeared to be due to force majeure or that the parcel had been detained, seized or confiscated in accordance with the internal regulations of the country of destination.

Article 36

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

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

Article 37

Withdrawal from the post. Alteration or correction of address

1 The sender of a parcel may, under the terms of article 33 of the Convention, ask for it to be returned or for its address to be altered, provided that he guarantees payment of the amounts due for any onward transmission under articles 29, paragraph 3, and 31, paragraph 6.

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

Article 38

Inquiries

1 Every administration shall accept inquiries relating to any parcel posted in the service of another administration.

2 Inquiries from users shall be entertained only within a period of one year from the day after that on which the parcel was posted.

3 Unless the sender has paid in full the advice of delivery charge prescribed in article 13, k, each inquiry shall be subject to the collection of an "inquiry" charge at the rate laid down in article 14, m.

4 Separate inquiries shall be made for uninsured and insured parcels. If the inquiry related to several parcels of the same category posted at the same time at the same office by the same sender and addressed to the same addressee and sent by the same route, the charge shall be collected once only.

5 The inquiry charge shall be refunded if the inquiry has been occasioned by a service error.

Part III

Liability

Article 39

Principle and extent of liability of postal administrations

1 Postal administrations shall be liable for the loss of, theft from or damage to parcels, except as provided for in article 40. Their liability shall be as binding for parcels conveyed à découvert as for those forwarded in closed mails.

2 Administrations may undertake to cover also risks which may arise from a case of force majeure. They shall then be liable towards senders of parcels posted in their country for loss, theft or damage due to a case of force majeure occurring at any time during transmission of the parcels, including redirection or return to sender.

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

a for insured parcels, the amount of the insured value in gold francs or SDRs; in case of redirection or return to sender by surface of an insured air parcel, liability shall be limited, for the second journey, to that applicable to parcels sent by that route. However, administrations of origin may assume responsibility for any loss, theft or damage not covered during the second journey;

b for other parcels, the following amounts:
90 francs (29.40 SDR) per parcel up to 5 kg;
135 francs (44.10 SDR) per parcel above 5 up to 10 kg;
180 francs (58.80 SDR) per parcel above 10 up to 15 kg;
225 francs (73.51 SDR) per parcel above 15 up to 20 kg.

4 Notwithstanding paragraph 3, b, administrations may agree to apply, in their reciprocal relations, the maximum amount of 225 francs (73.51 SDR) per parcel regardless of the weight.

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

6 When an indemnity is due for the loss, total theft or total damage of a parcel, the sender or, by application of paragraph 8, the addressee shall also be entitled to repayment of the charges paid with the exception of the insurance charge; the same shall apply to items refused by the addressees because of their bad condition if that is attributable to the postal service and involves its liability.

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

8 Notwithstanding paragraph 3, the addressee shall be entitled to the indemnity after taking delivery of a rifled or damaged parcel in the cases provided for in article 40, paragraph 1, a and b.

9 The sender may waive his rights as prescribed in paragraph 3 in favour of the addressee. Conversely, the addressee shall be entitled to waive his rights as prescribed in paragraph 8 in favour of the sender. The sender or the addressee may authorize a third party to receive the indemnity if internal legislation allows this.

10 The administration of origin shall have the option of paying senders in its country, for uninsured parcels, the indemnities prescribed by its internal legislation for items of the same kind, provided that such indemnities are not lower than those laid down in paragraph 3, b. However, the amounts laid down in paragraph 3, b, shall remain applicable:

i in the event of recourse against the administration liable;

ii if the sender waives his rights in favour of the addressee.

Article 40

Non-liability of postal administrations

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

a when theft or damage is discovered either prior to or at the time of delivery of a parcel or when, internal regulations permitting, the addressee or, in the case of return to sender, the latter makes reservations on taking delivery of a rifled or damaged parcel;

b when the addressee or, in the case of return to sender, the latter, although having given a proper discharge, notifies the delivery administration without delay that he has found theft or damage and furnishes proof that such theft or damage did not occur after delivery.

2 Postal administrations shall not be liable:

i for the loss of, theft from or damage to parcels:

- a in cases of force majeure. The administration in whose service the loss, theft or damage occurred shall decide according to the laws of its country whether the loss, theft or damage was due to circumstances amounting to a case of force majeure; these circumstances shall be communicated to the administration of the country of origin if the latter administration so requests. Nevertheless, the administration of the dispatching country shall still be liable if it has undertaken to cover risks of force majeure (article 39, paragraph 2);
- b when they cannot account for parcels owing to the destruction of official records by force majeure, provided that proof of their liability has not been otherwise produced;
- c when such loss, theft or damage has been caused by the fault or negligence of the sender or arises from the nature of the contents of the parcel;
- d in the case of parcels which have been fraudulently insured for a sum greater than the actual value of the contents;
- e when the sender has made no inquiry within the period prescribed in article 38, paragraph 2;
- f in the case of prisoner-of-war or civilian internee parcels;

ii for parcels seized under the legislation of the country of destination;

iii for parcels confiscated or destroyed by the competent authority, in the case of parcels whose contents fall within the prohibitions specified in article 19, a, ii, iv to viii, and b;

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

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

Article 41

Sender's liability

1 The sender of a parcel shall be liable within the same limits as administrations themselves for any damage caused to other postal items as a result of the dispatch of articles not acceptable for conveyance or of the non-observance of the conditions of acceptance, provided that there has been no fault or negligence on the part of administrations or carriers.

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

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

Article 42

Determination of liability between postal administrations

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

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

a when it has observed the rules for inspection of mails and parcels and the establishment of irregularities;

b when it can prove that it was not informed of the inquiry until after the destruction of the official records relating to the parcel in question, the regulation period of retention having expired; this reservation shall not prejudice the rights of the claimant.

3 When the loss, theft or damage occurs in the service of an air carrier, the administration of the country which collects the conveyance dues in accordance with article 86, paragraph 1, of the Convention shall reimburse the administration of origin for the indemnity as well as the charges and fees paid to the sender, subject to article 1, paragraph 6, of the Convention and paragraph 7 of this article. It shall be for the former administration to recover these amounts from the air carrier in question. Where the administration of origin settles the conveyance dues direct with the air carrier in accordance with article 86, paragraph 2, of the Convention, it shall itself seek reimbursement of these amounts from the air carrier.

4 If the loss, theft or damage occurs in course of conveyance without it being possible to establish in which country's territory or service it happened, the administrations concerned shall bear the loss equally; however, in the case of an uninsured parcel, when the amount of indemnity does not exceed 60 francs (19.60 SDR), this sum shall be borne equally by the administration of origin and the administration of destination, intermediate administrations being excluded. If the theft or damage has been established in the country of destination or, in the case of return to sender, in the country of his residence, it shall rest with the administration of that country to prove:

a that neither the wrapping nor the fastening of the parcel bore any apparent trace of theft or damage;

b that, in the case of an insured parcel, the weight established at the time of posting has not varied;

c that, in the case of parcels forwarded in closed receptacles, both the receptacles and their fastening were intact.

When such proof has been furnished by the administration of destination or of the sender's country of residence, as the case may be, none of the other administrations concerned may repudiate its share of liability on grounds that it handed over the parcel without the next administration having made any objection.

5 In the case of items sent in bulk, in application of article 53, paragraphs 2 and 3, none of the administrations concerned may repudiate its share of liability by showing that the number of parcels found in the mail differs from that advised on the parcel bill.

6 In the case of bulk transmission, the administrations concerned may agree among themselves that liability be shared in the event of loss of, theft from or damage to certain categories of parcels, determined by mutual agreement.

7 As regards insured parcels, the liability of an administration towards other administrations shall in no case exceed the maximum insured value that it has adopted.

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

9 If the loss, theft or damage of an insured parcel occurs in the territory or service of an intermediate administration which does not accept insured parcels or which has adopted a maximum insured value lower than the amount of the loss, the administration of origin shall bear the loss not covered by the intermediate administration under paragraph 7 of this article and article 1, paragraph 6, of the Convention.

10 The rule laid down in paragraph 9 shall also apply in case of sea or air conveyance if the loss, theft or damage occurs in the service of an administration belonging to a contracting country which does not accept the liability laid down for insured parcels (article 40, paragraph 2, iv).

11 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.

12 An administration which has paid the indemnity shall take over the rights, up to the amount of the indemnity, of the person who has received it in any action which may be taken against the addressee, the sender or third parties.

Article 43

Payment of indemnity

1 Subject to the right of recourse against the administration which is liable, the obligation to pay the indemnity and to refund the charges and fees shall rest either with the administration of origin or, in the case mentioned in article 39, paragraph 8, with the administration of destination.

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

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

4 The administration of origin or destination, as the case may be, shall be authorized to indemnify the rightful claimant on behalf of the administration which, having participated in the conveyance and having been duly informed, has allowed five months to pass:

- without finally settling the matter or
- without informing the administration of origin or destination, as the case may be, that the loss, theft or damage appeared to be due to a case of force majeure, or that the parcel had been detained, confiscated or destroyed by the competent authority because of the nature of its contents or seized under the legislation of the country of destination.

Article 44

Reimbursing the administration which paid the indemnity

1 The administration which is liable or on behalf of which payment is made in accordance with article 42 shall reimburse the administration which made the payment under article 43, and which is called the "paying administration", the amount of indemnity paid to the rightful claimant subject to article 39, paragraphs 3 and 6; this payment shall be made within four months of the date of dispatch of the notice of payment.

2 If the indemnity is to be borne by several administrations in accordance with article 42, the whole of the indemnity shall be paid to the paying administration, within the period mentioned in paragraph 1, by the first administration which, having duly received the parcel claimed for, is unable to prove its correct transfer to the next service. It shall rest with this administration to recover from the other administrations which are liable each one's share of the indemnity, paid to the rightful claimant.

3 The creditor administration shall be reimbursed in accordance with the rules for payment laid down in article 12 of the Convention.

4 The administrations of origin and destination may agree that the whole of the loss sustained in respect of ordinary parcels shall be borne by the administration which has to make the payment to the rightful claimant.

5 When liability has been admitted, as well as in the case provided for in article 43, paragraph 4, the amount of the indemnity may also be automatically recovered from the administration which is liable through a liquidation account, either direct or through the intermediary of the first transit administration, which claims credit in its turn from the next administration, the operation being repeated until the sum paid has been debited to the administration which is liable; where appropriate, the statutory provisions on the drawing up of accounts shall be observed.

6 Immediately after paying the indemnity, the paying administration shall communicate to the administration which is liable the date and the amount of payment made. It may only claim reimbursement of this indemnity within a period of one year either from the date of dispatch of the notice of payment or, where appropriate, from the date of expiry of the period prescribed in article 43, paragraph 4.

7 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.

Article 45

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

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

2 If the sender or the addressee takes delivery of the parcel or of part of the parcel recovered 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 the repayment.

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

4 When proof of delivery is supplied after the period of five months laid down in article 43, paragraph 4, the indemnity paid shall continue to be borne by the intermediate administration or administration of destination if the sum paid cannot, for any reason, be recovered from the sender.

5 In the case of subsequent discovery of an insured parcel the contents of which are found to be of less value than the amount of indemnity paid, the sender or, where article 39, paragraph 8, is applied, the addressee shall repay the amount of this indemnity against return of the insured parcel, without prejudice to the consequences of fraudulent insurance as mentioned in article 23, paragraph 2.

Part IV

Rates due to administrations. Allocation of rates

Chapter I

Rates

Article 46

Outward and inward land rate

1 Parcels exchanged between two administrations shall be subject to the outward and inward land rates fixed as follows, for each country and each parcel:

Weight steps	Outward and inward land rate Guideline rates	
1	2	
	fr	SDR
Up to 1 kg	8	2.61
Above 1 up to 3 kg	10	3.27
Above 3 up to 5 kg	12	3.92
Above 5 up to 10 kg	15	4.90
Above 10 up to 15 kg	18	5.88
Above 15 up to 20 kg	20	6.53

Nevertheless, administrations may:

a increase their outward land rates as they see fit, to bring these into relation with the costs of their service. They may also reduce them as they see fit so long as they are not lower than their inward land rates;

b reduce their inward land rates as they see fit or increase them up to the amount of their costs provided that they do not exceed their outward land rates.

2 The rates mentioned in paragraph 1 shall be payable by the administration of the country of origin, unless this Agreement provides for exceptions to this principle.

3 The outward and inward land rates shall be uniform for the whole of the territory of each country.

4 Modifications of the inward land rates according to paragraph 1 may only come into force on 1 January. To be applicable, such modifications must be communicated at least four months prior to that date to the International Bureau, which shall notify them to the administrations concerned at least three months before the date of their coming into force. If these periods have not been observed, such modifications shall not come into force until 1 January of the following year.

Article 47

Transit land rate

1 Parcels exchanged between two administrations or between two offices of the same country by means of the land services of one or more other administrations shall be subject to the following transit land rates, payable to the countries whose services take part in the routeing on land:

Distance steps	Transit land rates											
	Up to 1 kg		Above 1 up to 3 kg		Above 3 up to 5 kg		Above 5 up to 10 kg		Above 10 up to 15 kg		Above 15 up to 20 kg	
1	2		3		4		5		6		7	
	fr	SDR	fr	SDR	fr	SDR	fr	SDR	fr	SDR	fr	SDR
Up to 600 km	0.60	0.20	1.50	0.49	2.70	0.88	4.80	1.57	7.80	2.55	10.80	3.53
Above 600 up to 1000 km	0.80	0.26	2.10	0.69	3.80	1.24	6.80	2.22	11.00	3.59	15.20	4.97
Above 1000 up to 2000 km	1.10	0.36	2.80	0.91	5.00	1.63	8.90	2.91	14.50	4.74	20.10	6.57
Above 2000 for each additional 1000 km	0.30	0.10	0.70	0.23	1.50	0.49	2.20	0.72	3.60	1.18	5.00	1.63

2 Each of the countries mentioned in paragraph 1 shall be authorized to collect for each parcel the transit land rates applicable to the distance step corresponding to the weighted average distance over which it conveys parcels in transit. This distance shall be calculated by the International Bureau.

3 Reforwarding, where applicable after warehousing, by the services of an intermediate country of mails and à découvert parcels entering and leaving by the same port (transit not involving a land route) shall be subject to the provisions of paragraphs 1 and 2.

4 As regards air parcels, the land rate for intermediate countries shall be applicable only where the parcel is conveyed by an intermediate land service.

5 However, as regards air parcels in transit à découvert, intermediate administrations shall be authorized to claim a single rate of 1 g fr (0.33 SDR) per item.

6 When a country agrees to its territory being crossed by a foreign transport service without participation of its services according to article 3 of the Convention, parcels thus conveyed shall not give rise to allocation of the transit land rate to the postal administration concerned.

7 The rates mentioned in paragraph 1 shall be payable by the administration of the country of origin unless this Agreement provides for exceptions to this principle.

Article 48

Sea rate

1 Each of the countries whose services participate in the sea conveyance of parcels shall be authorized to claim the sea rates mentioned in the table shown in paragraph 2. These rates shall be payable by the administration of the country of origin, unless this Agreement provides for exceptions to this principle.

2 For each sea conveyance used, the sea rate shall be calculated according to the following table:

Distance steps		Weight steps											
a Expressed in nautical miles	b Expressed in km after conversion on the basis of 1 n.m. = 1.852 km	Up to 1 kg		Above 1 up to 3 kg		Above 3 up to 5 kg		Above 5 up to 10 kg		Above 10 up to 15 kg		Above 15 up to 20 kg	
1	2	3		4		5		6		7		8	
		fr	SDR	fr	SDR	fr	SDR	fr	SDR	fr	SDR	fr	SDR
Up to 500 n.m.	Up to 926 km	0.40	0.13	0.90	0.29	1.70	0.56	3.00	0.98	4.80	1.57	6.60	2.16
Above 500 up to 1000	Above 926 up to 1 852	0.50	0.16	1.20	0.39	2.10	0.69	3.80	1.24	6.10	1.99	8.50	2.78
Above 1000 up to 2000	Above 1 852 up to 3 704	0.60	0.20	1.40	0.46	2.50	0.82	4.50	1.47	7.30	2.38	10.10	3.30
Above 2000 up to 3000	Above 3 704 up to 5 556	0.60	0.20	1.60	0.52	2.90	0.95	5.10	1.67	8.30	2.71	11.50	3.76
Above 3000 up to 4000	Above 5 556 up to 7 408	0.70	0.23	1.80	0.59	3.20	1.05	5.60	1.83	9.10	2.97	12.60	4.12
Above 4000 up to 5000	Above 7 408 up to 9 260	0.80	0.26	1.90	0.62	3.40	1.11	6.00	1.96	9.80	3.20	13.50	4.41
Above 5000 up to 6000	Above 9 260 up to 11 112	0.80	0.26	2.00	0.65	3.60	1.18	6.40	2.09	10.40	3.40	14.30	4.67
Above 6000 up to 7000	Above 11 112 up to 12 964	0.80	0.26	2.10	0.69	3.80	1.24	6.70	2.19	10.90	3.56	15.00	4.90
Above 7000 up to 8000	Above 12 964 up to 14 816	0.90	0.29	2.20	0.72	3.90	1.27	7.00	2.29	11.30	3.69	15.70	5.13
Above 8000 per additional 1000	Above 14 816 per additional 1852	0.00	0.00	0.10	0.03	0.10	0.03	0.30	0.10	0.40	0.13	0.50	0.16

3 If necessary, the distance steps used to determine the amount of the sea rate applicable between two countries shall be calculated on the basis of a weighted average distance, determined in terms of the tonnage of the mails carried between the respective ports of the two countries.

4 Sea conveyance between two ports of the same country may not give rise to the collection of the rate referred to in paragraph 2 when the administration of that country already receives, for the same parcels, payment in respect of land conveyance.

5 As regards air parcels, the sea rate for intermediate administrations or services shall be applicable only where the parcel is conveyed by an intermediate sea service; for this purpose every sea service provided by the country of origin or destination shall be regarded as an intermediate service.

Article 49

Reduction or increase of the sea rate

1 Administrations may increase by 50 percent at most the sea rate laid down in article 48, paragraph 2. On the other hand, they may reduce it as they wish.

2 This option shall be subject to the conditions laid down in article 46, paragraph 4.

3 In the case of an increase, this shall also be applied to parcels originating in the country to which the services providing sea conveyance belong; nevertheless, this obligation shall not apply either in the relations between a country and the territories for whose international relations it is responsible, or in the relations between these territories.

Article 50

Application of new rates following unforeseeable changes in routeing

When, for reasons of force majeure or any other unforeseeable occurrence, an administration is obliged to use for the conveyance of its own parcels a new dispatch route which causes additional sea or land conveyance costs, it shall be required to inform immediately by telegram all the administrations whose parcel mails or à découvert parcels are sent in transit by way of its country. From the fifth day following the day on which this information is sent, the intermediate administration shall be authorized to charge the administration of origin the land and sea rates which correspond to the new route.

Article 51

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 fixed at a maximum of 1.74 thousandths of a franc (0.568 thousandth of an SDR) per kilogramme of gross weight and per kilometre; this rate shall be applied proportionately to fractions of a kilogramme.

2 Air conveyance dues relating to air parcel mails shall be calculated according to, on the one hand, the actual basic rate specified in paragraph 1 and the kilometric distances given in the "List of airmail distances" referred to in article 227, paragraph 1, b, of the Detailed Regulations of the Convention and, on the other, the gross weight of the mails.

3 The air conveyance dues payable to the intermediate administration for à découvert air parcels shall be fixed in principle as indicated in paragraph 1, but per half-kilogramme for each country of destination. Nevertheless, when the territory of the country of destination of these parcels is served by one or more lines with several stops in that territory, dues shall be calculated on the basis of a weighted average rate taking into account the weight of the parcels offloaded at each stop. The dues to be paid shall be calculated for each individual parcel, the weight of each being rounded upwards to the next half-kilogramme.

4 Each administration of destination which provides air conveyance of air parcels within its country shall be entitled to reimbursement of the corresponding conveyance dues. These dues shall be uniform for all mails from abroad, whether or not the air parcels are reforwarded by air.

5 The dues referred to in paragraph 4 shall be fixed in the form of a single price calculated for all air parcels addressed to the country, on the basis of the rate actually paid for air conveyance of parcels within the country of destination, but not exceeding the maximum rate provided for in paragraph 1, and according to the weighted average of the sector distances covered by air parcels of the international service on the internal air network. The weighted average distance shall be determined in terms of the gross weight of all the air parcel mails arriving at the country of destination, including the air parcels which are not reforwarded by air within that country.

6 Entitlement to reimbursement of the dues referred to in paragraph 4 shall be subject to the conditions laid down in article 46, paragraph 4.

7 Transhipment at the same airport, in the course of transmission, of air parcels conveyed successively by several separate air services shall be performed without remuneration.

8 No transit land rate shall be payable for:

a the transfer of airmails between two airports serving the same town;

b the transport of such mails between an airport serving a town and a warehouse situated in the same town and the return of the same mails for reforwarding.

Article 52

Air conveyance dues for lost or destroyed air parcels

In case of loss or destruction of air parcels as a 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 air parcels lost or destroyed, for any part of the flight of the line used.

Chapter II

Allocation of rates

Article 53

General principles

1 Allocation of rates to the administration's concerned shall be made, in principle, in respect of each parcel.

2 However, in the case of transmission by closed mails, the administration of origin may agree with the administration of destination to allocate rates in bulk for each weight step.

3 Also in the case of transmission by closed mails, the administration of origin may agree with the administration of destination and, as appropriate, with the intermediate administrations to credit them with sums calculated per parcel or per kilogramme of gross weight of the mails on the basis of the land and sea rates.

Article 54

Service parcels. Parcels of prisoners of war and civilian internees

Rates shall not be allocated for service parcels and for prisoner-of-war and civilian internee parcels, apart from the air conveyance dues applicable to air parcels.

Part V

Miscellaneous provisions

Article 55

Application of the Convention

The Convention shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

Article 56

Conditions for approval of proposals concerning this Agreement and its Detailed Regulations

1 To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations must be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress must be present at the time of voting.

2 To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations must obtain:

a unanimity of votes, if they involve either the addition of new provisions or amendments of substance to the articles of this Agreement, its Final Protocol or article 155 of its Detailed Regulations;

b two thirds of the votes, if they involve amendments of substance to the Detailed Regulations, with the exception of article 155;

c a majority of the votes, if they involve:
   i interpretation of the provisions of this Agreement, its Final Protocol and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution;
   ii drafting amendments to be made to the Acts specified in subparagraph i.

Article 57

Parcels addressed to or originating in countries not participating in the Agreement

1 The administrations of countries participating in this Agreement which maintain an exchange of parcels with the administrations of non-participating countries shall, in the absence of any objection on the part of the latter, allow the administrations of all the participating countries to avail themselves of these services.

2 For transit by the land, sea and air services of the countries participating in the Agreement, parcels addressed to or originating in a non-participating country shall be treated in the same way as parcels exchanged between participating countries in so far as the amount of the land and sea rates and of the air conveyance dues is concerned. The same shall apply, with respect to liability, whenever it is established that loss, theft or damage occurred in the service of one of the participating countries and when the indemnity has to be paid in a participating country either to the sender or, where article 39, paragraph 8, is applied, to the addressee.

Part VI

Final provisions

Article 58

Entry into force and duration of the Agreement

This Agreement shall come into force on 1 January 1986 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original which shall be deposited in the archives of the Government of the Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

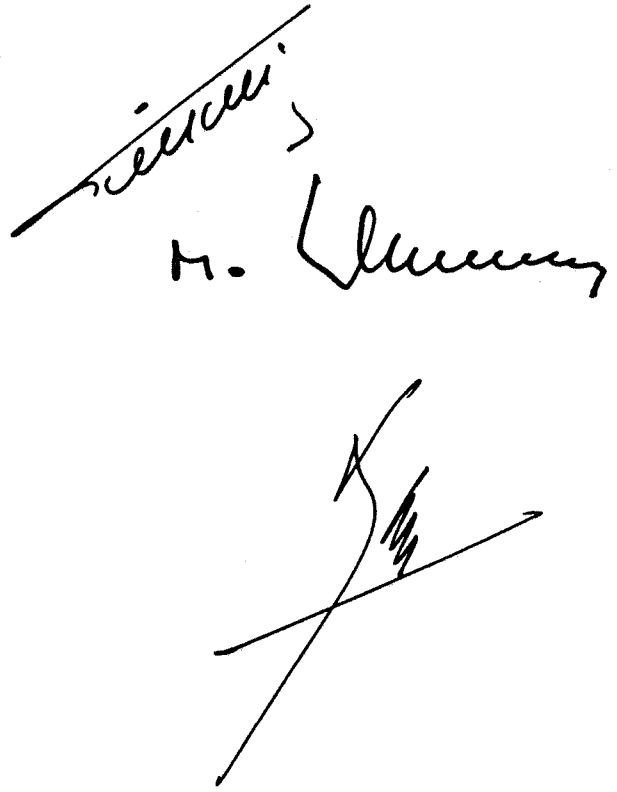
Done at Hamburg, 27 July 1984.

See signatures below.

Pour LA RÉPUBLIQUE DÉMOCRATIQUE
D'AFGHANISTAN:



Pour LA RÉPUBLIQUE ALGÉRIENNE
DÉMOCRATIQUE ET POPULAIRE:



Pour LA RÉPUBLIQUE POPULAIRE
SOCIALISTE D'ALBANIE:

Pour LA RÉPUBLIQUE FÉDÉRALE
D'ALLEMAGNE:

Pour LES ÉTATS-UNIS D'AMÉRIQUE:

Pour LA RÉPUBLIQUE POPULAIRE
D'ANGOLA:

Pour LE ROYAUME DE L'ARABIE
SAOUDITE:

Pour LA RÉPUBLIQUE ARGENTINE:

Pour L'AUSTRALIE:

Pour LE COMMONWEALTH DES BAHAMAS:

Pour L'ÉTAT DE BAHRAIN:

ALI E. MATTAR

Pour LA RÉPUBLIQUE D'AUTRICHE:

Pour LA RÉPUBLIQUE POPULAIRE DU BANGLADESH:

Pour BARBADE:

Pour LA BELGIQUE:

Pour BELIZE:

Pour LA RÉPUBLIQUE POPULAIRE DU BÉNIN:

S. C. HOUNDADJO

ADOMONHAN

J. ALINDÉ

Pour LE ROYAUME DE BHOUTAN:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE DE BIÉLORUSSIE:

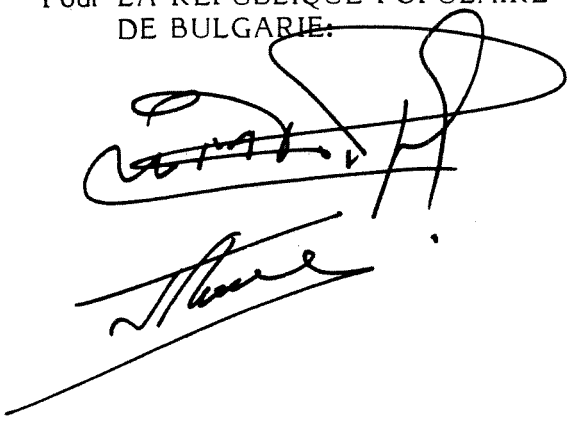
Pour LA RÉPUBLIQUE DU BOTSWANA:

Pour LA RÉPUBLIQUE SOCIALISTE DE L'UNION DE BIRMANIE:

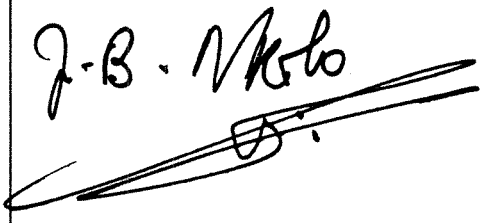
Pour LA RÉPUBLIQUE FÉDÉRATIVE DU BRÉSIL:

Pour LA RÉPUBLIQUE DE BOLIVIE:

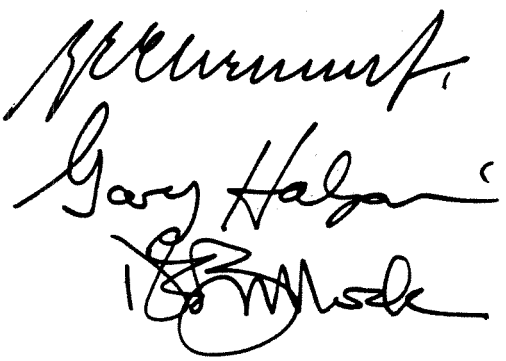
Pour LA RÉPUBLIQUE POPULAIRE DE BULGARIE:



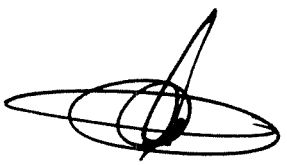
Pour LA RÉPUBLIQUE DU CAMEROUN:



Pour LE CANADA:



Pour LA RÉPUBLIQUE DU BURUNDI:



Pour LA RÉPUBLIQUE DU CAP-VERT:

Pour LA RÉPUBLIQUE CENTRAFRICAINE:

B. BAO

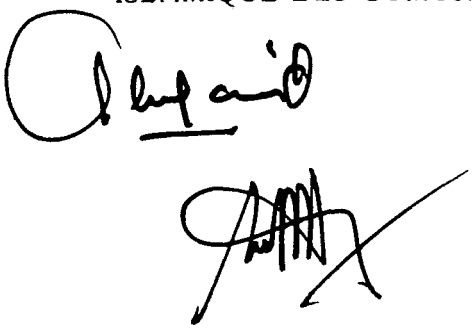
Pour LE CHILI:

Pour LA RÉPUBLIQUE POPULAIRE DE CHINE:

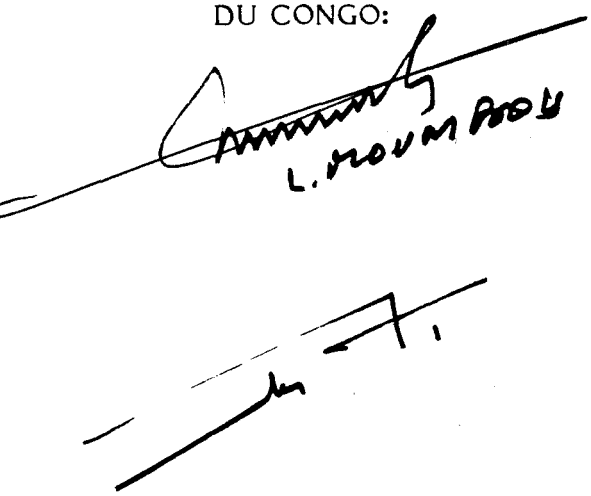
Pour LA RÉPUBLIQUE DE CHYPRE:

Pour LA RÉPUBLIQUE DE COLOMBIE:

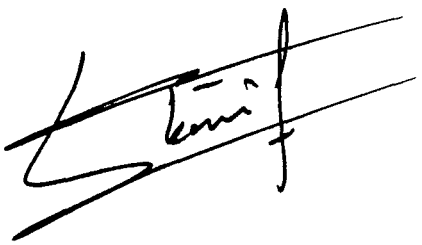
Pour LA RÉPUBLIQUE FÉDÉRALE ISLAMIQUE DES COMORES:



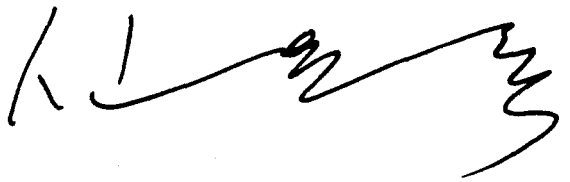
Pour LA RÉPUBLIQUE POPULAIRE DU CONGO:







Pour LA RÉPUBLIQUE DE CORÉE:

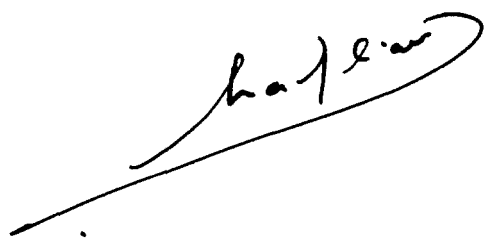


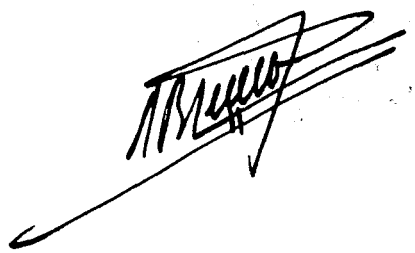
Pour LA RÉPUBLIQUE DE COSTA RICA:



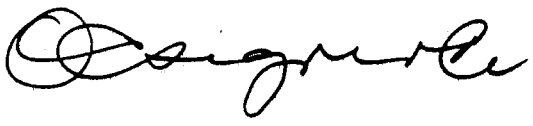
Pour LA RÉPUBLIQUE DE CÔTE D'IVOIRE:



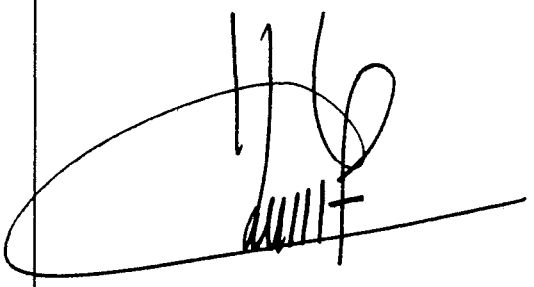




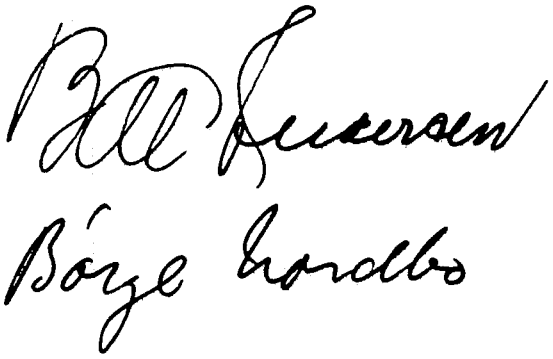
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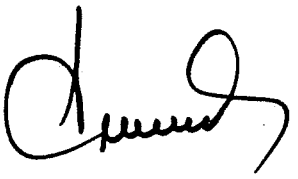
Pour LA RÉPUBLIQUE DE DJIBOUTI:



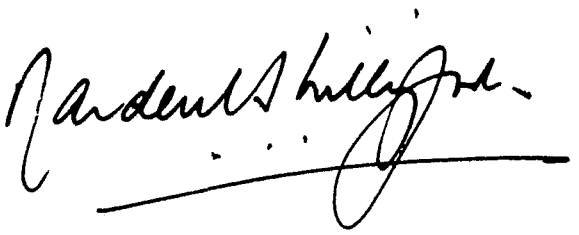
Pour LE ROYAUME DE DANEMARK:



Pour LA RÉPUBLIQUE DOMINICAINE:



Pour LE COMMONWEALTH DE LA DOMINIQUE:

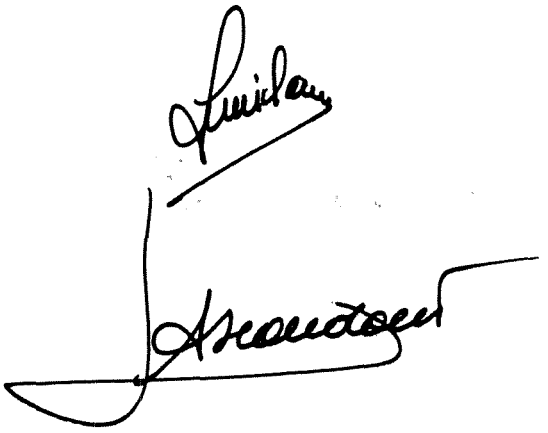


Pour LA RÉPUBLIQUE ARABE D'ÉGYPTE:

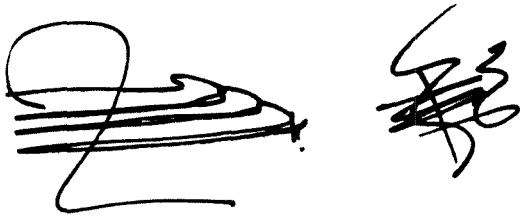


Pour LA RÉPUBLIQUE DE EL SALVADOR:

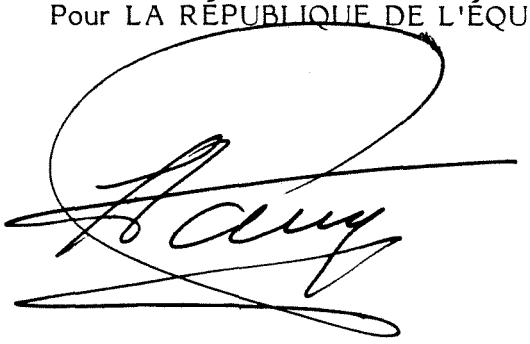
Pour L'ESPAGNE:



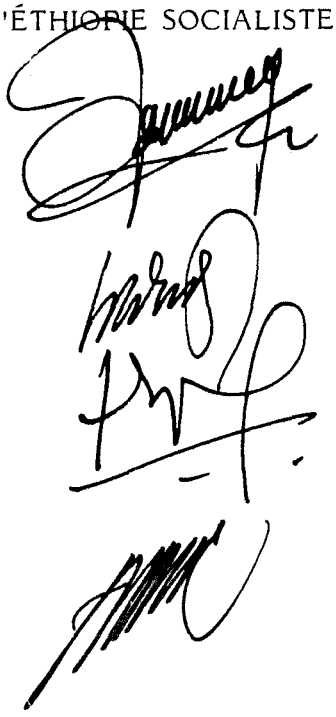
Pour LES ÉMIRATS ARABES UNIS:



Pour LA RÉPUBLIQUE DE L'ÉQUATEUR:



Pour L'ÉTHIOPIE SOCIALISTE:

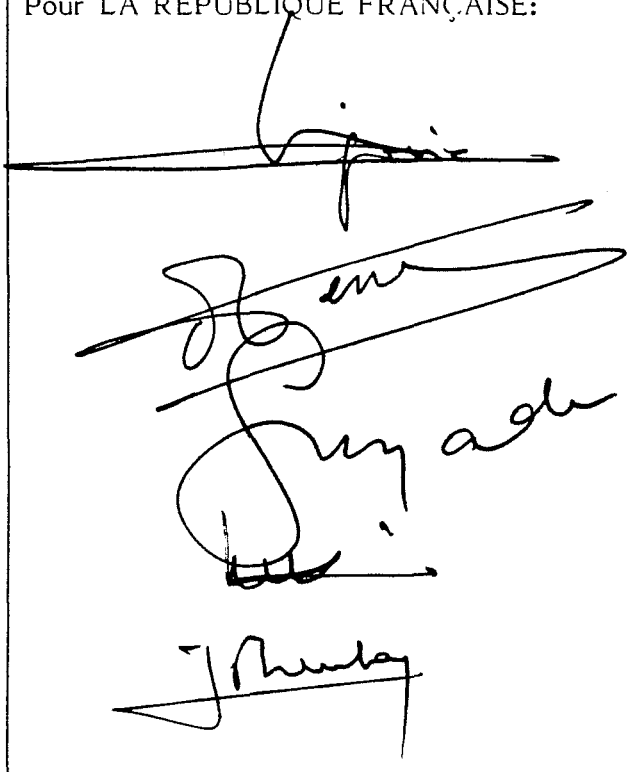


Pour FIDJI:

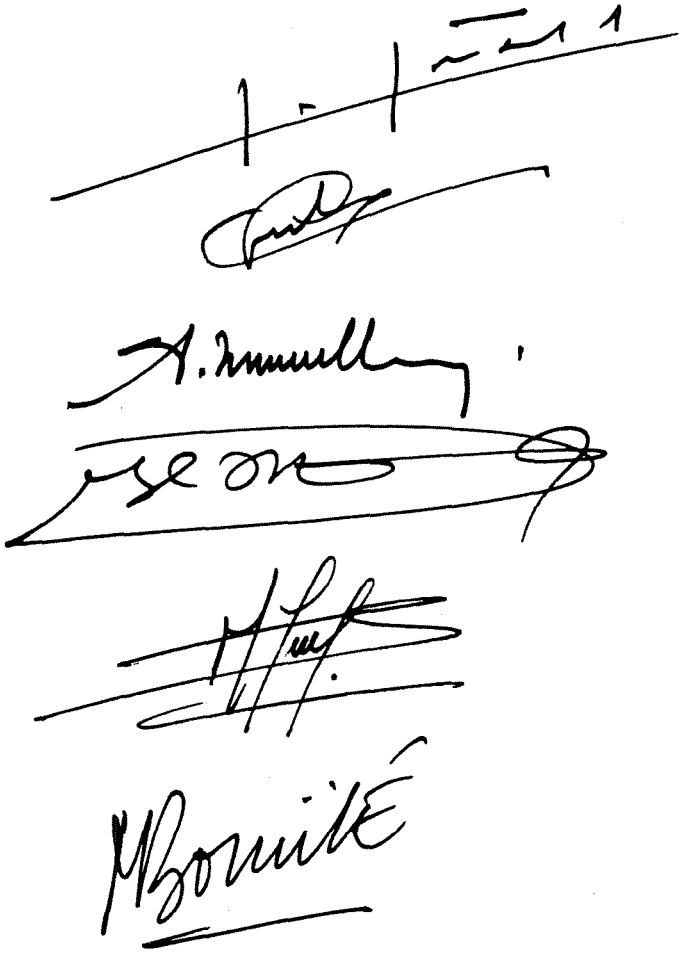
Pour LA FINLANDE:



Pour LA RÉPUBLIQUE FRANÇAISE:



Pour LA RÉPUBLIQUE GABONAISE:

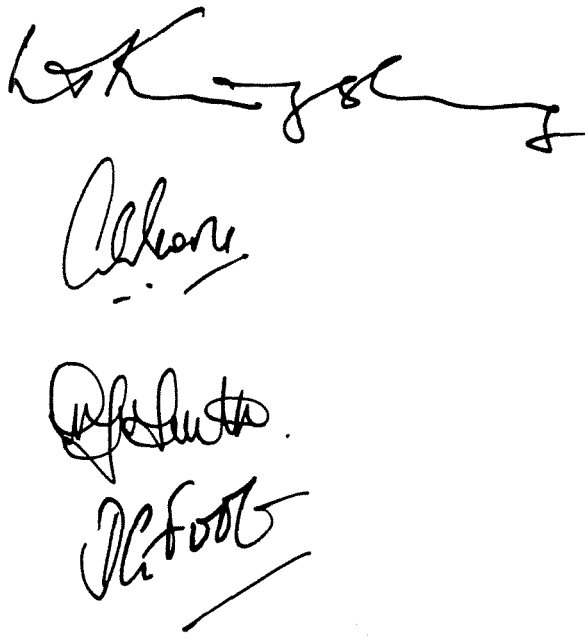


Pour LA RÉPUBLIQUE DE GAMBIE:

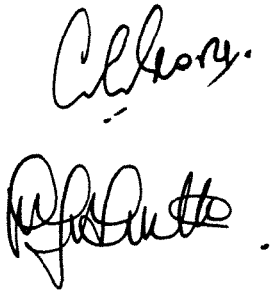
Pour LA RÉPUBLIQUE DU GHANA:



Pour LE ROYAUME-UNI DE GRANDE-BRETAGNE ET D'IRLANDE DU NORD, ÎLES DE LA MANCHE ET ÎLE DE MAN:



Pour LES TERRITOIRES D'OUTRE-MER DONT LES RELATIONS INTERNATIONALES SONT ASSURÉES PAR LE GOUVERNEMENT DU ROYAUME-UNI DE GRANDE-BRETAGNE ET D'IRLANDE DU NORD:



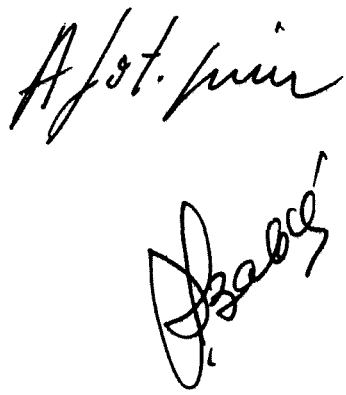
Pour LA GRÈCE:



Pour GRENADE:

Pour LA RÉPUBLIQUE DU GUATÉMALA:

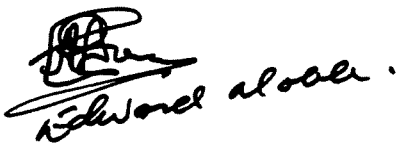
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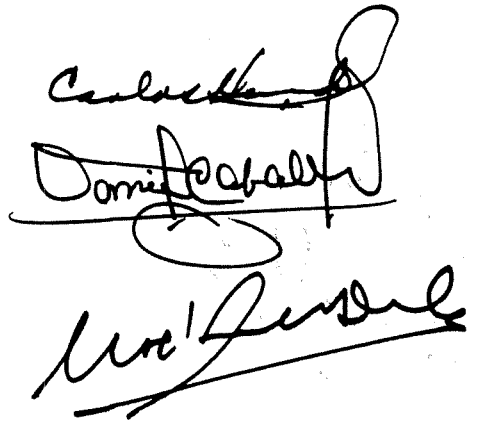
Pour LA RÉPUBLIQUE DE GUINÉE-BISSAU:

Pour LA RÉPUBLIQUE DE GUINÉE ÉQUATORIALE:

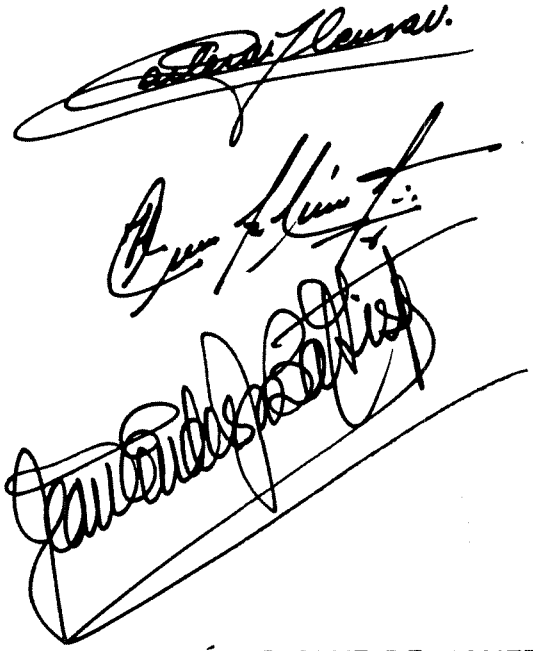
Pour LA GUYANE:



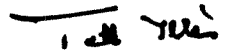
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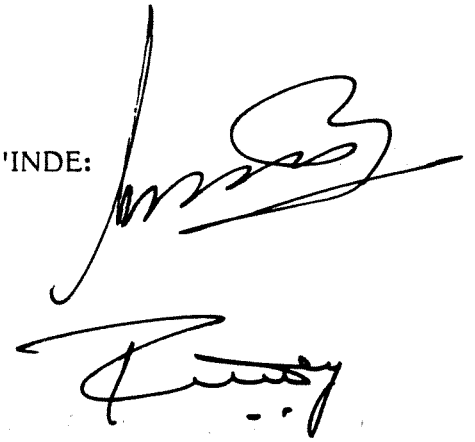
Pour LA RÉPUBLIQUE D'HAÏTI:



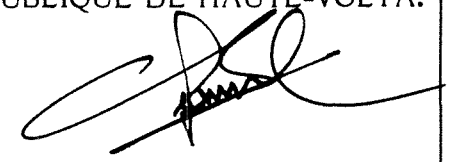
Pour LA RÉPUBLIQUE POPULAIRE HONGROISE:



Pour L'INDE:



Pour LA RÉPUBLIQUE DE HAUTE-VOLTA:





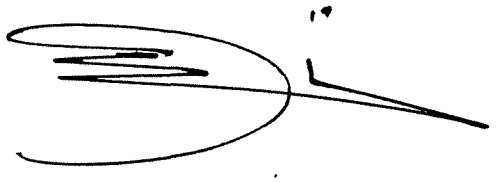
Pour LA RÉPUBLIQUE D'INDONÉSIE:



Pour LA RÉPUBLIQUE ISLAMIQUE D'IRAN:



Pour LA RÉPUBLIQUE D'IRAQ:



Pour L'IRLANDE:

P. A. Warren.

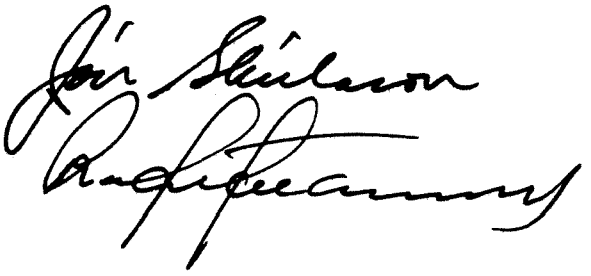
D Ross Mills

J. Keenan

Michael Harper.

C. Farrelly

Pour LA RÉPUBLIQUE D'ISLANDE:



Pour ISRAËL:

Pour (AL) JAMAHIRIYA ARABE LIBYENNE POPULAIRE SOCIALISTE:

Pour LA JAMAÏQUE:

Pour L'ITALIE:

Pour LE JAPON:

Pour KAMPUCHEA DÉMOCRATIQUE:

Pour LA RÉPUBLIQUE DE KENYA:

Pour LE ROYAUME HACHÉMITE DE JORDANIE:

Pour KUWAIT:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE LAO:

Pour LE ROYAUME DU LESOTHO:

Pour LA RÉPUBLIQUE LIBANAISE:

Pour LA RÉPUBLIQUE DE LIBÉRIA:

Pour LA PRINCIPAUTÉ DE
LIECHTENSTEIN:

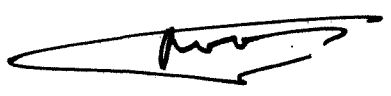


Pour LE LUXEMBOURG:



Pour LA RÉPUBLIQUE DÉMOCRATIQUE
DE MADAGASCAR:

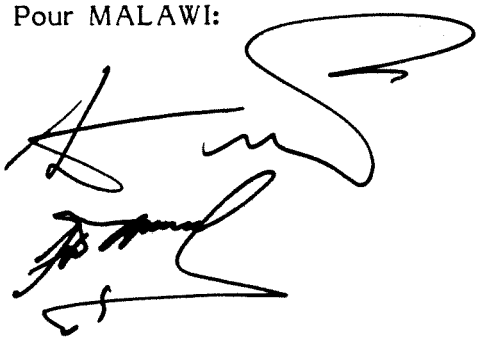




Pour LA MALAISIE:



Pour MALAWI:



Pour LA RÉPUBLIQUE DES MALDIVES:

Pour LA RÉPUBLIQUE DU MALI:



Pour MALTE:

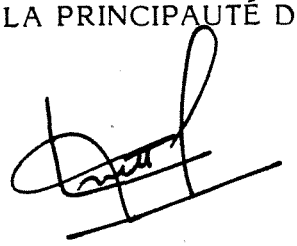
Pour LE ROYAUME DU MAROC:

Pour LA RÉPUBLIQUE ISLAMIQUE DE MAURITANIE:

Pour LES ÉTATS-UNIS DU MEXIQUE:

Pour MAURICE:

Pour LA PRINCIPAUTÉ DE MONACO:



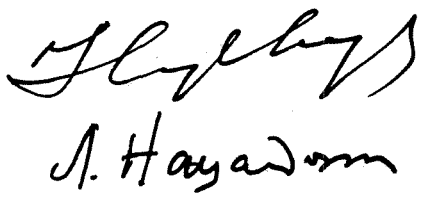
Pour LA RÉPUBLIQUE DE NAURU:

Pour LE NÉPAL:



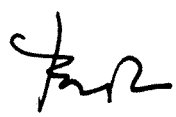
Pour LA RÉPUBLIQUE DU NICARAGUA:

Pour LA RÉPUBLIQUE POPULAIRE DE MONGOLIE:



Pour LA RÉPUBLIQUE POPULAIRE DU MOZAMBIQUE:

Pour LA RÉPUBLIQUE DU NIGER:



Pour LA RÉPUBLIQUE FÉDÉRALE DE NIGÉRIA:

Pour LA NOUVELLE-ZÉLANDE:

Pour LA NORVÈGE:

Pour LE SULTANAT D'OMAN:

Pour L'OUGANDA:

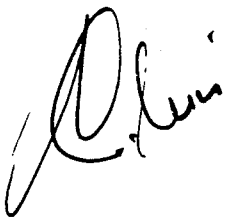
Pour LE PAKISTAN:

Pour LA RÉPUBLIQUE DE PANAMA:

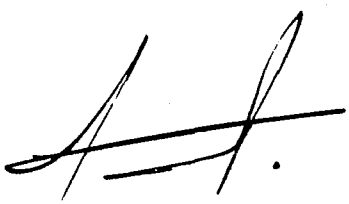
Pour LA PAPOUASIE - NOUVELLE-GUINÉE:

Pour LA RÉPUBLIQUE DE PARAGUAY:

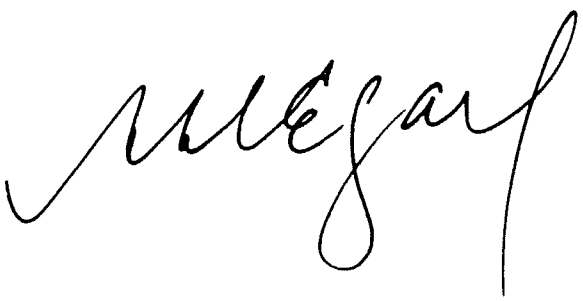
Pour LES PAYS-BAS:



Pour LES ANTILLES NÉERLANDAISES:



Pour LA RÉPUBLIQUE DU PÉROU:



Pour LA RÉPUBLIQUE DES PHILIPPINES:

Pour LA RÉPUBLIQUE POPULAIRE
DE POLOGNE:



Pour LE PORTUGAL:

Pour L'ÉTAT DE QATAR:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE ALLEMANDE:

Pour LA RÉPUBLIQUE POPULAIRE DÉMOCRATIQUE DE CORÉE:

Pour LA RÉPUBLIQUE SOCIALISTE DE ROUMANIE:

Pour LA RÉPUBLIQUE RWANDAISE:

Pour SAINTE-LUCIE:

Pour LES ÎLES SALOMON:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE
DE SAO TOMÉ-ET-PRINCIPE:

Pour LA RÉPUBLIQUE DE SAINT-MARIN:

Pour LA RÉPUBLIQUE DU SÉNÉGAL:

(A. GUEYE)

Pour SAINT-VINCENT-ET-GRENADINES:

Pour LA RÉPUBLIQUE DES SEYCHELLES:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE DU SOUDAN:

Pour LA RÉPUBLIQUE DE SIERRA LEONE:

Pour LA RÉPUBLIQUE SOCIALISTE DÉMOCRATIQUE DE SRI LANKA:

Pour SINGAPOUR:

Pour LA SUÈDE:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE DE SOMALIE:

Pour LA CONFÉDÉRATION SUISSE:

Pour LE ROYAUME DU SWAZILAND:

Pour LA RÉPUBLIQUE ARABE SYRIENNE:

Pour LA RÉPUBLIQUE DU SURINAME:

Pour LA RÉPUBLIQUE UNIE DE TANZANIE:

Pour LA THAÏLANDE:



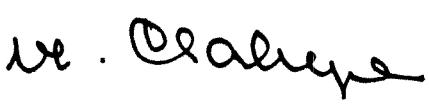
Pour LA RÉPUBLIQUE TOGOLAISE:



Pour LA RÉPUBLIQUE DU TCHAD:



Pour LA RÉPUBLIQUE SOCIALISTE TCHÉCOSLOVAQUE:



Pour LE ROYAUME DES TONGA:



Pour LA RÉPUBLIQUE DE TRINITÉ-ET-TOBAGO:

Pour LA TUNISIE:

Pour LA TURQUIE:

Pour TUVALU:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE D'UKRAINE:

Pour L'UNION DES RÉPUBLIQUES SOCIALISTES SOVIÉTIQUES:

Pour LA RÉPUBLIQUE ORIENTALE
DE L'URUGUAY:

Pour LA RÉPUBLIQUE DE VANUATU:

Pour L'ÉTAT DE LA CITÉ DU VATICAN:

Pour LA RÉPUBLIQUE DE VÉNÉZUÉLA:

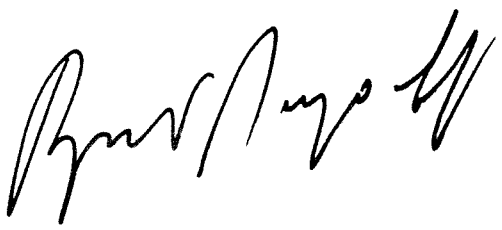
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DU VIÊT NAM:

Pour LA RÉPUBLIQUE ARABE DU YÉMEN:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE DU YÉMEN:

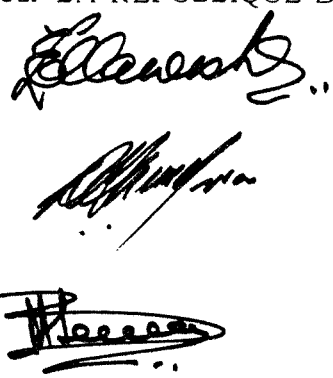


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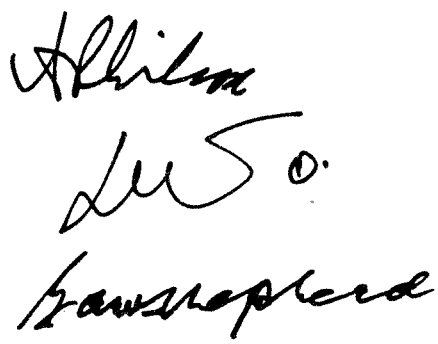


Pour LA RÉPUBLIQUE DU ZAÏRE:

Pour LA RÉPUBLIQUE DE ZAMBIE:



Pour LE ZIMBABWE:



FINAL PROTOCOL TO THE POSTAL PARCELS AGREEMENT

At the moment of proceeding to signature of the Postal Parcels Agreement concluded this day, the undersigned plenipotentiaries have agreed the following:

Article I

Exceptional inward land rates

Notwithstanding article 46, the administrations listed below reserve the right to fix their inward land rates at a level higher than that of their outward land rates:

Albania
Algeria
Argentina
Bahamas
Bahrain
Bangladesh
Barbados
Benin
Botswana
Bulgaria (People's Rep)
Byelorussia
Central African Rep
Chad
China (People's Rep)
Comoros
Congo (People's Rep)
Cuba
Cyprus
Czechoslovakia
Dem People's Rep of Korea
Egypt
Ethiopia
German Dem Rep
Ghana
Greece
Haiti
Indonesia
Iraq
Israel
Jordan
Kuwait
Lebanon
Lesotho
Madagascar
Malawi
Malaysia
Mali
Mauritania
Mexico
Nepal
Niger
Oman
Pakistan
Papua New Guinea
Polish People's Rep
Qatar
Senegal
Singapore
Solomon Islands
Sri Lanka
Sudan
Swaziland
Syrian Arab Rep
Thailand
Togo
Trinidad and Tobago
Turkey
Ukraine
Union of Soviet Socialist Republics
United Arab Emirates
Upper Volta
Vanuatu
Venezuela
Viet Nam
Yemen Arab Rep
Yemen (People's Dem Rep)
Zambia
Zimbabwe

Article II

Exceptional transit land rates

For the time being, the administrations listed in the table below shall be authorized to collect the exceptional transit land rates indicated therein, in addition to the transit rates mentioned in article 47, paragraph 1:

No	Authorized administrations	Amount of the exceptional transit land rate for parcels of the following weight steps:											
		Up to 1 kg		Over 1 and up to 3 kg		Over 3 and up to 5 kg		Over 5 and up to 10 kg		Over 10 and up to 15 kg		Over 15 and up to 20 kg	
1	2	3		4		5		6		7		8	
		fr	SDR	fr	SDR	fr	SDR	fr	SDR	fr	SDR	fr	SDR
1	Afghanistan	2.10	0.69	2.80	0.91	3.50	1.14	4.20	1.37	6.00	1.96	8.00	2.61
2	United States of America	2.00	0.65	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61	10.00	3.27
3	Argentina[1]	2.00	0.65	4.00	1.31	5.00	1.63	8.00	2.61	12.00	3.92	15.00	4.90
4	Australia[1]	0.90	0.29	1.20	0.39	1.60	0.52	2.40	0.78	3.30	1.08	4.20	1.37
5	Bahamas	2.00	0.65	2.25	0.74	2.50	0.82	3.00	0.98				
6	Bahrain	2.55	0.83	2.70	0.88	3.00	0.98	4.00	1.31				
7	Bangladesh	3.00	0.98	4.00	1.31	4.50	1.47	5.00	1.63				
8	Barbados[1]	2.50	0.82	2.75	0.90	2.70	0.88	2.40	0.78				
9	Belgium	0.50	0.16	1.00	0.33	1.50	0.49	2.50	0.82	3.50	1.14	4.50	1.47
10	Belize	9.20	3.01	11.00	3.59	11.85	3.87	15.15	4.95	18.80	6.14	21.80	7.12
11	Benin	0.60	0.20	1.00	0.33	1.50	0.49	3.00	0.98	4.50	1.47	6.00	1.96
12	Burma	0.70	0.23	0.60	0.20	0.60	0.20	0.90	0.29				
13	Bolivia	1.00	0.33	1.20	0.39	1.40	0.46	2.00	0.65	3.00	0.98	4.00	1.31
14	Botswana[1]	4.00	1.31	5.00	1.63	6.00	1.96	7.50	2.45	9.00	2.94	10.00	3.27
15	Brazil	4.00	1.31	6.00	1.96	8.00	2.61	10.00	3.27	20.00	6.53	24.00	7.84
16	Bulgaria (People's Rep)	1.00	0.33	2.00	0.65	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61
17	Central African Rep	0.60	0.20	1.50	0.49	2.00	0.65	4.00	1.31	6.00	1.96	8.00	2.61
18	Chile[2]	4.00	1.31	4.00	1.31	6.00	1.96	8.00	2.61	12.00	3.92	16.00	5.23
19	China (People's Rep)	4.00	1.31	7.20	2.35	9.20	3.01	10.50	3.43	12.00	3.92	15.00	4.90
20	Cyprus	4.00	1.31	5.00	1.63	6.50	2.12	7.50	2.45	10.00	3.27	13.00	4.25
21	Congo (People's Rep)	2.50	0.82	3.00	0.98	4.00	1.31	6.00	1.96	10.00	3.27	12.00	3.92
22	Ivory Coast (Rep)	0.60	0.20	1.00	0.33	1.50	0.49	3.00	0.98	5.00	1.63	7.00	2.29
23	Dominica	5.50	1.80	6.00	1.96	6.35	2.07	7.85	2.56	11.45	3.74	13.80	4.51
24	Egypt	0.50	0.16	0.50	0.16	0.50	0.16	1.00	0.33	1.00	0.33	1.00	0.33
25	El Salvador	2.00	0.65	2.00	0.65	2.00	0.65	2.00	0.65	2.00	0.65	2.00	0.65
26	United Arab Emirates	3.40	1.11	3.80	1.24	4.00	1.31	3.40	1.11	2.20	0.72	2.00	0.65
27	Ecuador	3.00	0.98	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61	10.00	3.27
28	France	1.00	0.33	2.00	0.65	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61
29	Gambia	1.70	0.56	1.80	0.59	1.75	0.57	1.60	0.52				
30	United Kingdom of Great Britain and Northern Ireland and Overseas Dependent Territories of the United Kingdom[1]	13.50	4.41	16.00	5.23	17.00	5.55	21.50	7.02	26.50	8.66	30.50	9.96
31	Grenada[1]	5.50	1.80	6.00	1.96	6.35	2.07	7.85	2.56	11.45	3.74	13.80	4.51
32	Guyana[1]	1.00	0.33	1.10	0.36	1.20	0.39	1.40	0.46				
33	India	2.70	0.88	2.70	0.88	2.70	0.88	3.60	1.18	3.60	1.18	3.60	1.18
34	Iran (Islamic Rep)	1.00	0.33	1.20	0.39	1.40	0.46	1.60	0.52	2.00	0.65	2.60	0.85
35	Iraq	1.00	0.33	1.20	0.39	1.50	0.49	2.00	0.65	4.00	1.31	5.00	1.63
36	Jamaica	2.00	0.65	2.50	0.82	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61
37	Kenya[1]	3.00	0.98	3.50	1.14	4.00	1.31	5.00	1.63				
38	Madagascar	2.00	0.65	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61	10.00	3.27
39	Malaysia	1.00	0.33	1.10	0.36	1.20	0.39	2.00	0.65				
40	Malawi[1]	1.00	0.33	1.10	0.36	1.20	0.39	1.40	0.46				
41	Malta[1]	1.00	0.33	1.10	0.36	1.20	0.39	1.40	0.46				
42	Mauritius	1.70	0.56	1.80	0.59	1.75	0.57	1.60	0.52				
43	Nepal	2.00	0.65	2.50	0.82	3.00	0.98	3.50	1.14	4.50	1.47	5.50	1.80
44	Nigeria	3.00	0.98	3.50	1.14	4.00	1.31	5.00	1.63				
45	Oman	3.50	1.14	3.70	1.21	4.00	1.31	4.50	1.47				
46	Uganda[1]	3.00	0.98	3.50	1.14	4.00	1.31	5.00	1.63				
47	Pakistan	2.00	0.65	3.00	0.98	4.00	1.31	5.00	1.63				

No	Authorized administrations	Amount of the exceptional transit land rate for parcels of the following weight steps:											
		Up to 1 kg		Over 1 and up to 3 kg		Over 3 and up to 5 kg		Over 5 and up to 10 kg		Over 10 and up to 15 kg		Over 15 and up to 20 kg	
1	2	3		4		5		6		7		8	
		fr	SDR	fr	SDR	fr	SDR	fr	SDR	fr	SDR	fr	SDR
48	Panama (Rep)	1.00	0.33	1.50	0.49	2.00	0.65	3.00	0.98	4.00	1.31	5.00	1.63
49	Papua New Guinea[1]	0.45	0.15	0.75	0.25	0.95	0.31	1.65	0.54	2.00	0.65	2.40	0.78
50	Peru	1.00	0.33	1.20	0.39	1.40	0.46	2.00	0.65	3.00	0.98	4.00	1.31
51	Qatar	1.00	0.33	1.10	0.36	1.20	0.39	1.40	0.46				
52	Dem People's Rep of Korea	3.00	0.98	4.00	1.31	5.00	1.63	5.50	1.80	6.00	1.96	6.50	2.12
53	Romania	1.00	0.33	2.00	0.65	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61
54	Saint Lucia	5.50	1.80	6.00	1.96	6.35	2.07	7.85	2.56	11.45	3.74	13.80	4.51
55	Saint Vincent and the Grenadines	9.20	3.01	11.00	3.59	11.85	3.87	15.15	4.95	18.80	6.14	21.80	7.12
56	Solomon Islands	9.20	3.01	11.00	3.59	11.85	3.87	15.15	4.95	18.80	6.14	21.80	7.12
57	Seychelles[1]	5.50	1.80	6.00	1.96	6.35	2.07	7.85	2.56	11.45	3.74	13.80	4.51
58	Sierra Leone	1.40	0.46	2.00	0.65	2.50	0.82	2.80	0.91				
59	Singapore	1.00	0.33	1.10	0.36	1.20	0.39	2.00	0.65				
60	Sudan	4.00	1.31	6.00	1.96	8.00	2.61	10.00	3.27				
61	Sri Lanka	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61	10.00	3.27	12.00	3.92
62	Syrian Arab Rep	2.00	0.65	3.00	0.98	4.00	1.31	5.00	1.63	6.00	1.96	7.00	2.29
63	Tanzania (United Rep)[1]	3.00	0.98	3.50	1.14	4.00	1.31	5.00	1.63				
64	Thailand	3.50	1.14	4.00	1.31	5.50	1.80	6.50	2.12	8.00	2.61	10.50	3.43
65	Trinidad and Tobago	2.00	0.65	2.50	0.82	3.00	0.98	4.00	1.31				
66	Turkey	5.00	1.63	5.00	1.63	5.00	1.63	5.00	1.63	5.00	1.63	5.00	1.63
67	Tuvalu	5.50	1.80	6.00	1.96	6.35	2.07	7.85	2.56	11.45	3.74	13.80	4.51
68	Union of Soviet Socialist Republics												
	Via the European part of the USSR	1.80	0.59	4.30	1.40	7.80	2.55	13.80	4.51	22.60[3]	7.38	31.00[3]	10.13
	Via the Asian part of the USSR	5.10	1.67	12.20	3.99	22.40	7.32	39.50	12.90	65.10[3]	21.27	89.30[3]	29.17
	Via the European and Asian parts of the USSR	6.60	2.16	15.50	5.06	28.60	9.34	50.60	16.53	83.40[3]	27.25	114.20[3]	37.31
69	Venezuela	1.50	0.49	3.00	0.98	4.50	1.47	6.50	2.12	9.00	2.94	12.00	3.92
70	Yemen (People's Dem Rep)	4.00	1.31	4.00	1.31	6.00	1.96	8.00	2.61	12.00	3.92	16.00	5.23
71	Yugoslavia	0.90	0.20	1.20	0.39	2.00	0.65	2.20	0.72	3.60	1.18	3.10	1.03
72	Zaire	0.80	0.26	1.80	0.59	3.00	0.98	6.00	1.96	10.00	3.27	12.00	3.92
73	Zambia	4.20	1.37	5.60	1.83	8.40	2.74	11.20	3.66				

Observations:
[1] The amounts shown in the table are to be considered as maxima.
[2] Only for parcels transported by the Trans-Andean railway.
[3] For whole articles only.

Article III

Weighted average distance for conveyance of parcels in transit

Article 47, paragraph 2, last sentence, shall not apply to the following countries unless they so request: Bulgaria (People's Rep), Byelorussia, Cuba, Czechoslovakia, Mongolian People's Rep, Polish People's Rep, Romania, Ukraine and Union of Soviet Socialist Republics.

Article IV

Sea rates

Argentina, Australia, the Bahamas, Bahrain, Bangladesh, Barbados, Belgium, Belize, Canada, Chile, the Comoros, Congo (People's Rep), Cyprus, Djibouti, Dominica, Finland, France, Gabon, Gambia, Germany, Fed Rep of, the United Kingdom of Great Britain and Northern Ireland, the Overseas Dependent Territories of the United Kingdom, Greece, Grenada, Guyana, India, Italy, Jamaica, Japan, Kenya, Madagascar, Malaysia, Malta, Mauritius, the Netherlands, Nigeria, Norway, Oman, Pakistan, Papua New Guinea, Qatar, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, the Solomon Islands, Spain, Sweden, Tanzania (United Rep), Thailand, Trinidad and Tobago, Tuvalu, Uganda, the United Arab Emirates, the United States of America, Vanuatu, Yemen (People's Dem Rep) and Zambia shall be authorized to increase by 50 percent at the most the sea rates provided for in articles 48 and 49.

Article V

Determination of average rates

Notwithstanding article 53, paragraph 3, of the Agreement and article 149, paragraph 2, of the Detailed Regulations, the United States of America shall be authorized to establish average land and sea rates per kilogramme based on the weight distribution of parcels received from all administrations.

Article VI

Supplementary rates

1 Every parcel sent by surface or air addressed to Corsica, the French Overseas Departments, the French Overseas Territories and the Mayotte Community shall be subject to an inward land rate not exceeding the corresponding rate for France. When such a parcel transits metropolitan France it shall, in addition, give rise to the collection of the following supplementary rates and dues:

a "surface" parcels
   i the French transit land rate;
   ii the French sea rate corresponding to the distance step between metropolitan France and each of the Departments, Territories and Community in question;

b air parcels
   i the French transit land rate for parcels in transit à découvert;
   ii the air conveyance dues corresponding to the airmail distance between metropolitan France and each of the Departments, Territories and Community in question.

2 Every parcel sent by surface or air addressed to Romania shall be subject to an inward land rate equal to that applied by the country of origin and effective on the same date.

3 Every parcel sent in transit between Denmark and the Faröe Islands shall give rise to the collection of the following supplementary rates:

a surface parcels
   i the Danish transit land rate;
   ii the Danish sea rate corresponding to the distance step between Denmark and the Faröe Islands;

b air parcels
   — the air conveyance dues corresponding to the airmail distance between Denmark and the Faröe Islands.

Article VII

Special tariffs

1 The administrations of Belgium, France and Norway may collect higher land rates for air parcels than for surface parcels.

2 The administration of Lebanon shall be authorized to collect for parcels up to 1 kilogramme the charge applicable to parcels over 1 and up to 3 kg.

Article VIII

Supplementary charges

Exceptionally, administrations shall be authorized to exceed the upper limits of the supplementary charges shown in articles 9 to 12 and 14 if this is necessary to bring these charges into line with the costs of operating their services. However, in the case of return to sender (article 29, paragraph 3, b) or redirection (article 31, paragraph 6, c), the amount of the charges passed on may not exceed the rates laid down in the agreement. Administrations wishing to apply this provision must notify the International Bureau of their intention as soon as possible.

Article IX

Treatment of parcels wrongly accepted

Byelorussia, Bulgaria (People's Rep), Cuba, Dem People's Rep of Korea, Ukraine and the Union of Soviet Socialist Republics reserve the right to provide information about the seizure of a postal parcel or part of its contents only within the limits of the information provided by the customs authorities and in accordance with their internal legislation.

Article X

Withdrawal from the post. Alteration or correction of address

Notwithstanding article 37, Ecuador, El Salvador, Panama (Rep) and Venezuela shall be authorized not to return postal parcels after the addressee has requested their clearance by Customs, since this is incompatible with those countries' customs legislation.

Article XI

Prohibitions

The postal administration of Canada shall be authorized not to accept insured parcels containing the valuable articles covered in article 19, b, since this is contrary to its internal regulations.

Article XII

Exceptions to the principle of liability

Notwithstanding article 39, Iraq, Sudan, Yemen (People's Dem Rep) and Zaire shall be authorized to pay no indemnity for damage to parcels coming from any country and addressed to Iraq, Sudan, Yemen (People's Dem Rep), or Zaire and containing liquids or substances which easily liquefy, glass articles or articles of a similar fragile nature.

Article XIII

Compensation

1 Notwithstanding article 39, the Bahamas, Barbados, Belize, Bolivia, Botswana, Canada, Dominica, Fiji, Gambia, those of the Overseas Dependent Territories of the United Kingdom of Great Britain and Northern Ireland whose internal regulations do not permit them to comply, Grenada, Guyana, Lesotho, Malawi, Malta, Mauritius, Nauru, Nigeria, Papua New Guinea, Romania, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, the Solomon Islands, Swaziland, Trinidad and Tobago, Uganda, the United States of America and Zambia shall have the right not to pay compensation for uninsured parcels lost, rifled or damaged in their service.

2 Notwithstanding article 39, paragraph 8, the United States of America shall be authorized to maintain the sender's right to indemnity for insured parcels after the addressee has taken delivery thereof, unless the sender waives this right in favour of the addressee.

3 The postal administration of Brazil shall be authorized not to apply article 39 with respect to liability in cases of damage, including the cases referred to in article 40.

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

Article XIV

Payment of the indemnity

The postal administration of Lebanon shall not be obliged to comply with article 43, paragraph 4, of the Agreement as regards finally settling a claim within five months. Nor does it agree to the rightful claimant's being indemnified on its behalf by another administration upon expiry of the above-mentioned period.

Article XV

Non-liability of the postal administration

The postal administration of Nepal shall be authorized not to apply article 40, paragraph 1, b.

Article XVI

Advice of delivery

The postal administration of Canada shall be authorized not to apply article 27, given that it does not offer the advice of delivery service for parcels in its internal service.

In witness whereof, the plenipotentiaries below have drawn up this Protocol which shall have the same force and the same validity as if its provisions were inserted in the actual text of the Agreement to which it relates, and they have signed it in a single original which shall be deposited in the archives of the Government of the Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 345 to 377.

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DETAILED REGULATIONS OF THE POSTAL PARCELS AGREEMENT

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna, on 10 July 1964, the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Postal Parcels Agreement:

Chapter I

Preliminary provisions

Article 101

Information to be supplied by administrations

1 Each administration shall notify the other administrations, through the intermediary of the International Bureau, of:

a the inward land rates and, where appropriate, the transit land rates and the sea rates which it collects (Agreement, articles 46 to 49; Final Protocol, articles II to VII);

b the provisions it has adopted regarding:
- i the maximum weight of parcels (Agreement, article 2, paragraph 2);
- ii the option of accepting or not the following special parcels: insured, free of charges and fees, cash-on-delivery, fragile, cumbersome, airmail, express (Agreement, article 4, paragraphs 2 to 5);
- iii the maximum size of parcels conveyed by surface (Agreement, article 20, paragraphs 1 and 2);
- iv the maximum insured value (Agreement, article 23, paragraph 1, a, i);
- v the sender's instructions which it does not accept at the time of posting in accordance with article 22, paragraph 4, of the Agreement;
- vi the acceptance or otherwise of the advice of delivery for ordinary parcels in accordance with article 27 of the Agreement;
- vii the option of not accepting requests for withdrawal from the post and alteration of address in accordance with article 37, paragraph 2, of the Agreement;
- viii the number of customs declarations required for parcels in transit and for those addressed to its own country, as well as the languages in which those declarations may be completed (article 106, paragraph 1, b);
- ix the acceptance or otherwise of collective dispatch notes, in accordance with article 106, paragraph 3;
- x the method of dispatching documents accompanying parcels sent to its country (article 121, paragraph 1);

c information regarding the air parcel service, in particular the sizes which it admits (Agreement, article 20, paragraphs 1 and 2) by arrangement with the air carriers, and, where applicable, the amount of payment collected, according to article 51, paragraphs 4 and 5, of the Agreement, for conveyance within the country;

d the list of live animals of which the conveyance by post is authorized by its own postal regulations (Agreement, article 19, a, iv);

e whether it admits parcels for all localities or, if not, a list of the localities to which the service extends (Agreement, article 3, paragraph 1);

f the charges applicable in its service (Agreement, articles 7 to 14; Final Protocol, article VIII);

g the necessary information concerning customs or other regulations, as well as the prohibitions or restrictions governing the entry and transit of parcels in the territory of its country (Agreement, article 19, a, viii);

h an extract, in Arabic, Chinese, English, French, Russian or Spanish, from the provisions of its laws or regulations applicable to the conveyance of parcels.

2 Any amendment to the information mentioned in paragraph 1 shall be notified without delay by the same means and as regards subparagraphs a and c, taking into account articles 46, paragraph 4; 49, paragraph 2; and 51, paragraph 6, of the Agreement.

Article 102

Routeing and rates

1 By means of tables in the form of the annexed specimens CP 1 and CP 21, each administration shall set out on what conditions it accepts parcels in transit for countries for which it is in a position to act as intermediary, and particularly the rates to be assigned to it.

2 On the basis of the information contained in the official Compendium of Information of general interest relating to the implementation of the Postal Parcels Agreement and in the CP 1 and CP 21 tables of intermediate administrations, each administration shall decide upon the routes to be used for forwarding its parcels and the charges to be collected from the senders.

3 Administrations shall send direct to each other, at least one month before their application, CP 1 and CP 21 tables as well as all subsequent amendments to these tables; they shall send copies of their CP 1 and CP 21 tables to the International Bureau.

4 The time limit for notification laid down in paragraph 3 shall not apply to the cases mentioned in article 50 of the Agreement.

5 To determine the most favourable route for the dispatch of parcels, the dispatching office of exchange may send to the office of exchange of destination a trial note in the form of the specimen C 27 referred to in article 163, paragraph 3, of the Detailed Regulations of the Convention. This note shall be attached to the parcel bill on which its presence shall be indicated. If the C 27 form is missing when the mail arrives, the office of destination shall make out a duplicate. The trial note, duly completed by the office of destination, shall be returned by the quickest route (air or surface).

Chapter II

Treatment of parcels by the office of origin

Section I

General conditions of admission and posting

Article 103

Addresses of the sender and the addressee

1 To be admitted to the Post, every parcel shall bear, in roman letters and in arabic figures on the parcel itself or on a label firmly attached to it, the exact addresses of the addressee and the sender. If other letters and figures are used in the country of destination, it shall be recommended that the address be given also in these letters and figures. Addresses written in pencil shall not be allowed; nevertheless, parcels of which the address is written in indelible pencil on a surface previously dampened shall be accepted.

2 Only one person or a corporate body may be designated as addressee. However, addresses such as "Mr A at ... for Mr Z at ..." or "Bank A at ... for Mr Z at ..." may be admitted, it being understood that only the person indicated under A shall be regarded by administrations as the addressee. In addition, the addresses of A and Z shall be in the same country.

3 The office of posting shall also advise the sender to put in the parcel a copy of his address and that of the addressee.

Article 104

General packing conditions

1 Every parcel shall be packed and closed in a manner befitting the weight, the shape and the nature of the contents as well as the mode and duration of conveyance; the packing and closing shall protect the contents against crushing or damage by repeated handling; they shall also be such that it is impossible to tamper with the contents without leaving clear traces thereof.

2 Every parcel shall be made up particularly securely if it has to be:
a conveyed over long distances;
b transhipped or handled many times;
c protected against major changes in climate, temperature or, in the case of conveyance by air, variations in atmospheric pressure.

3 It shall be packed and closed in such a way as not to endanger the health of officials and so as not to present any danger if it contains articles of a kind likely to injure officials called upon to handle it or to soil or damage other parcels or postal equipment.

4 It shall have, on the packing or the wrapping, sufficient space for service instructions and for affixing stamps and labels.

5 The following shall be accepted without packing:
a articles which can be fitted together or put and kept together by a strong cord with lead or other seals, so as to form one single parcel which cannot come apart;
b parcels in one piece, such as pieces of wood, metal, etc, which it is not the custom of the trade to pack.

Article 105

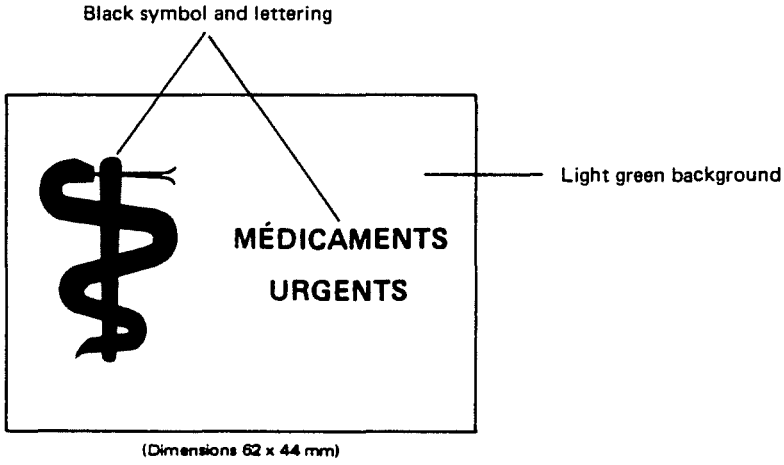
Special packing. Marking of parcels containing live animals, radioactive materials or urgent medicines

1 Every parcel which contains one or other of the following substances shall be made up as indicated below:
a precious metals: the packing shall consist either of a stout metal box, a case made of wood of a minimum thickness of 1 cm for parcels up to 10 kg and 1 1/2 cm for parcels over 10 kg, or two seamless bags forming a double wrapping; however, when cases made of plywood are used, their thickness may be limited to 5 mm on condition that the edges of the cases are reinforced by metal angle strips;
b articles of glass or other fragile objects: they shall be packed in a box of metal, wood, strong plastic material or strong cardboard, filled with paper, wood shavings or any other appropriate protective materials to prevent any friction or knocks during transport either between the objects themselves or between the objects and the sides of the box;
c liquids and substances which easily liquefy: they shall be enclosed in perfectly leak-proof containers. Each container shall be placed in a special box of metal, wood, strong plastic material or strong corrugated cardboard, containing enough sawdust, cotton wool or any other appropriate protective material to absorb the liquid should the container break. The lid of the box shall be fixed so that it cannot easily work loose;
d fatty substances which do not easily liquefy, such as ointments, soft soap, resins, etc, and silkworm eggs, the conveyance of which presents fewer difficulties: they shall be enclosed in a first covering (box, bag of cloth, plastic, etc) which is itself placed in a box of wood, metal or any other material stout enough to prevent the contents from leaking;
e dry colouring powders, such as aniline blue, etc: these products shall be admitted only in perfectly leak-proof metal boxes, placed in turn in boxes of wood, strong plastic material or strong corrugated cardboard with sawdust or some other appropriate absorbent and protective material between the two containers;
f dry non-colouring powders: these products shall be placed in containers (box, bag) of metal, wood, strong plastic material or cardboard; these containers shall themselves be enclosed in a box made of one of those materials;

g live animals: the wrapping of the parcel as well as the dispatch note shall be provided with a label bearing in bold letters the words *"Animaux vivants"* (Live animals);

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

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



2 Parcels containing the substances referred to in paragraph 1, h, may only be accepted for posting if those substances are admitted by all the administrations called upon to participate in the conveyance of the parcel.

Article 106

Formalities to be complied with by the sender

1 Each parcel shall be accompanied by:

a a dispatch note of strong white cardboard, in the form of the annexed specimen CP 2;

b a customs declaration in the form of the annexed specimen C 2/CP 3. The customs declaration shall be made out in the required number of copies, these being securely attached to the dispatch note.

2 The sender may also attach to the CP 2 dispatch note any document (invoice, export licence, import licence, certificate of origin, certificate of health, etc) necessary for customs treatment in the dispatching country and in the country of destination.

3 The addresses of the sender and addressee, and all other particulars to be furnished by the sender, shall be identical on the parcel and the dispatch note. In the event of a discrepancy, the particulars appearing on the parcel shall be regarded as valid.

4 Except in the case of insured parcels, parcels for delivery free of charges and fees, and cash-on-delivery parcels, the same dispatch note accompanied by the number of customs declarations required for a single parcel may suffice for three parcels at most, provided that they are posted simultaneously at the same office by the same sender, sent by the same route, subject to the same charge and addressed to the same person; each administration may, however, insist on a dispatch note and the prescribed number of customs declarations for each parcel.

5 The contents of the parcel shall be shown in detail on the customs declaration; indications of a general kind shall not be admitted.

6 Although they assume no liability for the customs declaration, administrations shall do their utmost to inform senders of the correct way to complete these declarations.

7 The sender shall indicate how the parcel is to be dealt with in the event of non-delivery. For this purpose he shall insert a cross on the back of the dispatch note, where the instructions listed in article 22, paragraph 2, of the Agreement are given in a box relating to one of these instructions; this cross may be handwritten, typewritten or printed. Furthermore, the sender may reproduce or have printed only one of the permitted instructions on the back of the dispatch note. The instruction marked by the cross on the dispatch note shall be typed on the parcel itself. It shall be in French or in a language known in the country of destination. The form corresponding to the annexed specimen CP 2bis may be used for this purpose; the completed form shall be securely affixed to the parcel.

8 If the sender wishes to forbid any redirection under article 31, paragraph 5, of the Agreement, the parcel and the dispatch note must bear the indication *"Ne pas réexpédier"* (Do not redirect) in French or in a language known in the country of destination.

Article 107

Formalities to be complied with by the office of origin

1 The office of origin or the dispatching office of exchange shall be responsible for affixing or indicating:

a on the parcel beside the address and on the dispatch note:
   - in the spaces provided, a label in the form of the annexed specimen CP 8 indicating clearly the serial number of the parcel and the name of the office of origin; if the administration of origin so permits, that part of the CP 8 label which is to be affixed to the dispatch note may be replaced by a preprinted indication having the same layout as the corresponding part of the label;
   - the weight of the parcel in kilogrammes and hundreds of grammes, each fraction of a hundred grammes being rounded up to the next hundred;

b on the dispatch note only: the date-stamp impression;

c either on the parcel, or on the dispatch note: the postage stamps or any other method of showing prepayment authorized by the regulations of the administration of origin.

2 Administrations may agree to dispense with the formalities mentioned in paragraph 1.

3 The same office of origin or the same dispatching office of exchange may not use two or more series of labels at the same time, unless the series are distinguished by a distinctive mark.

Section II

Special conditions of admission and posting for certain categories of parcels

Article 108

Insured parcels

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

a it shall be sealed by one or more lead seals or identical wax seals or by some other effective means, with a special design or mark of the sender; on any one parcel, only one uniform design or mark may be used; should the parcel be secured by string it may be sealed by a single lead or wax seal applied in such a way that the string cannot be unknotted or removed without obvious traces of tampering appearing;

b the wax or other seals, as well as the labels of any kind and the postage stamps, if any, affixed to these parcels shall be spaced out so that they cannot hide any damage to the packing; the labels and postage stamps shall not be folded over two sides of the packing so as to cover an edge; any labels on which the address appears may be gummed to the packing itself provided the insured value does not exceed 1000 francs (326.69 SDR) and the dimensions of the label do not exceed 15 x 10.7 cm;

c it shall be provided, like the dispatch note, with a pink label in the form of the annexed specimen CP 7 and bearing in roman letters the letter "V", the name of the office of origin and the serial number of the parcel; the label shall be gummed on the parcel, on the same side as, and near to, the address; nevertheless, administrations may use at the same time the CP 8 label prescribed in article 107, paragraph 1, a, and a small pink label, bearing in bold letters the words *"Valeur déclarée"* (Insured);

d the insured value shall be expressed in the currency of the country of origin and written by the sender, on the parcel and the dispatch note, in words with roman lettering and in arabic figures, without erasure or alteration, even if certified; the amount of the insured value shall not be indicated in pencil or indelible pencil;

e the amount of the insured value shall be converted into gold francs or SDRs by the sender or by the office of origin; the result of the conversion rounded up where appropriate to the nearest franc, shall be shown in figures at the side of or below those representing the value in the currency of the country of origin; the amount in gold francs or SDRs shall be boldly underlined in coloured pencil; conversion shall not be carried out in direct services between countries which have a common currency;

f the office of origin shall be responsible for indicating the weight in kilogrammes and tens of grammes both on the parcel beside the address and on the dispatch note (in the space provided), rounding up each fraction of ten grammes to the next ten;

g no serial number shall be placed on the front of insured parcels by the intermediate administrations.

Article 109

Fraudulent insurance

When circumstances of any kind, particularly an inquiry, disclose a fraudulent insurance for a value greater than the actual value of the contents of the parcel, the administration of origin shall be advised as soon as possible; where appropriate, the documents relating to the inquiry shall be sent to that administration. If the parcel has not yet been delivered to the addressee, the administration of origin may ask for its return.

Article 110

Other categories of parcels

1 Air parcels. Every air parcel as well as the dispatch note relating to it shall bear at the time of dispatch a special blue label inscribed *"Par avion"* (By airmail), with, if desired, a translation in the language of the country of origin.

2 Express parcels. Every express parcel and its dispatch note shall be provided with a light red label, bearing very conspicuously the printed indication *"Exprès"* (Express); this label shall be affixed whenever possible beside the name of the place of destination.

3 Parcels for delivery free of charges and fees.

a Every parcel for delivery free of charges and fees and its dispatch note shall be provided with:

i a very bold indication *"Franc de taxes et de droits"* (Free of charges and fees) (or any other equivalent expression in the language of the country of origin);

ii a yellow label bearing, also very boldly, the indication *"Franc de taxes et de droits"*.

b It shall be accompanied by the prescribed customs declarations and by a franking note on yellow paper in the form of the annexed specimen C 3/CP 4. The sender of the parcel, and, as regards the postal service indications, the dispatching office, shall complete the text of the right-hand side of the front of parts A and B. The entries of the sender may be made with the use of carbon paper. The text shall include the undertaking prescribed in article 24, paragraph 1, of the Agreement;

c The dispatch note, the customs declarations and the franking note shall be securely fastened together.

4 Fragile parcels.

a In the service between countries which admit fragile parcels and without prejudice to compliance with the general rules regarding make-up and packing, every fragile parcel shall be provided, either by the sender or by the office of origin, with a label featuring a picture of a glass printed in red on a white background. Every parcel, the fragile nature of whose contents is indicated by any external sign whatever affixed by the sender, shall be provided by the office of origin with the same label, and the corresponding supplementary charge collected. If the sender does not wish the parcel to be treated as fragile, the office of origin shall cross out the marking made by the sender.

b The relative dispatch note shall bear very conspicuously on the front the indication *"Colis fragile"* (Fragile parcel) either in manuscript or printed on a label.

5 Cumbersome parcels. Every cumbersome parcel and the front of its dispatch note shall bear a label showing in bold letters the word *"Encombrant"* (Cumbersome). This entry shall be supplemented, on the dispatch note only, by the words *"en vertu de l'article 20, paragraphe 4, de l'Arrangement"* (pursuant to article 20, paragraph 4, of the Agreement) in the case of parcels charged as cumbersome in accordance with article 20, paragraph 4, of the Agreement.

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

7 Prisoner-of-war and civilian internee parcels. Every prisoner-of-war and civilian internee parcel and its dispatch note shall bear, the former beside the address and the latter on the front of the form, one of the indications *"Service des prisonniers de guerre"* (Prisoner-of-war Service) or *"Service des internés civils"* (Civilian Internees Service); these indications may be followed by a translation in another language.

8 Parcels containing live animals. The parcels as well as the dispatch notes shall bear the indication prescribed in article 105, paragraph 1, g.

9 Parcels containing radioactive materials whose contents and make-up comply with the regulations of the International Atomic Energy Agency providing special exemptions for certain categories of items shall be admitted for conveyance by post subject to prior consent from the competent authorities of the country of origin. Administrations may designate special post offices for the posting of parcels containing radioactive materials.

10 Parcels for which an advice of delivery is requested.

a Every parcel for which the sender requests an advice of delivery at the time of posting shall bear very conspicuously either the indication *"Avis de réception"* (Advice of delivery) or the stamp impression *"A.R."*; the same shall apply to the dispatch note.

b The parcel shall be accompanied by a copy of the C 5 form referred to in article 138, paragraph 2, of the Detailed Regulations of the Convention. This form, completed in accordance with the provisions of the said article 138, paragraph 2, shall be attached to the dispatch note.

11 Parcels for which an advice of embarkation is requested.

a Every parcel for which the sender requests an advice of embarkation shall be marked by means of an *"Avis d'embarquement"* (Advice of embarkation) label affixed to the parcel and to the dispatch note.

b The parcel shall be accompanied by a form conforming to the annexed specimen CP 6 which shall show very clearly the port (or the country) from which the advice of embarkation is to be returned. Each form may only refer to one parcel, even when more than one parcel is covered by a single dispatch note.

Section III

Formalities requested after posting

Article 111

Delivery free of charges and fees requested after posting

1 If, after posting, the sender of a parcel requests delivery free of charges and fees, the office of origin shall inform the office of destination by an explanatory note. This latter, bearing a postage stamp representing the charge due, shall be forwarded as a registered item and by the quickest route (air or surface) to the office of destination, accompanied by a franking note duly completed. The office of destination shall affix to the parcel, near the address, and also to the dispatch note, the label prescribed in article 110, paragraph 3, a, ii.

2 When the request is to be forwarded by telegraph, the office of origin shall inform the office of destination by telegraph and at the same time advise the relative particulars of the posting of the item. The latter office shall automatically make out a franking note.

Article 112

Withdrawal from the post. Alteration of address

1 As a general rule, requests for alteration of address or withdrawal of a parcel from the post shall be dealt with in accordance with articles 144 and 145 of the Detailed Regulations of the Convention.

2 Any telegraphic request for alteration of address concerning an insured parcel shall be confirmed by post by the first mail; the confirmatory request prepared on a C 7 form used for the letter post shall bear, underlined in coloured pencil, the note *"Confirmation de la demande télégraphique du ..."* (Confirmation of the telegraphic request of the ...); it shall be accompanied by the facsimile prescribed in article 144, paragraph 1, a, of the Detailed Regulations of the Convention.

Chapter III

Treatment of parcels by the offices of exchange

Section I

Routeing

Article 113

General principle of the exchange of parcels

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

2 In the event of the interruption of a route, parcels in transit which were intended to go by that route shall be forwarded by the best route available.

3 If the use of the new dispatch route occasions higher costs (additional land or sea rates), the transit administration shall act in accordance with article 50 of the Agreement.

4 Transit shall be effected under the conditions fixed by the Postal Parcels Agreement and by its Detailed Regulations, even when the administration of origin or destination of the parcels has not acceded to the Agreement.

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

Article 114

Routeing and customs clearance of air parcels

1 Every administration providing the air parcel service shall forward by the air routes that it uses for its own items of that type, air parcels transferred to it by another administration; if for any reason the forwarding of air parcels by another route offers, in a particular case, advantages over the existing air routes, the air parcels shall be forwarded by that route.

2 Administrations which do not participate in the air parcel service shall forward such parcels by the air communications they use for the conveyance of their airmail correspondence. In the absence of an air link, air parcels shall be forwarded by such administrations by the surface route normally used for other parcels.

3 Air parcel mails shall be forwarded by the flight requested by the administration of the country of origin, provided that flight is used by the administration of the transit country for the transmission of its own mails. If this is not the case or if there is not sufficient time for the transhipment, the administration of the country of origin shall be informed of this.

4 Articles 209 to 211 of the Detailed Regulations of the Convention shall be applicable, respectively, in the case of:

a the impossibility of transhipping air parcel mails direct as scheduled;
b an interrupted flight or a diversion of air parcel mails;
c an accident.

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

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

Article 115

Transhipment of air parcel mails

1 In principle, the transhipment of air parcel mails in the conditions prescribed in article 51, paragraph 7, of the Agreement shall be done by the postal administration of the country where the transhipment takes place.

2 Notwithstanding paragraph 1, transhipment of air parcel mails may be performed by the airlines in accordance with article 208, paragraph 2, of the Detailed Regulations of the Convention.

Article 116

Surface airlifted (S.A.L.) parcels

Surface parcel mails may be conveyed by air on the conditions provided for in article 89 of the Convention.

Article 117

Customs clearance of express parcels

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

Section II

Make-up and dispatch of mails

Article 118

Different methods of transmission

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

2 This exchange shall be effected, as a general rule, by means of receptacles (bags, baskets, crates, etc). Adjacent administrations may, however, agree to the handing over of certain categories of parcels unenclosed.

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

4 Administrations may agree to effect exchanges in transit à découvert; however, it shall be obligatory to make up closed mails if an intermediate administration states that the parcels in transit à découvert are such as to hinder its work.

Article 119

Parcel bills

1 Before dispatch, all the parcels to be forwarded by surface shall be entered by the dispatching office of exchange on a parcel bill in the form of the annexed specimen CP 11. For air parcels being sent direct or in transit à découvert the offices of exchange shall use a special parcel bill, known as an "Air parcel bill", in the form of the annexed specimen CP 20.

2 As regards service parcels and prisoner-of-war and civilian internee parcels, air parcels require a statement of the air conveyance dues to be credited to the administrations concerned.

3 In the absence of special agreement, parcel bills shall be numbered according to an annual series for each dispatching office of exchange and each office of exchange of destination as well as for each route if more than one route is used; the last number of the year shall be shown on the first parcel bill of the following year. If a mail is cancelled, the dispatching office shall enter on the parcel bill beside the number of the mail the indication *"Dernière dépêche"* (Last mail). In the case of sea and air services, the name of the ship carrying the mail or, where appropriate, the air service used shall be shown, whenever possible, on the parcel bills.

4 If air parcels are sent from one country to another by surface routes along with other parcels, the presence of the air parcels with an air parcel bill shall be shown by an appropriate note on the CP 11 parcel bill.

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

6 Where closed mails are exchanged between countries which are not adjacent, the dispatching office of exchange shall prepare for each of the intermediate administrations a special parcel bill in the form of the annexed specimen CP 12; that office shall insert thereon the total number of parcels per weight step or the total number of parcels or the gross weight of the mail. The CP 12 parcel bill shall be numbered in an annual series for each dispatching office of exchange and for each intermediate administration and, in addition, bear the serial number of the relative mail; the last number of the year shall be shown on the first parcel bill of the following year. In the case of sea services, the name of the ship carrying the mail shall be entered on the CP 12 parcel bill, whenever this is possible.

Article 120

Simplified drawing up of CP 11 and CP 20 parcel bills

1 The parcel bills shall be drawn up in a simplified way in the cases laid down in article 53, paragraphs 2 and 3, of the Agreement.

2 When the allocation of rates is made:

a in bulk on the basis of weight steps, the number of parcels for each weight step, whatever the origin of the parcels, shall be entered on the parcel bills;

b in bulk per parcel, the total number of parcels, whatever their origin, shall be entered on the parcel bills;

c in bulk on the basis of the total weight of parcels, whatever the origin of the parcels, the number of bags making up the mail and the total gross weight of the latter shall be shown on the parcel bills.

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

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

5 Service parcels and prisoner-of-war and civilian internee parcels for which, under article 56 of the Agreement, no rates are allocated shall not be included in the number per weight step, in the total number or total weight of the parcels indicated on the parcel bill. Article 119, paragraph 2, shall be applicable for the dispatch of parcels by air.

Article 121

Dispatch of documents accompanying parcels

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

a by attaching them to the parcel bill;

b by affixing them to the relevant parcel.

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

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

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

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

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

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

Article 122

Transmission in closed mails

1 In the normal circumstances of transmission in closed mails, the receptacles (bags, baskets, crates, etc) shall be marked, closed and labelled in the manner laid down for letter bags in articles 155, paragraphs 3 and 4; 162, paragraphs 1, 6 and 7; and 223, paragraph 1, of the Detailed Regulations of the Convention, subject to the following special provisions:

a the labels shall be yellow ochre in colour. The layout and text shall conform to the annexed specimens CP 23, CP 24 and CP 24bis;

b for receptacles other than bags some other special methods of closing may be adopted, provided that the contents are sufficiently protected;

c the labels or addresses of closed receptacles which contain air parcels shall bear the indication or label *"Par avion"* (By airmail);

d the outer bag containing insured parcels shall be in good condition and the edge of its mouth shall be provided, if possible, with piping which makes it impossible to open the bag illicitly without leaving visible traces.

2 The number of receptacles comprising the mail and, unless otherwise agreed between the administrations concerned, the number of receptacles to be returned, shall be entered on the parcel bill. In the absence of special agreement, administrations shall number the receptacles of the same mail; the serial number of each receptacle shall be written on the CP 23 or CP 24 label.

3 The following shall be dispatched in separate receptacles:

a insured parcels: where uninsured and insured parcels are dispatched in the same bag, the insured parcels shall be placed in an inner receptacle sealed with lead. The receptacles which include such parcels, whether alone or together with uninsured parcels, shall be marked with the letter "V";

b fragile parcels: the receptacles concerned shall then be provided with the label referred to in article 110, paragraph 4;

c express parcels, if their number justifies it: the receptacles which contain only or some such parcels shall bear the label or the indication *"Exprès"* (Express).

4 Cumbersome parcels, fragile parcels, or those whose nature necessitates it may be sent unenclosed: in order to determine the mail of which they are part, such parcels shall be provided with a CP 23 or CP 24 label. Labels of unenclosed insured parcels shall be endorsed with the letter "V". However, parcels going by sea, with the exception of cumbersome parcels, shall be sent in receptacles.

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

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

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

8 The special CP 12 parcel bill mentioned in article 119, paragraph 6, shall be sent unenclosed or in any other way agreed between the administrations concerned, accompanied, where appropriate, by the documents required by the intermediate countries.

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

Article 123

Treatment of parcels with advice of embarkation

1 If a parcel accompanied by an advice of embarkation is included in a closed mail sent in transit through the port of embarkation concerned, the dispatching office of exchange of the mail shall withdraw the advice of embarkation attached to the documents accompanying the parcel and attach it to the relevant CP 12 special parcel bill referred to in article 119, paragraph 6, after making the necessary notes on it.

2 Every office of exchange which undertakes the embarkation either of a parcel with advice of embarkation received à découvert or of a closed mail in transit containing such a parcel shall fill up the CP 6 form appropriately and send it direct to the sender.

Section III

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

Article 124

Transfer of mails

1 In the absence of special agreement between administrations concerned, the transfer of surface parcel mails shall be carried out by means of a C 18 delivery bill referred to in article 164, paragraph 1, of the Detailed Regulations of the Convention.

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

3 The mails shall be handed over in good condition. However, a mail may not be refused because of damage or theft. When a mail is received in bad condition by an intermediate office, it shall be put in new packing just as it is. The office which repacks it shall copy the particulars from the original label on to the new label and apply to the latter an impression of its date-stamp, preceded by the endorsement *"Remballé à ..."* (Repacked at ...).

4 Air parcel mails to be handed over at the airport shall be accompanied by AV 7 forms on the conditions laid down in article 205 of the Detailed Regulations of the Convention.

5 Surface parcel mails to be handed over at the airport shall be accompanied by C 18bis delivery bills on the conditions laid down in article 224 of the Detailed Regulations of the Convention.

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

Article 125

Check of mails by offices of exchange

1 Every office of exchange receiving a mail shall immediately check the receptacles and their fastening. It shall also check the origin and destination of the bags making up the mail and entered on the delivery bill, and then the parcels and the various documents which accompany them. These checks shall be made in the presence of the other interested parties whenever this is possible.

2 The office of destination shall keep a close check on whether the mails arrive in the sequence in which they were dispatched, particularly in the case of mails containing insured parcels.

3 When the receptacles are opened, the constituent parts of the fastening (string, lead seal, label) shall be kept together; to achieve this the string shall be cut in one place only.

4 Any irregularities discovered shall be reported without delay by a verification note in the form of the annexed specimen CP 13, prepared in accordance with article 126. When the office of exchange of destination has not sent off a CP 13 note by the first available post, it shall be considered, until the contrary is proved, as having received the bags or parcels in good condition.

5 When the findings of an office of exchange are such as may involve the liability of a transport undertaking, they must where possible be countersigned by the representative of that undertaking. This signature may be made either on the CP 13 verification note, a copy of which shall be handed to the undertaking, or, as the case may be, on the C 18, C 18bis or AV 7 delivery bill accompanying the mail.

6 The discovery, at the time of the check, of any irregularities whatsoever may in no case be the cause of the return of a parcel to origin except as provided for in article 21, paragraphs 3 and 4, of the Agreement.

Article 126

Discovery of irregularities and processing of verification notes

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

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

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

3 If the office of exchange of destination discovers errors or omissions in the parcel bill it shall immediately make the necessary corrections, taking care to cross out the incorrect entries in such a way as to leave the original entries legible. These corrections shall be made in the presence of two officials; unless there is an obvious error, the corrections shall be accepted in preference to the original statement. The office of exchange shall also carry out the routine checks when the receptacle or its fastening gives grounds for presuming that the contents have not remained intact or that some other irregularity has occurred. The irregularities which have been established, as well as the absence of a mail or one or more of the bags comprising it, or the absence of the parcel bill, shall be notified without delay to the dispatching office of exchange by a CP 13 verification note, to be prepared in three or four copies as appropriate. One copy shall be retained by the office of exchange which prepared it and the others shall be sent to:

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

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

5 If the parcel bill is missing, the office of exchange of destination shall prepare a fresh parcel bill or make a precise note of the parcels received (serial number of the parcels, offices of origin and destination, weight, insured value, etc).

6 Notwithstanding paragraph 3, the office of exchange of destination shall have the right not to make corrections and not to make out a CP 13 verification note if the errors or omissions in respect of the rates due do not exceed 10 francs (3.27 SDR) per parcel bill.

7 Verification notes shall be sent under registered cover by the quickest route (air or surface) in a special envelope as specified in article 165, paragraph 16, of the Detailed Regulations of the Convention. Irregularities concerning insured parcels which involve the liability of administrations shall, in addition, be notified immediately by telex or telegram.

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

Article 127

Discrepancies of weight or size of parcels

1 Unless there is an obvious error, the view of the office of origin shall prevail as regards the establishment of the weight or size. However, if the discrepancies in weight which are established entail a change in rates, the new weight shall be valid.

2 As regards ordinary parcels, discrepancies in weight within the same weight step may not be made the subject of verification notes or the cause of the parcels being returned; verification notes shall be prepared only where the discrepancy would involve an alteration of the rates.

3 As regards insured parcels, discrepancies of weight up to 10 grammes above or below the weight stated may not be queried by the intermediate administration or administration of destination unless the external condition of the parcel makes it necessary.

Article 128

Notification of irregularities for which administrations may be liable

1 Any office of exchange which, on the arrival of a mail, discovers the absence of, theft from or damage to one or more parcels shall proceed as follows:

a it shall indicate in as much detail as possible on the CP 13 verification note made out in accordance with article 125 or in the CP 14 formal report provided for in article 129, paragraph 2, the condition in which it found the outer packing of the mail. Unless this is impossible for a stated reason, the receptacle, the string, the lead or other seal and the label shall be kept intact for a period of six weeks from the date of verification and shall be sent to the administration of origin if it so requests;

b it shall send a duplicate of the verification note to the last intermediate office of exchange, if any, at the same time as to the dispatching office of exchange.

2 If it considers it necessary, the office of exchange of destination may, at the expense of its administration, inform the dispatching office of exchange of its discoveries by telegraph.

3 Where offices of exchange in direct contact are concerned, the respective administrations of these offices may agree on the method of procedure in the case of irregularities for which they may be liable.

Article 129

Receipt by the office of exchange of a damaged or insufficiently packed parcel

1 Any office of exchange which receives from a corresponding office a damaged or insufficiently packed parcel shall send it on, after having repacked it if necessary, preserving as far as possible the original packing, the address and the labels. The weight of the parcel before and after repacking shall be shown on the actual packing of the parcel; this indication shall be followed by the note *"Remballé à ..."* (Repacked at ...) stamped with an impression of the date-stamp and signed by the officials who did the repacking.

2 If the condition of the parcel is such that the contents could have been removed or damaged or if the parcel shows a discrepancy in weight such as to suggest the removal of the whole or part of the contents, the office of exchange shall report this fact to the dispatching office of exchange by means of a sufficiently explicit note on the CP 13 verification note prepared in accordance with articles 125 and 126. It shall also automatically open the parcel and check its contents. The result of this check shall be given in a formal report in the form of the annexed specimen CP 14, which shall be prepared in duplicate,

- one copy being retained by the office of exchange which prepared it; and
- one being attached to the parcel.

Article 130

Check of mails of parcels forwarded in bulk

1 The provisions of articles 125 to 129 shall be applicable only to rifled and damaged parcels as well as to parcels entered individually on the parcel bills. The other items shall be simply checked in bulk.

2 The administration of origin may agree with the administration of destination and, if appropriate, with the intermediate administrations to limit to certain categories of parcels the detailed check and the preparation of the CP 13 verification notes and CP 14 formal reports mentioned in articles 125 to 129.

3 When an office of exchange establishes a discrepancy between the number of parcels given on the parcel bill and the number of parcels found in the mail or if the gross weight of the mail given on the parcel bill does not correspond to the gross weight found, the CP 13 verification note shall be prepared only to correct the number of parcels per weight step, the total number of parcels or the gross weight of the mail.

Article 131

Reforwarding of a parcel arriving out of course

1 Any parcel arriving out of course as a result of an error on the part of the sender or the dispatching administration shall be treated according to article 32 of the Agreement.

2 The reforwarding administration shall report the matter in a CP 13 verification note to the administration from which the parcel has been received.

3 The reforwarding administration shall treat the parcel arriving out of course as if it had arrived in transit à découvert. If the rates which have been allocated to it are insufficient to cover the costs of reforwarding which it has to defray, the reforwarding administration shall credit the true administration of destination and, where appropriate, the intermediate administrations taking part in the reforwarding of the parcel with the relative conveyance rates. It shall then credit itself, through a claim on the administration responsible for the office of exchange which missent the parcel, for the amount of the expense which it has incurred. The claim and its cause shall be notified to that office by means of a verification note.

Article 132

Return of empty receptacles

1 Receptacles shall, in principle, be returned empty to the administration to which they belong by the next post and, unless this is impossible, by the route followed on the outward journey.

2 Administrations may agree among themselves for the administration of destination to return the bags to origin using them for the dispatch of parcels.

3 Empty bags shall always be returned free of charge.

4 An administration returning receptacles shall indicate on the parcel bills the number of receptacles returned, unless the administrations concerned have agreed to omit such indication.

5 A special dispatch of empty airmail bags shall be made up as soon as the number of such empty bags reaches ten.

6 Empty airmail bags returned by air shall be made up as special dispatches described on AV 7 S statements, as mentioned in article 217, paragraph 2, of the Detailed Regulations of the Convention.

7 Otherwise, the provisions of article 168, paragraphs 2 to 4 and 6, of the Detailed Regulations of the Convention shall apply.

Chapter IV

Treatment of parcels by the office of destination

Section I

Delivery of parcels

Article 133

Reservations on delivery of rifled or damaged parcels

1 In the cases specified in article 40, paragraph 1, a and b, of the Agreement, the delivering office shall prepare a CP 14 report in duplicate on the joint inspection and have it countersigned, whenever possible, by the addressee. One copy shall be retained by the office which prepared the report. The other shall be handed to the addressee or, if the parcel is refused or redirected, attached to the parcel.

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

3 If the parcel is delivered, the copy of the CP 14 report prepared by the inward office of exchange in accordance with article 129, paragraph 2, or by the office of destination pursuant to paragraph 1 above shall be dealt with according to the regulations of the country of destination; if the parcel is refused, the said copy shall remain attached to the parcel.

Article 134

Treatment of franking notes after delivery of parcels for delivery free of charges and fees

1 After delivery to the addressee of a parcel for delivery free of charges and fees, the office which has advanced charges of any kind on behalf of the sender shall complete, so far as it is concerned, with the use of carbon paper, the details appearing on the back of parts A and B of the franking note which is drawn up officially by the office of destination when the request for delivery free of charges and fees has been made after the posting of the parcel. This office shall send part A, accompanied by the supporting vouchers, to the office of origin; this transmission shall be effected in a closed envelope, without indication of the contents. Part B shall be retained by the administration of destination for accounting with the debtor administration.

2 Each administration may specially appoint certain offices to return part A of the franking notes on which charges have been paid or to receive part A of the franking notes returned after delivery of the parcel; the name of the office to which part A is to be returned shall be entered in every case on the front of this part by the office of origin of the parcel.

3 When a parcel endorsed *"Franc de taxes et de droits"* (Free of charges and fees) arrives without a franking note, the office responsible for customs clearance shall prepare a duplicate note. On parts A and B of this note it shall show the name of the country of origin and as near as possible, the date of posting of the parcel. When the franking note is lost after delivery of the parcel a duplicate shall be prepared under the same conditions.

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

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

6 When the sender disputes the amount of the charges shown in part A of the franking note, the administration of destination shall verify the amount of the sums paid out, if necessary approach its national Customs services and, after making any necessary corrections, send part A of the note in question to the administration of origin. Likewise, if the administration of destination finds an error or omission regarding the charges relating to a parcel free of charges and fees for which part A of the franking note has been returned to the administration of origin, it shall issue a corrective duplicate, sending part A of it to the administration of origin to put the matter in order.

Article 135

Treatment of advices of delivery after delivery of parcels with advices of delivery

1 Immediately the parcel has been delivered, the office of destination shall return the C 5 form, duly completed, to the address shown by the sender à découvert and post free by the quickest route (air or surface).

2 If the C 5 form does not reach the office of destination, that office shall automatically make out a new copy of it.

Section II

Treatment of undelivered parcels

Article 136

Advice of non-delivery

1 An advice of non-delivery in the form of the annexed specimen CP 9 on which all the particulars shown on the CP 7/CP 8 labels and the date of posting of the parcel shall be recapitulated, shall be sent under registered cover and by the quickest route (air or surface) to the administration of the sender's country of residence after having been duly completed:

a by the administration of destination:
   i in the event of non-delivery, for every parcel of which the sender has asked to be advised of non-delivery or in application of article 29, paragraph 1, b, ii, last sentence, of the Agreement;
   ii for every parcel automatically retained or undelivered because of theft or damage or for some other cause of the same kind; however, this procedure shall not be compulsory in cases of force majeure or when the number of parcels automatically retained is such that the sending of an advice is physically impossible;

b by the intermediate administration concerned; for every parcel automatically retained in course of transmission either by the postal service (accidental interruption of traffic) or by the Customs (customs control) subject to the reservation made under a, ii.

2 The advice of non-delivery shall be accompanied by the dispatch note, except when the advice is sent to a third party, in accordance with article 22, paragraph 2, b, of the Agreement; in the circumstances referred to in paragraph 1, a, ii, and b of this article, the advice shall be endorsed in bold letters *"Colis retenu d'office"* (Parcel automatically retained). If the parcel is pending owing to theft or damage, a copy of the CP 14 report giving information on the extent of the damage shall accompany the advice of non-delivery.

3 In the case of several parcels posted at the same time by the same sender and addressed to the same addressee, it shall be permissible to send only one advice of non-delivery, even if these parcels were accompanied by several dispatch notes; in such a case, all these notes shall be attached to the advice of non-delivery.

4 As a general rule, advices of non-delivery shall be exchanged between the office of destination and the office of the sender's place of residence. However, any administration may request that the advices concerning its service be sent to its central administration or to a specially appointed office; the name of that office shall be notified to administrations through the International Bureau. The administration of the sender's country of residence shall be responsible for advising the sender. The exchange of advices of non-delivery shall be expedited as much as possible by all the offices concerned.

Article 137

Non-delivery. New instructions by the person concerned

1 The advice of non-delivery shall be returned under registered cover and by the quickest route (air or surface) to the office which prepared it, completed with fresh instructions from the sender or the third party and accompanied, if appropriate, by the dispatch note; new instructions shall be sent by telegraph when the telegraph charge is paid.

2 Since the only fresh instructions which the sender or the third party referred to in article 22, paragraph 2, b, of the Agreement shall be authorized to give are listed in article 28, paragraph 1, of the Agreement, the following rules shall apply in the undermentioned special cases:

a if the sender (or third party) requests that a cash-on-delivery parcel be delivered against payment of a sum less than the original sum, a new R 4, R 7 or R 9 form shall be prepared in accordance with article 107, paragraph 3, of the Detailed Regulations of the Cash-on-Delivery Agreement;

b if the sender or the third party gives as his instructions that the parcel is to be delivered free of charges and fees either to the original addressee or to another addressee, the office concerned shall apply article 111.

3 When a parcel which has been the subject of an advice of non-delivery is delivered or redirected before the receipt of fresh instructions, the sender shall be so informed through the office of his place of residence. If the advice has been sent to a third party appointed by the sender this information shall be communicated to that third party. If a cash-on-delivery parcel is concerned and if the R 4, R 7 or R 9 money order form referred to in article 105, paragraph 1, of the Detailed Regulations of the Cash-on-Delivery Agreement has already been sent to the sender, the latter need not be advised.

Article 138

Return of parcels to sender

1 An office which returns a parcel for any reason whatsoever shall give the reason for non-delivery by means of a stamped impression or a label conforming to the specimen C 33/CP 10 on the parcel and on the dispatch note which accompanies it. If there is no dispatch note, the reason for the return shall be entered on the parcel bill. The endorsement shall be made in French, each administration having the option of adding a translation in its own language and any other appropriate particulars; this endorsement shall be made in a clear and concise form such as *"inconnu"* (unknown), *"refusé"* (refused), *"en voyage"* (travelling), *"parti"* (gone away), *"non réclamé"* (unclaimed), *"décédé"* (deceased), etc.

2 The office of destination shall strike out the address particulars with which it is concerned and write *"Retour"* (Return) on the front of the parcel and on the dispatch note; it shall also apply its date-stamp beside the indication *"Retour"*.

3 Unless the sender asks for the return of a parcel by air, it shall be returned by the route used for the outward journey in the case of surface parcels and by the quickest surface route in the case of air parcels, unless it is impossible to do so.

4 Parcels shall be returned to sender in their original packing; they shall be accompanied by the dispatch note prepared by the sender. If for any reason a parcel has to be repacked or the original dispatch note replaced by another note, the name of the office of origin of the parcel, the original serial number and, as nearly as possible, the date of posting shall invariably appear on the new packing and on the dispatch note.

5 If an air parcel is returned to sender by surface, the *"Par avion"* (By airmail) label and any notes relating to transmission by air shall be automatically struck through with two thick horizontal lines.

6 Every parcel returned to sender shall be entered on the parcel bill with the note *"Retour"* (Return) in the "Observations" column.

7 The allocation and recovery of rates, charges and fees paid on the parcel under articles 29, paragraph 3, 33, paragraph 1, and 37, paragraph 1, of the Agreement shall be made as mentioned in article 147. They shall be indicated in detail on a statement of charges, in the form of the annexed specimen CP 25, which shall be affixed at one edge to the dispatch note.

Article 139

Redirection of a parcel in consequence of the change of address of the addressee

1 When the rates, charges and fees mentioned in article 31, paragraph 6, of the Agreement are paid at the time of redirection the parcel shall be dealt with as if it had originated in the redirecting country and been addressed to the country of the new destination; no conveyance charge shall be collected by the administration of that country at the time of delivery.

2 Article 138, paragraphs 4 to 7, shall be applicable to redirected parcels. In particular, the endorsement *"réexpédié"* (redirected) shall appear on the parcel bill in the "Observations" column opposite the entry of the parcel.

Article 140

Express parcel to be redirected

If an express parcel to be redirected has been the subject of an unsuccessful attempt at delivery to the place of address by special messenger, the redirecting office shall strike through the label or endorsement *"Exprès"* (Express) with two thick horizontal lines.

Article 141

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

1 On receipt of the request for withdrawal from the post or for alteration of address in accordance with article 112, the office of destination shall search for the parcel in question and act on the request.

2 When it receives the telegraph request referred to in article 112, paragraph 2, the office of destination shall hold the parcel and not comply with the request until receipt of the postal confirmation; however, the administration of destination may, on its own responsibility, act on the telegraph request without waiting for this confirmation.

Article 142

Sale. Destruction

1 When a parcel has been sold or destroyed in accordance with the provisions of article 36 of the Agreement, a formal report of the sale or destruction shall be drawn up. A copy of the report accompanied by the dispatch note shall be sent to the office of origin.

2 The proceeds of the sale shall serve in the first instance to defray the charges on the parcel; the balance, if any, shall be sent to the office of origin to be handed to the sender; the latter shall bear the costs of forwarding it.

Chapter V

Inquiries

Article 143

Treatment of inquiries

1 Every inquiry about a parcel shall be dealt with according to article 147, paragraphs 1 to 14 of the Detailed Regulations of the Convention, subject to replacement of the R 3, R 6 or R 8 form used for the letter post by the R 4, R 7 or R 9 form referred to in article 105, paragraph 1, of the Detailed Regulations of the Cash-on-Delivery Agreement.

2 Every C 9 form concerning an inquiry relating to a parcel received by an administration other than the administration of origin shall be forwarded to the latter. It shall reach the administration of origin within the period prescribed in article 154, paragraph 1. If the certificate of posting can be produced by the sender, the C 9 form shall bear the indication *"Vu récépissé de dépôt"* (Certificate of posting seen).

Article 144

Inquiries concerning an advice of delivery or an advice of embarkation not received

1 When the sender inquires about an advice of delivery which he has not received within a reasonable time, the procedure shall follow that outlined in article 135, paragraph 6, of the Detailed Regulations of the Convention.

2 Any inquiry by the sender concerning an advice of embarkation not received within a reasonable time shall give rise to the preparation of a C 9 inquiry form, referred to in article 143, paragraph 2, and exempt from any charges. This form, accompanied by a duplicate CP 6 advice of embarkation, which the office of origin shall endorse *"Duplicata"* (Duplicate), shall be dealt with in accordance with article 143; the advice of embarkation charge shall not be collected a second time.

Article 145

Settlement of cases of reservations on delivery of rifled or damaged parcels

If the liability assumed according to article 40, paragraph 1, a and b, has to be shared with another administration the request to this effect shall be sent to it by letter accompanied by a copy or a translation of the CP 14 report and, where appropriate, by a copy of the CP 13 verification note.

Chapter VI

Accounting

Section I

Allocation of rates and dues

Article 146

Rates and dues credited to other administrations by the administration of origin

1 In the case of exchange of closed mails, the administration of origin shall credit the administration of destination and each intermediate administration with the land and sea rates which are due to them including the exceptional rates authorized by the present Agreement or by the Final Protocol annexed thereto.

2 In the case of exchange in transit à découvert the administration of origin shall credit:

a the administration of destination of the mail with the rates enumerated in paragraph 1 as well as rates due to the subsequent intermediate administrations and to the administration of destination;

b the administration of destination of the mail with the amounts in respect of air conveyance dues to which it is entitled under article 51, paragraphs 3 and 4, of the Agreement for reforwarding air parcels;

c the intermediate administrations preceding the administration of destination of the mail with the rates enumerated in paragraph 1.

3 When article 53, paragraph 3, of the Agreement has been applied, the administration of origin shall credit the administration of destination and any intermediate administrations with sums calculated for each parcel or kilogramme of gross weight of the mails instead of with the rates mentioned in paragraph 1.

Article 147

Allocation and recovery of rates, charges and fees in the case of return to sender or redirection

1 When rates, charges and fees have not been paid at the time of return to sender or redirection, the returning or redirecting administration shall proceed as indicated below for the allocation and recovery of these rates, charges and fees.

2 In the case of exchange of direct mail between the returning or redirecting country and the country of residence of the sender or of the new destination, the returning or reforwarding administration shall:

a recover from the administration to which the mail is addressed:
  i the rates due to it and to the intermediate administrations;
  ii the following charges provided for in article 13 of the Agreement:
    — presentation-to-Customs charge,
    — delivery charge,
    — advice of arrival charge,
    — repacking charge,
    — poste restante charge,
    — storage charge,
    — additional express charge (article 9, paragraph 2, of the Agreement) due to the administration which has attempted delivery, if this charge has not been collected at the time of presentation of the parcel at the place of address of the addressee;
  iii the redirection charge provided for in article 31, paragraph 6, a, of the Agreement;
  iv the fees it has had to lay out (article 15 of the Agreement);
b credit the intermediate administrations with the rates due to them.

3 In the case of transmission in transit à découvert, the intermediate administration, after having been debited by the administration which returns or redirects the parcel with the amounts due to this latter administration by virtue of the rates and charges enumerated at paragraph 2, a, shall credit itself, by debiting the administration to which it hands over the parcel, with the sum due to it and with that due to the returning or redirecting administration. This procedure shall be repeated, if need be, by each intermediate administration.

4 In the case of parcels returned to sender or redirected by air, air conveyance dues shall be recovered, where appropriate, from the administration of the countries where the request for return or redirection originated.

5 In the case of the redirection of missent parcels, the allocation and the recovery of the rates, charges and fees shall be made in accordance with article 131, paragraph 3.

Article 148

Special case of recovery of dues

Air conveyance dues for air parcel dispatches re-routed in the course of conveyance shall be settled in accordance with article 87, of the Convention.

Article 149

Determination of average payments per parcel or per kilogramme

1 The average payment per parcel laid down in article 53, paragraph 3, of the Agreement shall be obtained by dividing the amount of the land and sea rates due from the administration of origin to the administration of destination and, as appropriate, to the intermediate administrations for parcels dispatched during a period of at least three months, by the number of these parcels.

2 The average payments per kilogramme mentioned in the same article of the Agreement shall be obtained by dividing the sum of the land and sea rates by the gross weight of the mails dispatched to the administration of destination during the same period.

3 These average payments may be revised:

a automatically, in the event of modification of the charges, by applying the new charges to the basic statistical factors;

b at the request of one of the administrations concerned, made at least one year after the last revision, by using new statistical factors.

Section II

Preparation and settlement of accounts

Article 150

Preparation of accounts

1 Each administration shall arrange for its offices of exchange to prepare monthly or quarterly for all the items received from one and the same administration,

a for surface parcels, a statement in the form of the annexed specimen CP 15 giving, by dispatching office and per mail,

  i the total sums entered to its credit and debit on CP 11 parcel bills;

  ii as applicable, the number of parcels per weight step or the total number of parcels or the gross weight, entered on the CP 11 and CP 12 parcel bills, with indication of the appropriate rate and the monthly or quarterly product of the payment;

b for air parcels, a statement in the form of the annexed specimen CP 15bis giving, by dispatching office and per mail,

  i the total sums entered to its credit and debit on CP 20 parcel bills;

  ii as applicable, the number of parcels per weight step or the total number of parcels or the gross weight, entered on the CP 20 parcel bills, with indication of the appropriate rate and the monthly or quarterly product of the payment.

2 In the event of alteration of CP 11, CP 12 or CP 20 parcel bills, the number and date of the CP 13 verification note prepared by the transferring office of exchange or the office of exchange to which the transfer is made shall be shown in the "Observations" column of the CP 15 or CP 15bis statements.

3 The CP 15 and CP 15bis statements shall be summarized in an account in the form of the annexed specimen CP 16 made out in duplicate.

4 The CP 16 account, accompanied by the CP 15 and CP 15bis statements, but without the parcel bills, shall be sent by the quickest route (air or surface) to the administration concerned for examination during the two months following the arrival of the last parcel bill of the period to which it related. "Nil" accounts shall not be

prepared. In the amount of the balance of the CP 16 account, centimes shall be ignored. Totals shall never be altered; any differences shall be noted in statements in the form of the annexed specimen CP 17. These statements shall be sent in duplicate to the administration concerned which shall incorporate the amount in its next CP 16 account. If this is not done, the administration which prepared the CP 17 statements shall consider them as fully accepted and draw attention to them in its next CP 16 summarized account. No CP 17 statement shall be made out when the final amount of the differences does not exceed 30 francs (9.80 SDR) per account.

5 After they have been checked and accepted, the CP 16 accounts and CP 15 and CP 15bis statements shall be returned to the administration which prepared them at the latest by the end of the third month from the date of dispatch. If the administration which has sent the account does not receive any notice of amendment during this period, the account shall be regarded as fully accepted. Debtor administrations may refuse to check and to accept CP 16 accounts which have not been submitted by the creditor administrations within 18 months of the date of receipt of the CP 11, CP 12 and CP 20 parcel bills by the offices of exchange.

6 As soon as the CP 16 accounts between two administrations are accepted or regarded as fully accepted, they shall be summarized in a quarterly general account in the form of the annexed specimen CP 18 prepared by the creditor administration; this account may, however, be prepared half-yearly by agreement between the administrations concerned. The CP 18 account shall be sent to the debtor administration by the quickest route (air or surface). If, one month from the date of dispatch of the CP 18 account, the debtor administration has raised no objection, payment shall be made to the creditor administration.

7 When the balance of a CP 18 general account prepared quarterly or half-yearly does not exceed 50 francs (16.33 SDR), it shall be carried into the next CP 18 general account. If, after carrying out this procedure for the whole year, the CP 18 general account drawn up at the end of the year shows a balance not exceeding 50 francs (16.33 SDR), the debtor administration shall be exempted from all payment.

8 Accounting in respect of the sums paid out by each administration on behalf of another for parcels delivered free of charges and fees shall be effected on the following bases:

a the creditor administration shall draw up each month in the currency of its own country a detailed monthly account on a form conforming to the annexed specimen CP 19; parts B of the franking notes which have been retained shall be entered in the alphabetical order of the offices which have advanced the charges and in the numerical order given to them;

b the detailed account, accompanied by parts B of the franking notes, shall be forwarded to the debtor administration at the latest by the end of the month following that to which it relates; "Nil" accounts shall not be prepared;

c the accounts shall be checked under the conditions laid down by the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement;

d the accounts shall be settled separately; each administration may, however, request that these accounts be settled with the postal money order accounts, the CP 16 parcel accounts or the R 5 accounts relating to cash-on-delivery items, without being incorporated in them.

9 When it is necessary to recover payments from the administrations responsible in accordance with article 44 of the Agreement and several amounts are involved, these shall be summarized on a form conforming to the annexed specimen CP 22 and the total amount shall be carried forward to the CP 16 account.

Article 151

Account for air parcel mails

The account for air conveyance dues for air parcel mails shall be drawn up according to articles 218 to 222 of the Detailed Regulations of the Convention.

Article 152

Settlement of accounts

1 The amount of the balance of the general accounts shall be paid by the debtor administration to the creditor administration in accordance with article 12 of the Convention.

2 The preparation and dispatch of a general account may be carried out, without waiting for the CP 16 accounts to be returned accepted, as soon as an administration which has all the accounts relative to the period concerned finds that it is the creditor. The check of the CP 18 account by the debtor administration and payment of the balance shall be carried out within a period of three months after receipt of the general account. The debtor administration shall not be obliged to accept accounts which are not transmitted to it within eighteen months of the end of the year to which they refer.

3 Any administration which has consistently owing to it every month by another administration a sum greater than 30 000 francs (9800.72 SDR) shall be entitled to claim a monthly payment on account of up to three quarters of the amount of the debt; its request shall be met within a period of two months.

Chapter VII

Miscellaneous provisions

Article 153

Forms for the use of the public

For the purpose of applying article 10, paragraph 4, of the Convention, the following shall be considered as forms for the use of the public:
CP 2 (Dispatch note),
C 2bis (Sender's instruction label),
C 2/CP 3 (Customs declaration),
C 3/CP 4 (Franking note),
CP 6 (Advice of embarkation).

Article 154

Period of retention of documents

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

2 Documents concerning a dispute or an inquiry shall be kept until the matter has been settled. If the inquiring administration, duly informed of the result of an inquiry, allows six months to elapse from the date of the communication without raising any objections, the matter shall be regarded as settled.

Chapter VIII

Final provisions

Article 155

Entry into force and duration of the Regulations

1 These Regulations shall come into force on the day on which the Postal Parcels Agreement comes into operation.

2 They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 345 to 377.

ANNEXES: FORMS

LIST OF FORMS

No	Title or nature of form	References
1	2	3
CP 1	Table CP 1	Art 102, para 1
CP 2	Dispatch note	Art 106, para 1, a
CP 2bis	Sender's instruction label	Art 106, para 7
C 2/CP 3	Customs declaration	Art 106, para 1, b
C 3/CP 4	Franking note	Art 110, para 3, b
CP 5	Envelope for transmission of dispatch note, customs, etc, documents	Art 121, para 4
CP 5bis	Envelope for transmission of dispatch note, customs, etc, documents	Art 121, para 4
CP 6	Advice of embarkation	Art 110, para 11, b
CP 7	"V" label for insured parcel combined with the number of the parcel and the name of the office of origin	Art 108, c
CP 8	Parcel label with the number of the parcel and the name of the office of origin	Art 107, para 1, a
CP 9	Advice of non-delivery	Art 136, para 1
C 33/CP 10	Label showing the reason for non-delivery	Art 138, para 1
CP 11	Parcel bill	Art 119, para 1
CP 12	Special parcel bill	Art 119, para 6
CP 13	Verification note	Art 125, para 3
CP 14	Report concerning the rifling, damage or decrease in weight of a postal parcel	Art 129, para 2
CP 15	$\frac{\text{Monthly}}{\text{Quarterly}}$ statement of amounts due for surface parcels	Art 150, para 1, a
CP 15bis	$\frac{\text{Monthly}}{\text{Quarterly}}$ statement of amounts due for air parcels	Art 150, para 1, b
CP 16	Summarized account	Art 150, para 3
CP 17	Statement of differences observed in the summarized account	Art 150, para 4
CP 18	General account	Art 150, para 6
CP 19	Detailed monthly account of customs, etc, charges	Art 150, para 8, a
CP 20	Air parcel bill	Art 119, para 1
CP 21	Table CP 21	Art 102, para 1
CP 22	Statement of amounts due in respect of indemnity for postal parcels	Art 150, para 9
CP 23	Label for parcel mail	Art 122, para 1, a
CP 24	Label for air parcel mail	Art 122, para 1, a
CP 24bis	Label for parcel mail	Art 122, para 1, a
CP 25	Statement of charges	Art 138, para 7

TABLE CP 1
Surface parcels

Countries for which the above-mentioned administration accepts postal parcels in transit on the conditions given below

Amounts expressed in

☐ gold francs ☐ SDR

Serial No	Country of destination	Routes	Limit of insured value	Weight steps	Rates to be credited to the administration of	Rates						Countries and sea services to which they are due	Number of customs declarations	Observations
						Breakdown of the amounts in column 6								
						1 kg	3 kg	5 kg	10 kg	15 kg	20 kg			
						7								
1	2	3	4	5	6	a	b	c	d	e	f	8	9	10
				kg										

(Country of origin)

DISPATCH NOTE

Number(s) of parcel(s)

Space reserved for CP 7 and CP 8 labels

Stamps

CP 2 (Front)

Name and address of the sender

Name and full address of addressee, including country of destination

Route to be followed

Office of exchange

Insured value — words | figures | Insured value

COD amount — words | figures

Giro account No, giro centre

Holder of the giro account

Customs stamp

Stamp of the office of origin or of the dispatching office of exchange

Customs duty

Number of		Description of packing[1]
	parcels	
	cert's & invoices	
	customs declara-tions	

Weight (gross) kg | g

[1] Case, packet, carton, etc.

Parcels, Hamburg 1984, art 106, para 1, a — Size: 210 x 148 mm

INSTRUCTIONS TO BE GIVEN BY THE SENDER
(Give one instruction only)

The sender must indicate, in the space below and on the parcel, the manner in which the latter is to be treated in case of non-delivery.

Parcels may be returned without advice, if the sender has given no or contradictory instructions. In such a case, and also if instructions c, d, e and f, below apply, the sender is obliged to pay the charges demanded for each new transmission as well as the other charges made by the administrations concerned.

If the parcel described on the front of this note cannot be delivered, I request:

a ☐ that an advice of non-delivery be sent to me

b ☐ that an advice of non-delivery be sent to

Name and address of a third person in the country of destination

c ☐ that the parcel be returned to me forthwith by ☐ surface ☐ air

d ☐ that the parcel be returned to me at the end of the period shown below by

Number of days

☐ surface ☐ air

e ☐ that the parcel be delivered or redirected by ☐ surface ☐ air

(Mention, where appropriate, if the parcel is to be delivered without collection of the COD amount or against payment of a sum less than the original sum.)

Name and address of new addressee

f ☐ that the parcel be redirected by ☐ surface ☐ air

for delivery to the original addressee

g ☐ that the parcel be treated as abandoned

Signature of sender

RECEIPT OF ADDRESSEE

The undersigned declares that he has received the parcel(s) described on the front of this note

Date and signature

SENDER'S INSTRUCTION LABEL CP 2bis
IN THE EVENT OF NON-DELIVERY
(Give one instruction only)

a ☐ Send advice of non-delivery to sender

b ☐ Send advice of non-delivery to address given below

c ☐ Return to sender forthwith
by ☐ surface by ☐ air

d ☐ Return to sender after ____ Days
by ☐ surface by ☐ air

e ☐ Deliver or redirect to address given below
by ☐ surface by ☐ air

f ☐ Redirect for delivery to original addressee
by ☐ surface by ☐ air

g ☐ Treat parcel as abandoned

Name and address (if b or e applies)

Signature of sender

Parcels, Hamburg 1984, art 106, para 7 — Size: 74 x 105 mm

Postal administration

CUSTOMS DECLARATION

C 2/CP 3 (Front)

BEFORE COMPLETING THIS FORM YOU SHOULD READ CAREFULLY THE INSTRUCTIONS OVERLEAF

(1) Name and address of sender

(2) Sender's reference, if any

(3) Full name and address of addressee, including country

(4) Insert a cross (x), if the item contains

☐ a gift ☐ samples of merchandise

(5) The undersigned certifies that the particulars given in this declaration are correct

(6) Place and date

(7) Observations

(8) Signature

(9) Country of origin of the goods

(10) Country of destination

(11) Total gross weight

kg g

(12) Number of items	(13) Detailed description of contents	(14) Tariff No	(15) Net weight kg	g	(16) Value

Convention, Hamburg 1984, art 116, para 1; Parcels, Hamburg 1984, art 106, para 1, b – Size: 210 x 148 mm

Instructions

The customs declaration should be completed in French or in a language which is accepted in the country of destination.

To clear your item the Customs in the country of destination need to know what the contents are. You must therefore complete your declaration fully, accurately and legibly, otherwise delay and inconvenience may be caused for the addressee. Moreover, a false, misleading or incomplete declaration may lead, for instance, to the seizure of the package.

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

Item (4) The insertion of a cross in this space does not relieve you of the obligation of completing the declaration detail; nor does it necessarily imply that the goods will be admitted free of duty in the country of destination.

Item (5) Your signature on the front is regarded as implying that your item does not contain any dangerous article prohibited by postal regulations.

Item (7) See note 1 below.

Item (13) Indicate separately different kinds of goods. General terms, such as "foodstuffs", "samples", "spare parts", etc are not permitted.

Item (14) If known, state customs tariff number in the country of destination.

Item (15) State net weight of each kind of goods.

Item (16) State the value of each kind of goods separately, indicating the monetary unit used.

---

[1] Insert in space (7) any other relevant information (eg, "returned goods", "temporary admission").

(Front)

COUPON TO BE HANDED TO THE SENDER

DETAILS OF CHARGES DUE

in the currency of the country of destination of the item

Fee for delivery free of charge[2]		
Customs duty		
Presentation-to-Customs charge		
Other charges		
Total		
Total after conversion		

Stamp of the office which has recovered the charges

C 3/CP 4
Part A

Part to be filled in by the administration of destination

TOTAL OF CHARGES ADVANCED

Stamp of the office which has advanced the charges

Amount in figures, in the currency of the country of destination of the item

Office which has made the advance | Date

No of register | Signature of the official

Amount in figures after conversion

No in-register

Signature of the official who has converted the amount

Stamp of the office which has recovered the charges

Part A (back)

Administration of origin

[2] Also called "Commission charge".

Postal administration

C 3/CP 4

FRANKING NOTE

Part B

Nature of the item | No | Weight[1]

Insured value | Office of posting

Name and full address of sender

Name and full address of addressee

Part B (front)

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

[1] For parcels only.

Convention, Hamburg 1984, art 117, para 2; Parcels, Hamburg 1984, art 110, para 3, b –
Size: 148 x 105 mm, colour: yellow

(Back)

C 3/CP 4
Part B

DETAILS OF CHARGES DUE

in the currency of the country of destination of the item

Fee for delivery free of charge[2]		
Customs duty		
Presentation-to-Customs charge		
Other charges		
Total		

Part to be filled in by the administration of destination

TOTAL OF CHARGES ADVANCED

Stamp of the office which has advanced the charges

Amount in figures, in the currency of the country of destination of the item

Office which has made the advance | Date

No of register | Signature of the official

[2] Also called "Commission charge".

Part B (Back)

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

---

COUPON

Nature of the item | Weight[1]

No | Insured value

Office of posting

Name and full address of addressee

The sender has paid the charges and fees indicated on the back

Stamp of the office of origin

[1] For parcels only.

Postal administration

C 3/CP 4

FRANKING NOTE

Part A

Nature of the item | No | Weight[1]

Insured value | Office of posting

Name and full address of sender

Name and full address of addressee

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

Signature of sender

Stamp of the office of origin

To be returned to the office of

Part A (Front)

DISPATCH NOTE, CUSTOMS, ETC, DOCUMENTS ENCLOSED

CP 5

Parcels, Hamburg 1984, art 121, para 4 — Size: 170 x 245 mm (external), 155 x 230 mm (internal); 50 mm flap

CP 5bis

DISPATCH NOTE, CUSTOMS, ETC, DOCUMENTS ENCLOSED

Parcels, Hamburg 1984, art 121, para 4 —
Size: 130 x 170 mm (external), 115 x 155 mm (internal); 50 mm flap

(Front)

Postal administration of origin

CP 6

ADVICE OF EMBARKATION

To be filled in by the office of origin	On Postal Service Stamp of the office returning the advice
Office of posting	
Date / Parcel No	
Insured value	
Name and address of addressee	The sender will give his address for the return of the advice
	Name
	Street and No
The sender wishes to know when and on which ship the parcel was loaded	Locality
Port or country of embarkation	Country

Parcels, Hamburg 1984, art 110, para 11, b — Size: 148 x 105 mm

(Back)

To be filled in by the dispatching office of exchange of the mail

Mail in which the parcel described overleaf was included	
Date / No	
From	
To	

To be filled in by the office of exchange at the port of embarkation

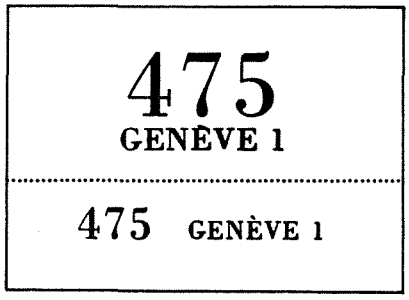
Loading of the parcel described overleaf, or of the mail mentioned above	
Port of embarkation	
Ship	
Date of departure	

CP 7



Parcels, Hamburg 1984, art 108, c — Size: 52 x 37 mm, colour: pink

CP 8



Parcels, Hamburg 1984, art 107, para 1, a — Size: 52 x 37 mm

Note. — Administrations using bar codes in their services may use CP 8 labels bearing such codes in addition to the indications already provided for.

Postal administration of origin

CP 9 (Front)

ADVICE OF NON-DELIVERY

Office of origin of CP 9 advice	Notes. To be sent by registered post by the fastest route (air or surface). One form is sufficient for several parcels posted at the same time by the same sender to the same address.
Office or service of destination of CP 9 advice	Date of advice

Undelivered parcel. The dispatch note is attached

Office of origin	Parcel No and date of posting
Number of parcels	Number of dispatch notes
Name and full address of sender	Name and full address of addressee

The parcel is held undelivered at my office for the following reason

- ☐ The parcel was refused by the addressee
- ☐ The parcel has not been claimed
- ☐ The addressee is unknown
- ☐ The addressee is away
- ☐ The addressee is deceased
- ☐ The addressee has left without leaving an address

New address[1]

- ☐ The addressee has left
- ☐ The address is insufficient
- ☐ The address on the parcel does not agree with that on the dispatch note
- ☐ The addressee refuses to pay customs duty
- ☐ The addressee refuses to pay the COD amount
- ☐ The addressee refuses to pay the other charges and fees payable on the parcel
- ☐ Customs duty and other charges and fees are payable on the parcel

Present amount (currency of the country preparing the advice)	For extended storage, this amount will be increased by

- ☐ The addressee has no import licence
- ☐ The parcel has been rifled
- ☐ The parcel has been damaged

Other reasons

Please ask the sender or the person named below to give instructions and inform him that if these instructions do not reach me within a period of two months the parcel will be returned to the sender, subject to subsequent payment of charges.
Until the instructions arrive, the office is authorized either to deliver the parcel to the original addressee or to another addressee if one is given on the back of the dispatch note, or to reforward it to a new address.

Third person named on back of CP 2 dispatch note to reply to CP 9 advice

Office stamp and signature	This form must be returned to

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

Parcels, Hamburg 1984, art 136, para 1 — Size: 210 x 297 mm

Office furnishing the reply

REPLY

Office or service of destination	Date of reply

The parcel should be

☐ presented again to the original addressee

☐ delivered to the original addressee or the person described below

☐ redirected to the original addressee or the person described below by ☐ surface ☐ air

Name and full address of the original addressee or of another person

.....

.....

.....

.....

.....

☐ without collection of the COD amount

☐ against payment of a reduced COD amount

New COD amount

New COD money order attached

☐ without collection of customs duty or other charges payable on the parcel

Franking note attached

☐ returned to the sender by ☐ surface _____ ☐ air
Number of days

☐ forthwith ☐ on the expiry of a period of .....

The sender undertakes to pay the transport and other charges

☐ treated as abandoned

The person concerned having failed to reply to the requests for instructions which have been addressed to him, the parcel should be returned to the sender at the expiry of the prescribed period.

Office stamp, date and signature

RETURN C 33/CP 10

Tick as appropriate

- ☐ Refused
- ☐ Unclaimed
- ☐ Gone away
- ☐ Unknown
- ☐ Deceased
- ☐ Insufficient address
- ☐ .....
- ☐ .....
- ☐ .....
- ☐ .....
- ☐ .....
- ☐ .....

Convention, Hamburg 1984, art 143, para 2;
Parcels, Hamburg 1984, art 138, para 1 —
Maximum size: 52 x 74 mm, colour: pink

Dispatching administration

PARCEL BILL
Postal parcels

CP 11 (Front)

Dispatching office of exchange	Date of departure	Time	Mail No

Office of exchange of destination	Number of receptacles in dispatch	Number of parcels comprising the dispatch
	Number of receptacles to be returned	☐ A C 27 note is attached to the mail
	No of the parcel bill (if several)	
	Ship	

Detailed entry

Number		Number of parcels	Office of origin	Place of destination[1]	Weight[2] of each insured parcel		Insured value ☐ g fr ☐ SDR	Rates payable ☐ g fr ☐ SDR				Observations
serial	of parcel							by dispatching administration to receiving administration		by receiving administration to dispatching administration		
1	2	3	4	5	6		7	8		9		10
					kg	g						
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
Carried over from back												
Totals												

Bulk entry

Enter parcels subject to inward rates
Use section a, b or c, as appropriate

a Number of parcels per weight step						b Total number of parcels	c Gross weight
<1 kg	1–3 kg	3–5 kg	5–10 kg	10–15 kg	15–20 kg		
							kg

Stamp of the dispatching office of exchange Signature of the official	Stamp of the office of exchange of destination Signature of the official

[1] Not to be completed if the parcels are addressed to the same office as the parcel bill.
For parcels in transit à découvert, indicate place and country of destination.
[2] If necessary, this column may be used for entering the weight of uninsured parcels.

Parcels, Hamburg 1984, art 119, para 1 — Size: 210 x 297 mm

Number		Number of parcels	Office of origin	Place of destination[1]	Weight[2] of each insured parcel		Insured value	Rates payable				Observations
serial	of parcel							by dispatching administration to receiving administration		by receiving administration to dispatching administration		
1	2	3	4	5	6		7	8		9		10
					kg	g						
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												
35												
To be carried over to front												

[1] Not to be completed if the parcels are addressed to the same office as the parcel bill.
For parcels in transit à découvert, indicate place and country of destination.
[2] If necessary, this column may be used for entering the weight of uninsured parcels.

CP 12

Dispatching administration

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

Dispatching office of exchange

Date of CP 12 bill

No

Intermediate office of exchange	Date of departure	Time	Mail No

Transit administration	Ship

Office of destination of the mail

☐ Land transit ☐ Sea transit

a Number of parcels per weight step (use section a, b or c as appropriate)						b Total number of parcels	c Gross weight
<1 kg	1–3 kg	3–5 kg	5–10 kg	10–15 kg	15–20 kg		kg

Nature of parcels	Number of receptacles	Number of parcels in receptacles	Number of parcels not in receptacles
Uninsured parcels			
Insured parcels			
Totals			

Stamp of the dispatching office of exchange
Signature of the official

Stamp of the intermediate office of exchange
Signature of the official

Parcels, Hamburg 1984, art 119, para 8 — Size: 210 x 148 mm

Postal administration of origin

VERIFICATION NOTE
To be sent by registered post

CP 13 (Front)

Office of origin of note	Date of note	No	Mail No
	Date of dispatch	Time	
Office of destination of note	Name of ship or train No, flight No, etc		Parcel bill No
	Dispatching office of exchange		
	Office of exchange of destination		
	Date of arrival of mail	Date of opening of mail	

Amounts expressed in ☐ gold francs ☐ SDR

1 Missing parcels

Number serial[1]	Number of parcel	Office of origin	Address (as full as possible)	Credit		Correction		Observations
1	2	3	4	5		6		7

2 Excess parcels

Number serial[1]	Number of parcel	Office of origin	Full address of sender	Full address of addressee	Weight		Insured value	Type of receptacle (bag, basket, etc)
1	2	3	4	5	6		7	8
					kg	g		

3 Errors — 3a Detailed entry

Number serial[1]	Number of parcel	Office of origin	Name and address of addressee	Weight shown		Weight observed		Number of the column	Entry by the dispatching office of exchange		Correction by the office of exchange of destination	
1	2	3	4	5				6	7		8	
				kg	g	kg	g					
Totals												

3b Bulk entry

	a Number of parcels per weight step						b Total number of parcels	c Gross weight
Entry by the dispatching office of exchange	<1 kg	1–3 kg	3–5 kg	5–10 kg	10–15 kg	15–20 kg		kg
Correction by the office of exchange of destination	<1 kg	1–3 kg	3–5 kg	5–10 kg	10–15 kg	15–20 kg	Total number of parcels	Gross weight
								kg

[1] Col 1 of the parcel bill.

4 Rifled or damaged parcels

Number		Office of origin	Address of the sender	Address of the addressee	Contents	Weight		Insured value	Type of receptacle (bag, basket, etc)
serial[1]	of parcel					shown	observed		
1	2	3	4	5	6	7		8	9
						kg g	kg g		

Description and apparent cause of rifling or damage, or other observations

5 Irregularities

Missing parcel bill, insufficient packing or fastening, etc

6 Carrier or carrier's representative

Name and capacity	Signature

Stamp of the office preparing the note
Officials' signatures

Seen and accepted

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

[1] Col 1 of the parcel bill.

Postal administration

REPORT
Postal parcel

CP 14 (Front)

To be sent by registered post

Part 1

Office completing part 1	Date	Reference

Reason for report	☐ Rifling ☐ Damage ☐ Decrease in weight
Posting of parcel	Office / Date / No
Sender	Name and full address
Addressee	Name and full address
Special particulars	Insured value COD amount and currency Supplementary charge for fragile parcels paid ☐ Yes ☐ No Other particulars
Weight	Shown / Observed
Packing	External Internal The packing should be regarded as ☐ regulation ☐ non-regulation
Mail in which the parcel was sent	Date of dispatch / Date of arrival / No Dispatching office Office of destination
Method of conveyance	Name or number ☐ Travelling post office ☐ Railway van ☐ Ship ☐ Flight
Parcel arrived	☐ In bag ☐ Unenclosed
Detailed statement of the facts	

Stamp of the reporting office
Signatures

Parcels, Hamburg 1984, art 129, para 2 — Size: 210 x 297 mm

Part II

Office completing part II	Date	Reference

Contents

☐ From the invoice ☐ From the customs declaration ☐ According to the addressee or sender

The contents have been examined in the presence of

☐ the addressee ☐ the sender

Contents established on examination

Contents damaged

Contents missing

Estimate of loss

☐ According to the addressee ☐ According to the sender

The loss is estimated at the amount of

Cause

The loss is due to

Subsequent treatment of the parcel

☐ After repacking and weighing, the item has been forwarded to its destination

New weight

☐ The contents have been destroyed by the undersigned office

☐ The packing is held here

☐ The addressee refuses the item ☐ The sender refuses the item

☐ The addressee has accepted the item ☐ The sender has accepted the item

Amount of indemnity claimed

Signature of the addressee or sender

Attestation. In witness whereof we have drawn up this report, a duplicate of which has been sent, with a verification note, to the authority shown below.

Authority to which the report should be sent

Signature of the postal officials	Signature of the customs officer

Postal administration of

CP 15

Office preparing statement

STATEMENT OF AMOUNTS DUE
Surface parcels

Office of exchange of destination of the mail	Date of statement	
Dispatching administration	Month	Year
Dispatching office of exchange of the mail	Quarter	Year

Amounts expressed in

☐ gold francs ☐ SDR

I. Credits due to the administration of destination from the CP 11 or CP 12 parcel bills (Use section a, b or c as appropriate)									II. Credits due to the dispatching administration from the CP 11 parcel bills	Observations
No of mails	a Number of parcels per weight step						b Total number of parcels	c Gross weight	Column 8 of form CP 11	Column 9 of form CP 11	
	< 1 kg	1–3 kg	3–5 kg	5–10 kg	10–15 kg	15–20 kg					
1	2	3	4	5	6	7	8	9	10	11	12
								kg			
Total per column											
Rates											
Amount per column											
Grand total of credits due											

Signature of the official in charge of the office preparing the statement

Parcels, Hamburg 1984, art 150, para 1, a — Size: 210 x 297 mm

☐ Administration of destination of parcels

STATEMENT OF AMOUNTS DUE
Air parcels

CP 15bis

Office of exchange of destination of the mail	Date of statement
Dispatching administration of parcels	Month / Year
Dispatching office of exchange of the mail	Quarter / Year

Amounts expressed in ☐ gold francs ☐ SDR

I. Credits due to the administration of destination from the CP 20 parcel bills (Use section a, b or c as appropriate)									II. Credits due to the dispatching administration from the CP 20 parcel bills		Observations
No of mails	a Number of parcels per weight step						b Total number of parcels	c Gross weight	Column 8 of form CP 20	Column 10 of form CP 20	Column 9 of form CP 20	Column 11 of form CP 20	
	< 1 kg	1–3 kg	3–5 kg	5–10 kg	10–15 kg	15–20 kg							
1	2	3	4	5	6	7	8	9	10	11	12	13	14
								kg					
Total per column													
Rates													
Amount per column													
Grand total of credits due													

Signature of the official in charge of the office of exchange of destination

Administration preparing account

CP 16

SUMMARIZED ACCOUNT
Statements (CP 15 and CP 15bis forms)
To be prepared in duplicate

Dispatching administration of parcels	Date of account	
	Month	Year
	Quarter	Year

Serial No	Office of exchange of destination	Amounts due according to each CP 15 and CP 15bis statement				Observations
		☐ Gold francs		☐ SDR		
		to administration preparing account		to dispatching administration		
1	2	3		4		5
Totals						
Less						
Credit balance			—		—	

Name of creditor administration

Administration preparing account Place, date and signature	Seen and accepted by the dispatching administration of the parcels Place, date and signature

☐ Administration of destination of CP 16 account

STATEMENT OF DIFFERENCES
observed in the summarized account (CP 16 form)
To be sent in duplicate

CP 17

Dispatching administration of CP 16 account	Date of statement Month / Year Quarter / Year

Serial number		Parcel mails			Amount in ☐ gold francs ☐ SDR		Credit due to the administration		Observations Use back if necessary
CP 17	CP 16	No	from	to	entered in account	corrected	of	of	
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									
5									

Administration of destination of the account
Place, date and signature

Seen and accepted by the dispatching administration of the account
Place, date and signature

Parcels, Hamburg 1984, art 150, para 4 — Size: 210 x 148 mm

GENERAL ACCOUNT

Corresponding administration	Date of account Quarter | Year Half year | Year

Exchange	Period	Balance of CP 16 accounts in favour of the		Observations
		administration preparing the account	corresponding administration	
1	2	3	4	5
Received by the administration preparing the account		☐ g fr ☐ SDR	☐ g fr ☐ SDR	
Sent by the administration preparing the account				
Totals				
Less				
	Name of creditor administration			
Credit balance				

Administration preparing the CP 18 account

Place, date and signature

DETAILED MONTHLY ACCOUNT
Customs, etc, charges

Debtor administration	Date of account Month | Year

Serial No	Date of payment	Number of franking note	Office which made the payment	Amount of each franking note ☐ g fr ☐ SDR		Observations
1	2	3	4	5		6
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total						

Creditor administration
Place, date and signature

Dispatching administration

AIR PARCEL BILL
Air parcels

CP 20 (Front)

Dispatching office of exchange	Date of departure	Time	Mail No

Office of exchange of destination	Number of receptacles in dispatch	Number of parcels comprising the dispatch
	Number of receptacles to be returned	☐ A C 27 note is attached to the mail
	No of the bill (if several parcels)	
	Flight	

Detailed entry

Amounts expressed in ☐ gold francs ☐ SDR

Number		Number of parcels	Office of origin	Place of destination[1]	Weight[2] of each insured parcel		Insured value	Land and sea rates payable		Air conveyance dues payable				Observations
serial	of parcel							by dispatching administration to receiving administration	by receiving administration to dispatching administration	by dispatching administration to receiving administration		by receiving administration to dispatching administration		
1	2	3	4	5	6		7	8		9		10		11		12
					kg	g										
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
Carried over from back			—	—	—		—									
Totals			—	—	—		—									

Bulk entry Enter parcels subject to inward rates
Use section a, b or c, as appropriate

a Number of parcels per weight step						b Total number of parcels	c Gross weight in kg
<1 kg	1–3 kg	3–5 kg	5–10 kg	10–15 kg	15–20 kg		

Stamp of the dispatching office of exchange Signature of the official	Stamp of the office of exchange of destination Signature of the official

[1] Not to be completed if the parcels are addressed to the same office as the parcel bill.
For parcels in transit à découvert, indicate place and country of destination.
[2] If necessary, this column may be used for entering the weight of uninsured parcels.

Parcels, Hamburg 1984, art 119, para 1 — Size: 210 x 297 mm

Number		Number of parcels	Office of origin	Place of destination[1]	Weight[2] of each insured parcel	Insured value	Land and sea rates payable		Air conveyance dues payable		Observations
serial	of parcel						by dispatching administration to receiving administration	by receiving administration to dispatching administration	by dispatching administration to receiving administration	by receiving administration to dispatching administration	
1	2	3	4	5	6	7	8	9	10	11	12
					kg g						
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
To be carried over to the front											

[1] Not to be completed if the parcels are addressed to the same office as the parcel bill.
For parcels in transit à découvert, indicate place and country of destination.

[2] If necessary, this column may be used for entering the weight of uninsured parcels.

TABLE CP 21
Air parcels

Date of table

Reference

The above-mentioned administration accepts, on the terms shown below, air parcels addressed to its own territory and in transit to countries for which it is in a position to serve as an intermediary.

Section A Information on the internal service

Questions	Answers
1 Does the administration preparing this table undertake to reforward air parcels by air in the interior of its country, on all or part of the journey?	☐ Yes ☐ No
2 If so, to which places? (In alphabetical order)	
3 Can air parcels addressed elsewhere be sent to these places at the request of the sender?	☐ Yes ☐ No

Section B Conditions for the internal service

Weight steps	Inward rates payable to the administration of destination ☐ g fr ☐ SDR		Observations
1	2		3
kg			

Section C Services to other countries

The amounts shown in column 5a cover the inward rates with which the administration of destination is to be credited. The amounts mentioned in column 5b cover the transit rates payable to the intermediate administration for air parcels in transit à découvert. When transit land rates, where land conveyance is used, or sea rates are to be allocated as well, the amounts must be shown in column 5b with an appropriate note. The total inward and transit rates to be allocated to the intermediate administration shall be shown in column 5c. Unless otherwise stated, the charges shown in column 7 shall be allocated compulsorily for all parcels. The amounts are expressed in ☐ gold francs ☐ SDR.

Country of destination	Routes	Air sectors used	Weight steps	Rates payable to the administration of			Total air conveyance dues by weight payable to the administration of		Observations
				Inward rates according to weight	Transit rates per parcel	Total columns a+b	as far as the country of destination	in the interior of the country of destination	
1	2	3	4	5a	5b	5c	6	7	8
			kg						

Creditor administration

CP 22

STATEMENT
Amounts due in respect of indemnity for postal parcels

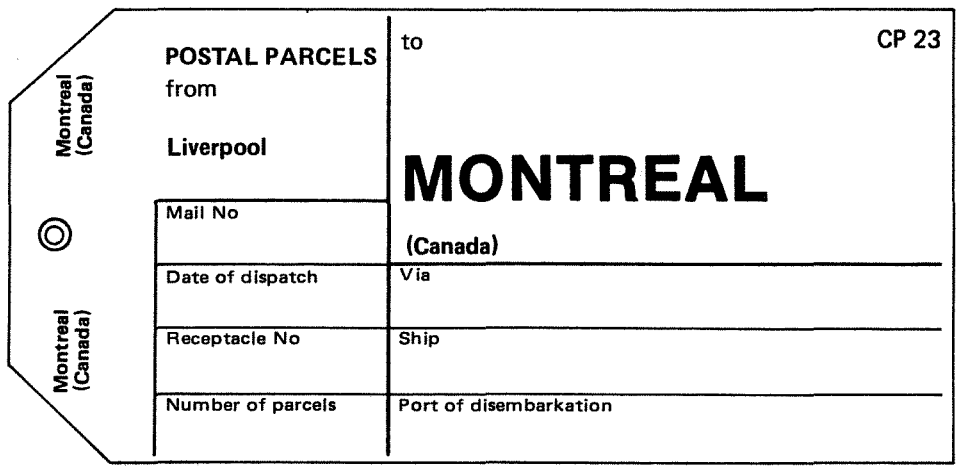
Debtor administration

Debtor administration	Notes. Compensation for postal parcels lost, damaged, sold, etc
	Month | Quarter | Year

Serial No	Postal parcels		Letters authorizing recoveries (No of statement, name of office, date, reference No of debtor administration)	Amount ☐ g fr ☐ SDR	
	Parcel No and office of origin	Destination			
1	2	3	4	5	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total (to be carried over to CP 16 summarized account)					

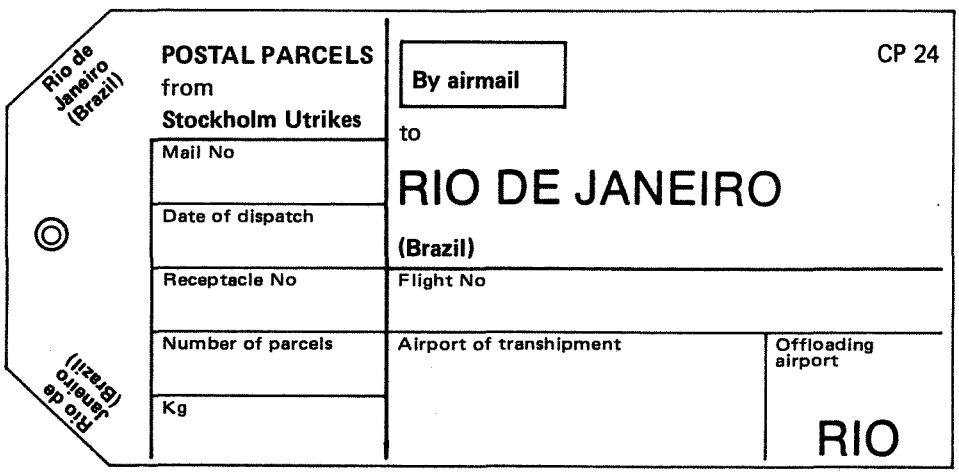
Any observations may be made in the blank space on the front or on the back of the form

Parcels, Hamburg 1984, art 150, para 9 — Size: 210 x 297 mm



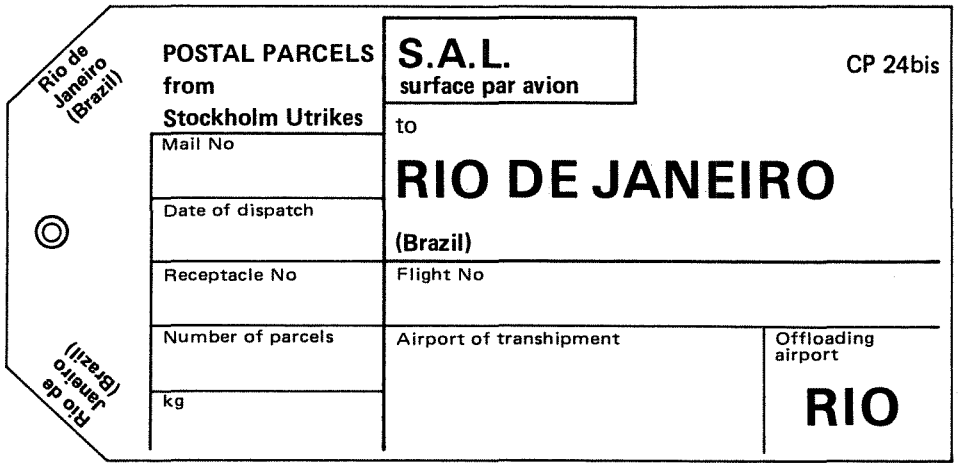
Parcels, Hamburg 1984, art 122, para 1, a –
Size: 125 x 60 mm or 148 x 52 mm, colour: yellow ochre

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



Parcels, Hamburg 1984, art 122, para 1, a –
Size: 125 x 60 mm or 148 x 52 mm, colour: yellow ochre

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



Parcels, Hamburg 1984, art 122, para 1, a —
Size: 125 x 60 mm or 148 x 52 mm, colour: yellow ochre

CP 25

STATEMENT OF CHARGES

Stamp of dispatching office of exchange

Administration of

Office of exchange of

Parcel No

Reason for return

☐ Unknown ☐ Refused ☐ Importation prohibited

☐ Gone away ☐ Unclaimed

	☐ g fr ☐ SDR	
Presentation-to-Customs charge		
Storage charge		
Return charge		
Redirection charge		
Non-postal fees		
Miscellaneous		
Total		

Parcels, Hamburg 1984, art 138, para 7 — Size: 105 x 148 mm

Money Orders and Postal Travellers' Cheques Agreement

Agreement
Detailed Regulations
— Forms
Final Protocol to the Detailed Regulations

MONEY ORDERS AND POSTAL TRAVELLERS' CHEQUES AGREEMENT

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MONEY ORDERS AND POSTAL TRAVELLERS' CHEQUES AGREEMENT

The undersigned plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, paragraph 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have, by common consent and subject to article 25, paragraph 3, of the Constitution, drawn up the following Agreement:

Section I

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the exchange of postal money orders, hereinafter called "money orders", and the postal travellers' cheques service that contracting countries agree to set up in their reciprocal relations.

Section II

Money orders

Chapter I

General provisions

Article 2

Methods of exchange

1 Money orders may be exchanged either by post or, if money order telegrams are accepted in relations between the countries concerned, by telegraph.

2 Exchange by post may be carried out by cards or lists, as administrations prefer. In the first case, the instruments shall be called "card money orders", and in the second "list money orders".

3 However, administrations may also reach agreement on a combined system of exchange if the internal organization of their respective services so requires. In this case, the exchange shall be effected by means of cards direct between post offices of one of the administrations and the office of exchange of the corresponding administration.

4 The money orders referred to in paragraphs 2 and 3 may be submitted to the country of destination on magnetic tape or any other medium agreed between the administrations. Administrations of destination may use their internal service forms to represent the money orders issued. The conditions of exchange shall then be fixed in special agreements adopted by the administrations concerned.

5 Exchange by telegraph may be done by telegraph card money orders or by telegraph list money orders, and both categories shall be called "telegraph money orders".

Chapter II

Issue of money orders

Article 3

Currency. Conversion

1 In the absence of special agreement, the amount of the money order shall be expressed in the currency of the paying country.

2 The issuing administration shall fix the conversion rate of its currency into that of the paying country.

Article 4

Maximum amount issued

1 The amount of a money order may not exceed the equivalent of 7000 francs (2286.83 SDR). However, each administration may set a lower maximum.

2 Exceptionally, no maximum shall be set for the money orders covered by article 7.

Article 5

Payment of funds. Receipt

1 Each administration shall determine the form in which the sender of a money order shall pay the funds to be transferred.

2 A receipt, bearing the number of the money order, shall be given gratis to the sender at the time the funds are paid.

Article 6

Charges

1 The issuing administration shall freely decide the charge to be collected at the time of issue. The amount of this charge may not exceed 45 francs (14.70 SDR).

2 To this principal charge, it shall add any charges pertaining to special services (request for advice of payment, for payment by express, etc).

3 Money orders exchanged between a contracting country and a non-contracting country through the intermediary of a country party to this Agreement may be subjected by the intermediary administration to an additional proportional charge of 1/4 percent, but not less than 2.50 francs (0.82 SDR) and not more than 5 francs (1.63 SDR), to be deducted from the amount of the order; however, this charge may be collected from the sender and allocated to the administration of the intermediary country if the administrations concerned have so agreed.

Article 7

Exemption from charges

Money orders relating to the postal service exchanged under the terms of article 15 of the Convention shall be exempt from all charges.

Article 8

Special provisions regarding the issue of telegraph money orders

1 Telegraph money orders shall be subject to the provisions of the Telegraph Regulations attached to the International Telecommunications Convention.

2 In addition to the postal charge, the sender of a telegraph money order shall pay the telegram charges including any charge for a personal message to the payee.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 9

Advice of payment. Express delivery. Payment to addressee only. Messages to the payee

1 The sender of a money order may ask to be notified of payment. Article 48, paragraph 1, of the Convention shall be applicable to advices of payment.

2 If the first advice of payment has not reached him within a normal time, the sender may make out a second on payment of the charge laid down. If the money order was paid before the second advice of payment was made out, the charge collected shall be refunded to the sender.

3 Subject to article 16, the sender of a money order may ask for the funds to be delivered at the place of address by express delivery immediately upon arrival of the money order; in that case, article 32 of the Convention shall be applicable.

4 In relations with countries which permit payment to the addressee only, the sender of a money order may request by an entry on the form that payment be made exclusively to, and against a personal receipt from, the addressee. Payment may be made to a specially appointed agent in accordance with the legal rules in force in the country of destination when the payee is incapable of moving or of giving a personal receipt. The sender requesting payment of a money order to the addressee only shall pay a special charge equal to that provided for in article 24, paragraph 1, t, of the Convention.

5 The back of the counterfoil or a specific part of the front thereof may be used for a personal message to the payee of the money order. On list money orders, only references shall be accepted.

Article 10

Withdrawal from the post. Alteration of address

The sender of a money order, under the conditions prescribed in article 33 of the Convention, may have it withdrawn from the service or have its address altered, so long as the instrument or the funds have not been delivered to the payee.

Article 11

Redirection

1 If a payee changes his address, any money order may be redirected by post or telegraph at the request of either the sender or the payee, within the limitations of the money order service which operates between the reforwarding country and the country of new destination. In this case, article 34, paragraphs 1 to 3, of the Convention shall be applicable by analogy.

2 In all cases, redirection shall be done by means of a new money order the charges for which, including any telegraph charges, shall be deducted from the amount of the reforwarded money order.

3 When the sender of a money order has requested advice of payment or payment to the addressee only, the money order may be redirected only if the new administration of destination accords such facilities.

4 In the event of redirection, article 34, paragraph 6, of the Convention shall be applicable with respect to the poste restante charge and the additional express charge.

Article 12

Endorsement

Any country may declare ownership of money orders from another country transferable by endorsement within its territory.

Chapter IV

Payment of money orders

Article 13

Duration of validity. Authorization to extend period of validity

1 The validity of money orders shall extend:
a as a general rule, until expiry of the first month following that of issue;
b upon agreement between the administrations concerned, until expiry of the third month following that of issue.

2 After that period, card money orders sent direct to the paying post offices shall be paid only if they bear an authorization to extend the period of validity *(visa pour date)* given at the request of the paying post office by the service designated by the issuing administration. List money orders and card money orders sent to offices of exchange in accordance with article 2, paragraph 3, may not be granted the authorization to extend the period of validity.

3 The authorization to extend the period of validity shall confer upon card money orders, starting from the day it is granted, a new validity whose duration shall be the same as that which a money order issued on the same day would have.

4 If non-payment before expiry of validity is not due to a service error, an "authorization to extend the period of validity" charge, equal to that provided for in article 24, paragraph 1, o, of the Convention, may be collected.

Article 14

Maximum amount on payment

1 In the absence of special agreement, the maximum amount of the money orders payable in a country shall be the same as that adopted by the administration of that country for issue.

2 When a single sender has had several money orders issued on the same day to the order of the same payee for a total amount exceeding the maximum adopted by the paying administration, the latter shall be authorized to space out the payment of the instruments so that the sum paid to the payee on a single day shall not exceed this maximum.

Article 15

General rules for payment of money orders

1 Money orders shall be paid according to the regulations of the paying country.

2 The amount of the money orders shall be paid to the payee in the legal currency of the paying country; it may be paid in any other currency following special agreement between the corresponding administrations.

3 Payment may validly be made by inpayment to a postal giro account, in accordance with the regulations in force in the paying administration.

4 After advising the administrations concerned, the paying administration may, if its legislation so requires, either ignore fractions of currency units or round the amount off to the nearest currency unit or tenth part thereof.

Article 16

Express delivery

If the sender has requested payment by express delivery, the paying administration may deliver by this means either the funds, or the instrument itself, or an advice of arrival of the money order, in so far as provided by its regulations.

Article 17

Charges collectable from the payee

The following charges may be collected from the payee:

a a delivery charge, when payment is made at the place of address;
b the charge for payment authorization laid down in article 20, paragraph 5;
c if appropriate, the charge for authorization to extend the period of validity provided for in article 13, paragraph 4;
d the charge laid down in article 24, paragraph 1, e, of the Convention, when the money order is addressed poste restante.

Article 18

Special provisions regarding payment of telegraph money orders

1 Telegraph money orders shall always be delivered as laid down in article 16.

2 When funds are delivered to the address by express delivery, the paying administration may collect a special charge for this.

3 Delivery of an advice of arrival or of the instrument itself shall be made without charge to the payee; however, if his place of address is outside the local delivery area of the paying office, the express charge may be collected from the payee.

Chapter V

Unpaid money orders. Payment authorizations

Article 19

Unpaid money orders

1 Any refused money order or any money order whose payee is unknown or has gone away without leaving a forwarding address or gone to a country to which it cannot be redirected shall be returned immediately to the issuing administration.

2 Any money order for which payment is not claimed within the validity period shall be returned immediately upon expiry of such period or, if the money order has been delivered to the payee, upon presentation at the paying office.

3 Any money order unpaid for any cause whatsoever shall be refunded to the sender.

4 Article 34, paragraph 6, of the Convention shall be applicable to the poste restante charge and the additional express charge.

Article 20

Payment authorization

1 Any card money order mislaid, lost or destroyed before payment may be replaced at the request of the sender or the payee by a payment authorization obtained from the issuing administration.

2 When the sender and the payee simultaneously request, one the refund and the other the payment of the money order, the authorization shall be made out:

a to the order of the sender when the request is made before delivery of the money order or of the advice of arrival to the payee;

b to the order of the payee when the request is made after delivery of the money order or of the advice of arrival.

3 A payment authorization shall also be obtained when a conversion error attributable to the issuing office necessitates a supplementary payment to the payee.

4 The validity period of a payment authorization shall be the same as that for a money order issued on the same day.

5 If no service error was committed, a "payment authorization" charge equal to that prescribed in article 24, paragraph 1, o, of the Convention may be collected from either the sender or the payee, except if the charge has already been collected for the inquiry form or the advice of payment.

Article 21

Stale money orders

Sums converted into money orders whose amount has not been claimed before prescription shall be permanently acquired by the administration of the issuing country. The prescription period shall be set by the legislation of the said country.

Chapter VI

Liability

Article 22

Principle and extent of liability

1 Postal administrations shall be liable for the sums paid in until such time as the money orders have been duly paid.

2 Liability shall extend to errors of conversion and telegraphic transmission errors.

3 Administrations shall assume no liability for delays which may occur in the transmission and payment of money orders.

Article 23

Exceptions to the principle of liability

Postal administrations shall be relieved of all liability:

a when, owing to the destruction of official records by force majeure, they cannot account for the payment of a money order, unless proof of their liability is otherwise produced;

b upon expiry of the prescription period referred to in article 21;

c in the case of a dispute as to the validity of a payment, upon expiry of the period prescribed in article 42, paragraph 1, of the Convention.

Article 24

Determination of liability

1 Subject to paragraphs 2 to 5 below, liability shall rest with the issuing administration.

2 Liability shall rest with the paying administration if it cannot establish that payment was made under the terms prescribed in its regulations.

3 Liability shall rest with the postal administration of the country where the error occurred:

a if it is a service error, including an error of conversion;

b if it is an error in telegraphic transmission occurring within the issuing country or the paying country.

4 Liability shall rest with the issuing administration and the paying administration equally:

a if the error is attributable to both administrations or if it is not possible to establish in which country the error occurred;

b if an error in telegraphic transmission occurs in an intermediary country;

c if it is not possible to establish the country in which such error of transmission occurred.

5 Subject to paragraph 2, liability shall rest:

a in the case of payment of a spurious money order, with the administration of the country on whose territory the money order was introduced into the service;

b in the case of payment of a money order whose amount has been increased fraudulently, with the administration of the country in which the money order was falsified; however, the loss shall be borne equally by the issuing and paying administrations when it is not possible to establish the country in which the falsification occurred or when it is not possible to obtain compensation for a falsification committed in an intermediary country which does not participate in the money order service on the basis of this Agreement.

Article 25

Refund of amounts owing. Recourse

1 The obligation to indemnify the claimant shall rest with the paying administration if the funds are to be delivered to the payee; it shall rest with the issuing administration if they are to be repaid to the sender.

2 Whatever the reason for the refund, the amount refunded may not exceed that paid in.

3 The administration which indemnified the claimant shall have the right of recourse against the administration responsible for the incorrect payment.

4 The administration which finally bore the loss shall have the right of recourse, up to the amount paid, against the sender, against the payee or against third parties.

Article 26

Time allowed for payment

1 Payment of amounts owing to the claimant shall be made as soon as possible, within a maximum period of six months from the day following the day of inquiry.

2 The administration which, according to article 25, paragraph 1, shall indemnify the claimant may, exceptionally, postpone payment beyond that period if, despite every effort made in the investigation of the matter, the said period is not sufficient to establish liability.

3 The administration to which the claim has been made shall be authorized to indemnify the claimant on behalf of the administration which was liable when the latter, although duly informed, has allowed five months to pass without finally settling the claim.

Article 27

Reimbursement of the administration that paid the indemnity

1 The administration on whose behalf the claimant was indemnified shall reimburse the administration which made the payment the amount of its disbursement within four months of dispatch of the advice of payment.

2 This reimbursement shall be made without charge for the creditor administration:

a by one of the payment procedures outlined in article 103, paragraph 6, of the Detailed Regulations of the Convention;

b subject to agreement, by an entry to the credit of the administration of that country in the money order account.

3 After the four-month period, the amount due to the creditor administration shall be chargeable with interest at the rate of 6 percent per annum, reckoned from the date of expiry of that period.

Chapter VII

Accounting

Article 28

Remuneration of the paying administration

1 The issuing administration shall allocate to the paying administration for each money order paid a remuneration the rate of which shall be fixed, on the basis of the average amount of the card money orders included in one and the same monthly account, at:

- 2.00 francs (0.65 SDR) up to 200 francs (65.34 SDR);
- 2.50 francs (0.82 SDR) over 200 francs (65.34 SDR) and up to 400 francs (130.68 SDR);
- 3.00 francs (0.98 SDR) over 400 francs (130.68 SDR) and up to 600 francs (196.01 SDR);
- 3.70 francs (1.21 SDR) over 600 francs (196.01 SDR) and up to 800 francs (261.35 SDR);
- 4.50 francs (1.47 SDR) over 800 francs (261.35 SDR) and up to 1000 francs (326.69 SDR);
- 5.30 francs (1.73 SDR) over 1000 francs (326.69 SDR).

2 The remuneration due to the paying administration in respect of each monthly account shall be determined as follows:

a the rate of remuneration in SDRs to be applied for each money order paid shall be determined after conversion into SDRs of the average amount of the money orders on the basis of the average value of the SDR in the currency of the paying country as laid down in the Convention, Detailed Regulations, article 104;

b the total amount in SDRs obtained for remuneration in respect of each account shall be converted into the currency of the paying country on the basis of the actual value of the SDR operative on the last day of the month to which the account relates.

3 However, the administrations concerned may, at the request of the paying administration, agree on a higher remuneration than that which is fixed in paragraph 1 when the charge collected on issue is higher than 25 francs (8.17 SDR).

4 Inpayment money orders and money orders issued free of charge shall give rise to no remuneration.

5 For list money orders, over and above the remuneration provided for in paragraph 1, a supplementary remuneration of 50 centimes (0.16 SDR) shall be allocated to the paying administration. Paragraph 3 shall apply by analogy to list money orders.

6 The issuing administration shall allocate to the paying administration a supplementary remuneration of 0.40 francs (0.13 SDR) for each money order paid to the addressee only.

7 In cases of reforwarding, the administration of the country of new destination shall receive the remuneration that would have been due to it if it had been the administration of the country of initial destination.

Article 29

Preparation of accounts

1 Each paying administration shall prepare for each issuing administration a monthly account of the sums paid for card money orders or a monthly account of the amount of the lists received during the month for list money orders; the monthly accounts shall be incorporated, periodically, in a general offset account giving rise to the determination of a balance.

2 Where the combined system of exchange provided for in article 2, paragraph 3, applies, each paying administration shall prepare a monthly account of the sums paid if money orders are sent direct from the issuing administration to its paying offices or a monthly account of the amount of the money orders received during the month if money orders are sent from the post offices of the issuing administration to its office of exchange.

3 When money orders have been paid in various currencies, the lower credit shall be converted into the currency of the higher credit, using as a conversion basis the average official rate of exchange in the country of the debtor administration during the period to which the account pertains; this average rate shall be invariably calculated to four decimal places.

4 The settlement of accounts may also be made on the basis of monthly accounts, without offsetting.

Article 30

Settlement of accounts

1 In the absence of special agreement, payment of the balance of the general account or the amount of monthly accounts shall be made in the currency that the creditor administration uses for payment of money orders.

2 Any administration may maintain with the administration of the corresponding country a credit from which the sums due shall be deducted.

3 Any administration which finds another administration overdrawn by a sum exceeding the limits fixed by the Regulations may ask for a payment on account.

4 In cases of non-payment within the periods fixed by the Regulations, sums due shall be chargeable with interest at the rate of 6 percent per annum, reckoned from the date of expiry of those periods to the day of payment.

5 No unilateral measure, such as a moratorium, prohibition of transfer, etc, may interfere with the implementation of the provisions of this Agreement and its Detailed Regulations on the preparation and settlement of accounts.

Chapter VIII

Miscellaneous provisions

Article 31

Offices participating in the exchange

Postal administrations shall take all necessary measures to ensure, so far as possible, the payment of money orders in all localities of their countries.

Article 32

Participation of non-postal organizations

1 Countries in which the money order service is provided by non-postal organizations may participate in the exchange governed by the provisions of this Agreement.

2 Such organizations shall come to an agreement with the postal administration of their country to ensure full implementation of all clauses of the Agreement; the postal administration shall act as their intermediary in their relations with the postal administrations of the other contracting countries and with the International Bureau.

Article 33

Prohibition of fiscal or other fees

Money orders and the receipts given on money orders may not be subjected to any charge or fee other than those authorized by this Agreement.

Section III

Inpayment money orders

Article 34

Nature of inpayment money orders

The sender of a money order may, as a substitute for payment in cash, request entry of the amount to the credit of the postal giro account of the payee, if the regulations of the country of destination permit.

Article 35

General provisions

1 Subject to articles 36 to 39, inpayment money orders shall be governed by the provisions laid down for money orders in this Agreement.

2 An administration which has not yet set up a giro service may participate in the issue of inpayment money orders.

Article 36

Maximum amount issued

The amount on inpayment money orders shall be unlimited. However, each administration may limit the total amount of the inpayment money orders that any depositor may order either in one day or during a specified period.

Article 37

Charges

1 The issuing administration shall freely decide the charge to be collected at the time of issue. This charge, which it shall retain in its entirety, shall be lower than the charge for a money order of the same amount.

2 To this principal charge it shall add any charges pertaining to special services (request for advice of entry to the credit of the payee's postal giro account, etc).

Article 38

Advice of entry

In relations between countries whose administrations have so agreed, the depositor may ask for an advice of entry to the credit of the payee's account. Article 48 of the Convention shall apply to advices of entry.

Article 39

Prohibitions

1 Reforwarding of an inpayment money order to another country of destination shall not be permitted.

2 Notwithstanding article 12, endorsement shall not be permitted for inpayment money orders.

Section IV

Postal travellers' cheques

Chapter I

General provisions and issue

Article 40

Definition. Cheque books

1 Postal travellers' cheques shall be instruments which may be issued and paid by the postal administrations of contracting countries on the basis of the provisions of this Agreement.

2 They shall be issued in books.

Article 41

Currency. Maximum amount. Conversion

1 Each cheque shall be made out, in the currency of the country of payment for a fixed sum equivalent to approximately 50, 100, 200 or 500 francs (respectively 16.33, 32.67, 65.34 or 163.35 SDR) as determined by agreement between the postal administrations concerned.

2 In special cases, the cheques may be made out in a currency other than that of the country of payment or for a sum appreciably different from any of the equivalents stated in paragraph 1.

3 The issuing administration shall fix the conversion rate of its currency into that of the paying country.

4 A book shall contain not more than ten cheques; each book may contain cheques of different amounts.

Article 42

Charge

The issuing administration shall freely decide on the charge to be collected upon issue.

Article 43

Selling price

The issuing administration may collect, in addition to the value of the cheques and in addition to the charges, a sum corresponding to the cost of the cheques, their covers and the work involved in making up the books.

Chapter II

Payment of cheques

Article 44

Validity of cheques. Payment of funds

1 The cheques shall be valid for twelve months from the day of issue; months shall be counted from nth to nth, whatever the number of days in them.

2 When the paying service does not have sufficient funds, it may suspend payment of the cheques until such time as it has been able to procure the means of payment.

3 Ownership of books and cheques shall not be transferable by means of endorsement or cession; books and cheques may not be pledged.

Article 45

Stop orders

Subject to the application of the legislation of their country, administrations may not act on requests to stop the payment of a properly issued cheque.

Chapter III

Claims. Liability. Accounts

Article 46

Claims and liability

1 No claim may be instigated against the issuing administration unless the book is produced.

2 In case of the loss of a book or cheques, the claimant shall, in order to obtain reimbursement of the corresponding amounts, show proof to the issuing administration that he has requested delivery of a book of cheques and paid the total corresponding amount.

3 This administration may then proceed to make the repayment within a period which may not exceed the period of validity by six months and after satisfying itself that the instruments declared to be lost have not been paid.

4 Administrations shall not be liable for the consequences which may be caused by the loss, fraudulent removal or fraudulent use of books or cheques.

Article 47

Remuneration of the paying administration. Preparation of accounts

1 The issuing administration shall allocate to the paying administration a standard remuneration of 1 franc (0.33 SDR) per cheque paid.

2 The account of the amounts paid for cheques shall be prepared monthly at the same time as the account of the amounts paid for money orders.

Section V

Final provisions

Article 48

Application of this Agreement to postal travellers' cheques

Section II of this Agreement shall apply to postal travellers' cheques in all cases not expressly governed by section IV.

Article 49

Application of the Convention

The Convention shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

Article 50

Exception to the application of the Constitution

Article 4 of the Constitution shall not apply to this Agreement.

Article 51

Conditions for approval of proposals concerning this Agreement and its Detailed Regulations

1 To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations must be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress shall be present at the time of voting.

2 To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations must obtain:

a unanimity of votes, if they involve the addition of new provisions or amendments to articles 1 to 10, 11, paragraph 4, 12 to 14, 15, paragraphs 1, 2 and 4, 16 to 18, 19, paragraph 4, 20, paragraph 5, 22 to 30, 33, and 48 to 52 of this Agreement and 102 to 106, 110, 117, 120, 122, 125, 130 to 136, 140, paragraph 1, and 161 of its Detailed Regulations;

b two thirds of the votes, if they involve amendments to provisions of this Agreement other than those mentioned under a and c, and of articles 107 to 109, 111, 113, 116, 118, 119, 123, 124, 126, 128, 137, 141 and 142 to 148 of its Detailed Regulations;

c a majority of the votes, if they involve amendments to article 20, paragraph 3, of the Agreement and other articles of the Detailed Regulations or interpretation of the provisions of this Agreement and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

Article 52

Entry into force and duration of the Agreement

This Agreement shall come into force on 1 January 1986 and shall remain in operation until the entry into force of the Acts of the next Congress.

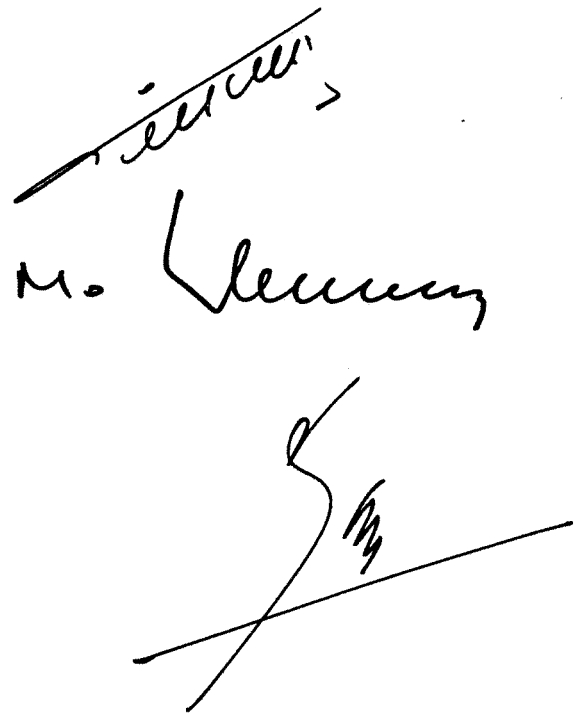
In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original which shall be deposited in the archives of the Government of the Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Hamburg, 27 July 1984.

See signatures below.

Pour LA RÉPUBLIQUE DÉMOCRATIQUE D'AFGHANISTAN:

Pour LA RÉPUBLIQUE ALGÉRIENNE DÉMOCRATIQUE ET POPULAIRE:



Pour LA RÉPUBLIQUE POPULAIRE SOCIALISTE D'ALBANIE:

Pour LA RÉPUBLIQUE FÉDÉRALE
D'ALLEMAGNE:

Pour LA RÉPUBLIQUE POPULAIRE
D'ANGOLA:

Pour LE ROYAUME DE L'ARABIE
SAOUDITE:

Pour LES ÉTATS-UNIS D'AMÉRIQUE:

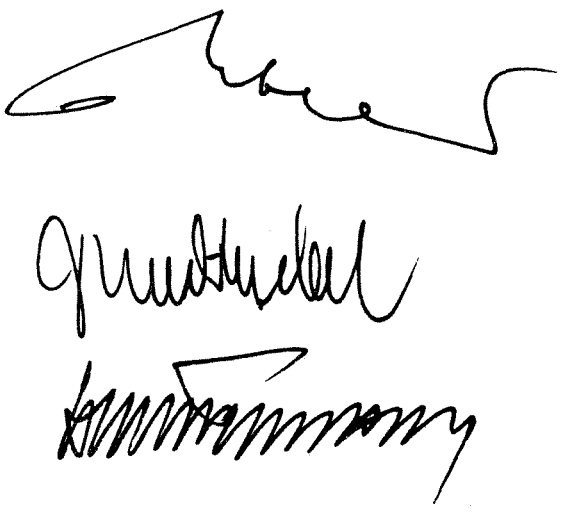
Pour LA RÉPUBLIQUE ARGENTINE:

Pour L'AUSTRALIE:

Pour LE COMMONWEALTH DES BAHAMAS:

Pour L'ÉTAT DE BAHRAIN:

Pour LA RÉPUBLIQUE D'AUTRICHE:



Pour LA RÉPUBLIQUE POPULAIRE DU BANGLADESH:

Pour BARBADE:

Pour LA BELGIQUE:

Pour BELIZE:

Pour LA RÉPUBLIQUE POPULAIRE DU BÉNIN:

S. C. HOUNDADJO

J. ALINDÉ

Pour LE ROYAUME DE BHOUTAN:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE DE BIÉLORUSSIE:

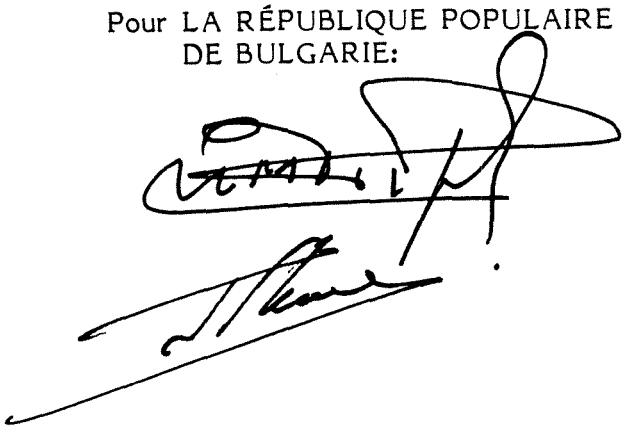
Pour LA RÉPUBLIQUE SOCIALISTE DE L'UNION DE BIRMANIE:

Pour LA RÉPUBLIQUE DE BOLIVIE:

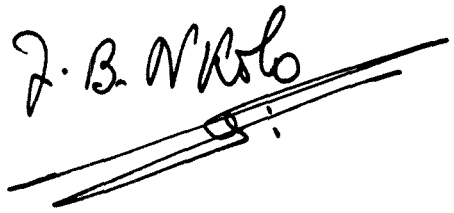
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Pour LA RÉPUBLIQUE POPULAIRE DE BULGARIE:

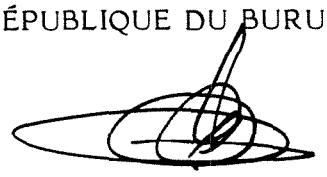


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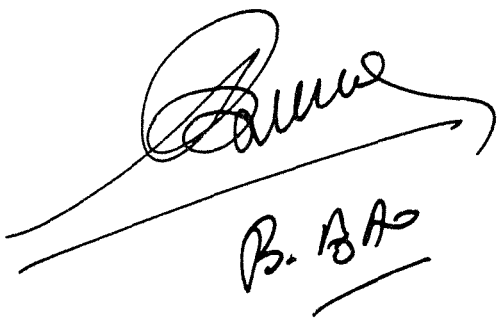
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Pour LA RÉPUBLIQUE DU BURUNDI:

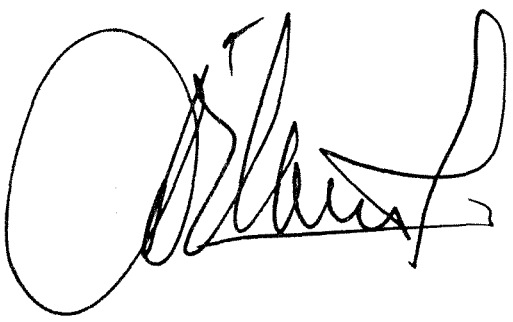


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Pour LA RÉPUBLIQUE CENTRAFRICAINE:



Pour LE CHILI:



Pour LA RÉPUBLIQUE POPULAIRE DE CHINE:

Pour LA RÉPUBLIQUE DE CHYPRE:

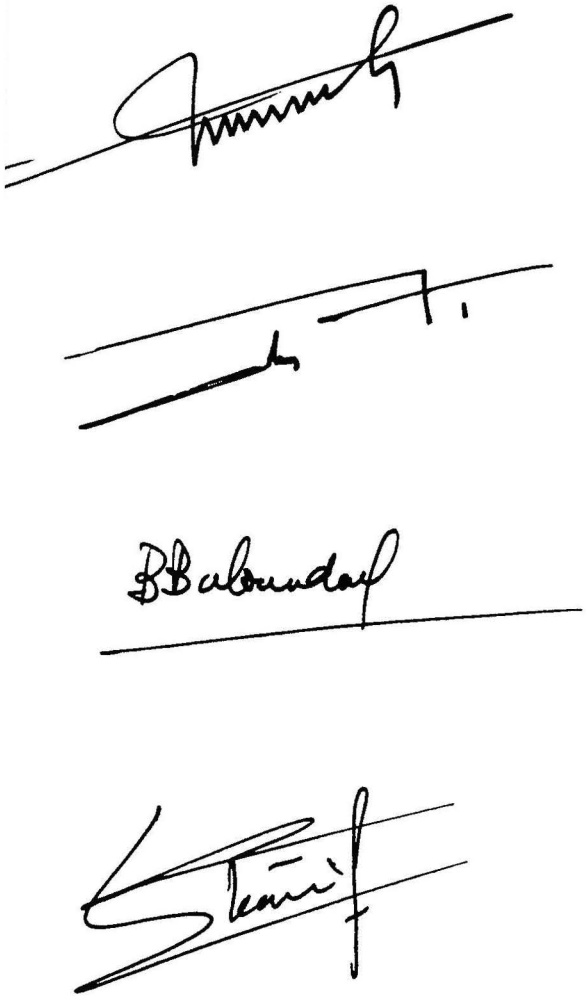


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Pour LA RÉPUBLIQUE POPULAIRE DU CONGO:



Pour LA RÉPUBLIQUE DE CORÉE:



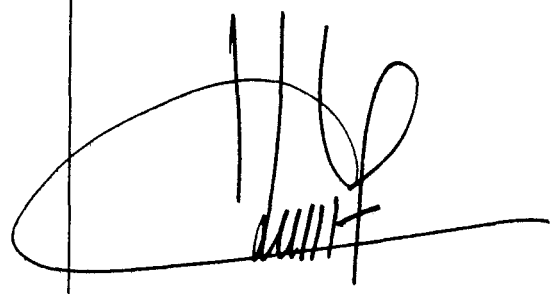
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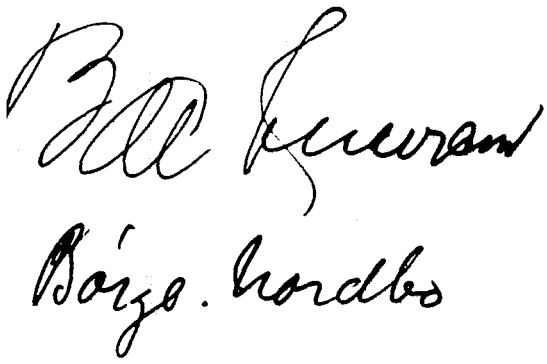


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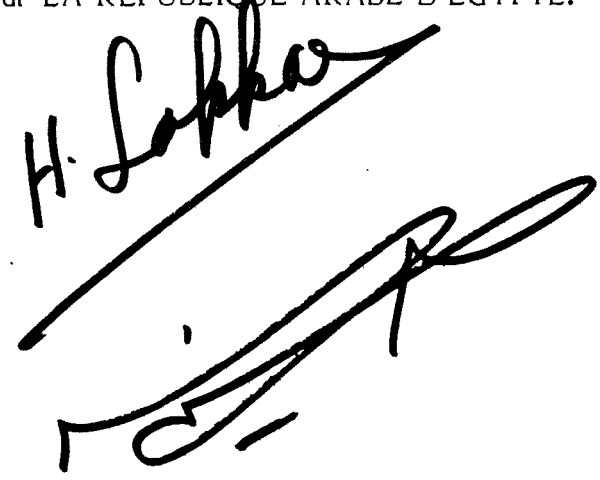
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Pour LA RÉPUBLIQUE DOMINICAINE:

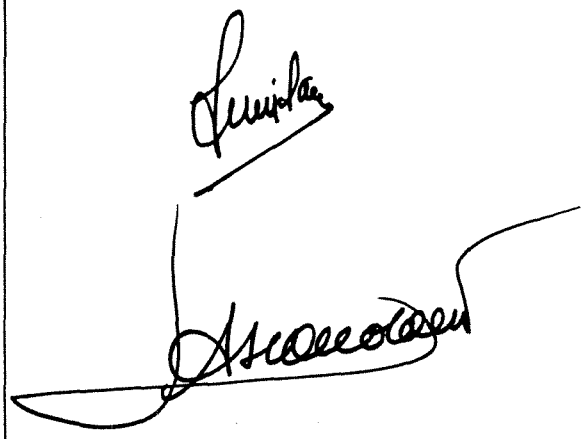
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Pour L'ESPAGNE:



Pour LES ÉMIRATS ARABES UNIS:

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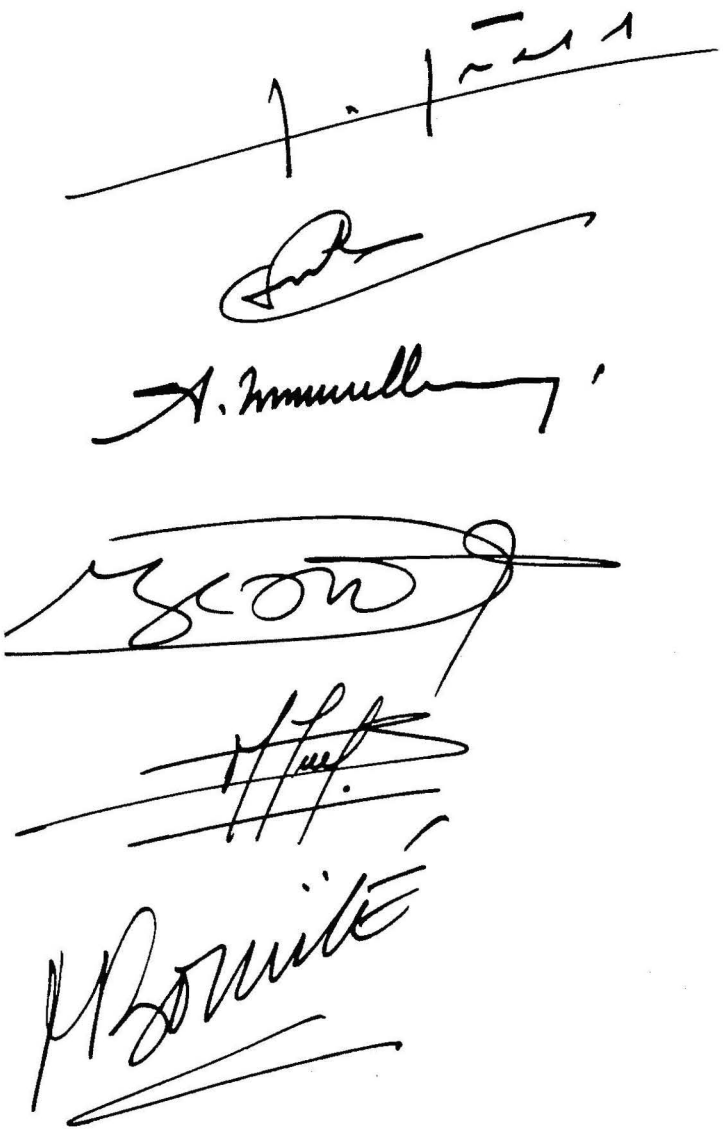
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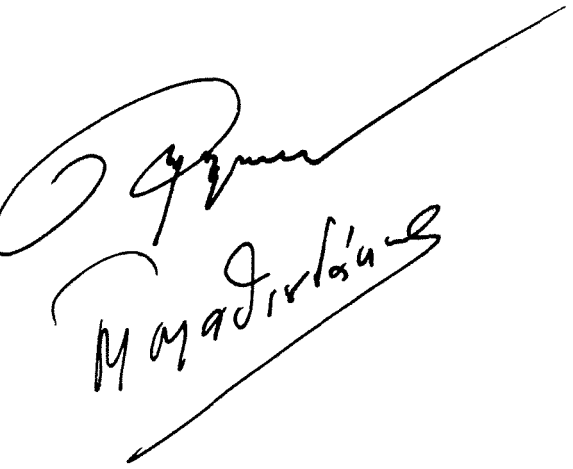
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Pour LA GRÈCE:



Pour GRENADE:

Pour LA RÉPUBLIQUE DU GUATÉMALA:

Pour LA RÉPUBLIQUE DE GUINÉE:



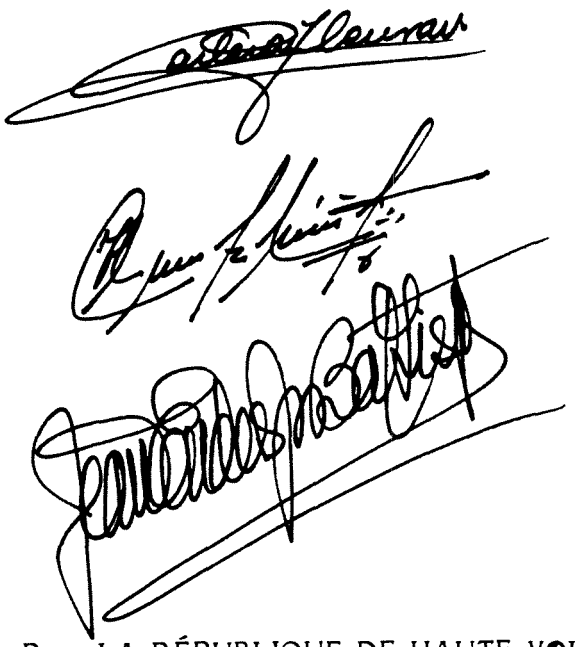
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Pour LA RÉPUBLIQUE DE GUINÉE ÉQUATORIALE:

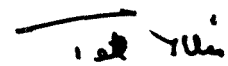
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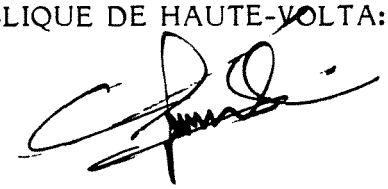


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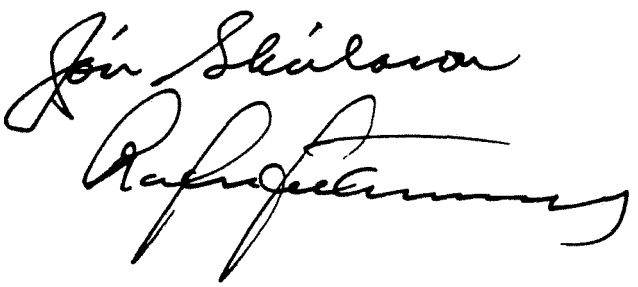


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Pour L'IRLANDE:

Pour LA RÉPUBLIQUE D'ISLANDE:



Pour ISRAËL:

Pour (AL) JAMAHIRIYA ARABE LIBYENNE POPULAIRE SOCIALISTE:

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Pour L'ITALIE:

Pour LE JAPON:

Pour KAMPUCHEA DÉMOCRATIQUE:

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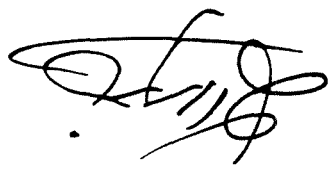
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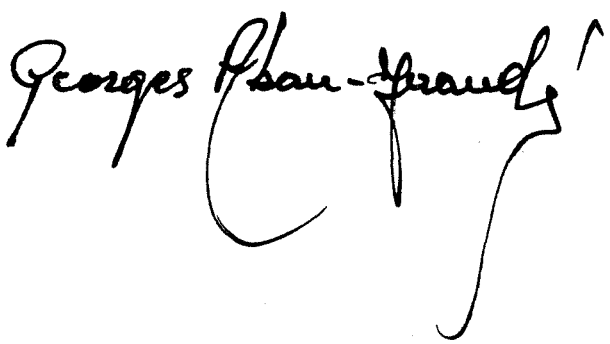
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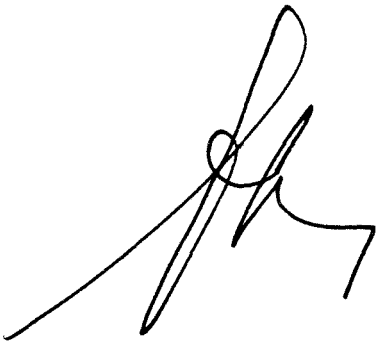


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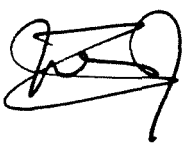


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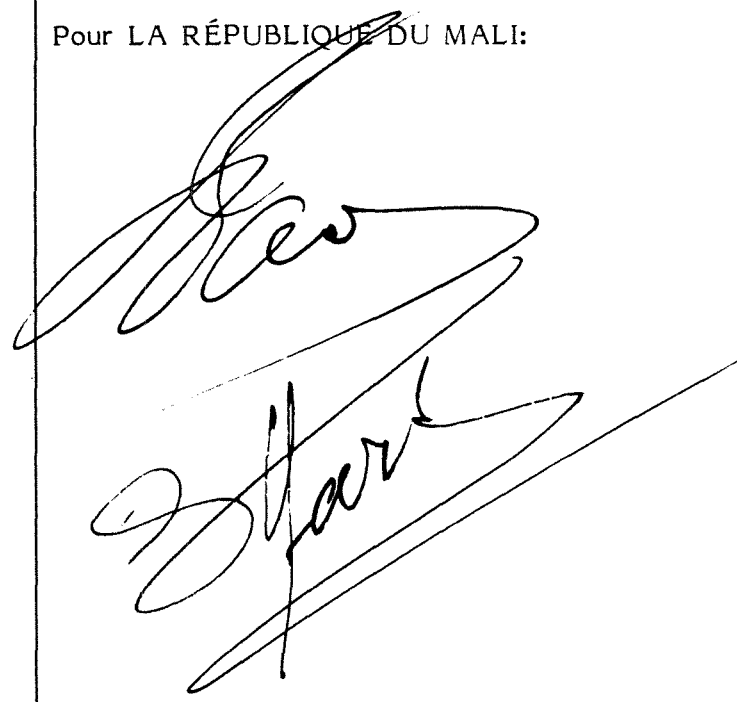




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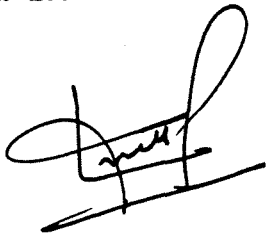
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Pour LE NÉPAL:

Pour LA RÉPUBLIQUE DU NICARAGUA:

Pour LA RÉPUBLIQUE POPULAIRE DE MONGOLIE:

Pour LA RÉPUBLIQUE POPULAIRE DU MOZAMBIQUE:

Pour LA RÉPUBLIQUE DU NIGER:



Pour LA RÉPUBLIQUE FÉDÉRALE DE NIGÉRIA:

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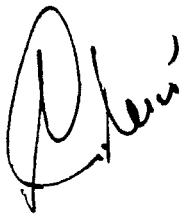
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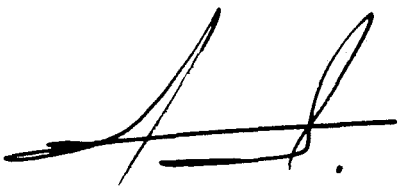
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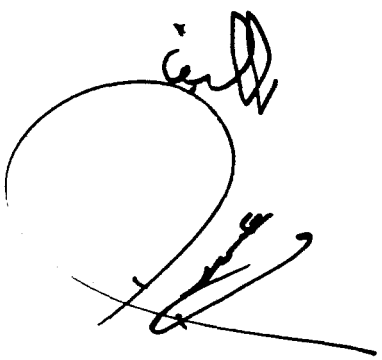
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Pour L'ÉTAT DE QATAR:



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Pour LA RÉPUBLIQUE POPULAIRE DÉMOCRATIQUE DE CORÉE:

Pour LA RÉPUBLIQUE SOCIALISTE DE ROUMANIE:

Pour LA RÉPUBLIQUE RWANDAISE:

Pour SAINTE-LUCIE:

Pour LES ÎLES SALOMON:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE
DE SAO TOMÉ-ET-PRINCIPE:

Pour LA RÉPUBLIQUE DE SAINT-MARIN:

Pour LA RÉPUBLIQUE DU SÉNÉGAL:

(A. GUEYE)

Pour SAINT-VINCENT-ET-GRENADINES:

Pour LA RÉPUBLIQUE DES SEYCHELLES:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE DU SOUDAN:

Pour LA RÉPUBLIQUE DE SIERRA LEONE:

Pour LA RÉPUBLIQUE SOCIALISTE DÉMOCRATIQUE DE SRI LANKA:

Pour SINGAPOUR:

Pour LA SUÈDE:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE DE SOMALIE:

Pour LA CONFÉDÉRATION SUISSE:



Pour LE ROYAUME DU SWAZILAND:

Pour LA RÉPUBLIQUE ARABE SYRIENNE:

M. DALLOUL

Pour LA RÉPUBLIQUE DU SURINAME:



Pour LA RÉPUBLIQUE UNIE DE TANZANIE:

Pour LA THAÏLANDE:

Pour LA RÉPUBLIQUE TOGOLAISE:

Pour LA RÉPUBLIQUE DU TCHAD:

Pour LA RÉPUBLIQUE SOCIALISTE TCHÉCOSLOVAQUE:

Pour LE ROYAUME DES TONGA:

Pour LA RÉPUBLIQUE DE TRINITÉ-ET-TOBAGO:

Pour LA TUNISIE:

Pour LA TURQUIE:

Pour TUVALU:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE D'UKRAINE:

Pour L'UNION DES RÉPUBLIQUES SOCIALISTES SOVIÉTIQUES:

Pour LA RÉPUBLIQUE ORIENTALE
DE L'URUGUAY:

Pour LA RÉPUBLIQUE DE VANUATU:

Pour L'ÉTAT DE LA CITÉ DU VATICAN:

Pour LA RÉPUBLIQUE DE VÉNÉZUÉLA:

Pour LA RÉPUBLIQUE SOCIALISTE
DU VIÊT NAM:

Pour LA RÉPUBLIQUE ARABE DU YÉMEN:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE DU YÉMEN:

Pour LA RÉPUBLIQUE SOCIALISTE FÉDÉRATIVE DE YOUGOSLAVIE:

Pour LA RÉPUBLIQUE DU ZAÏRE:

Pour LA RÉPUBLIQUE DE ZAMBIE:

Pour LE ZIMBABWE:

DETAILED REGULATIONS OF THE MONEY ORDERS AND POSTAL TRAVELLERS' CHEQUES AGREEMENT

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ANNEXES: FORMS

DETAILED REGULATIONS OF THE MONEY ORDERS AND POSTAL TRAVELLERS' CHEQUES AGREEMENT

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Money Orders and Postal Travellers' Cheques Agreement.

Part I

Preliminary provisions

Article 101

Information to be supplied by administrations

1 Each administration shall transmit to the other administrations, through the intermediary of the International Bureau, the following information:

a Money order service

- i a list showing the countries with which it exchanges postal money orders and inpayment money orders and the agreed systems of exchange on the basis of the Agreement;
- ii either a list of offices that it authorizes to issue and pay money orders or the notice that all its offices participate in this service;
- iii if appropriate, notice that it takes part in the exchange of telegraph money orders;
- iv the maximum amount adopted for issue and payment;
- v the currency in which the amount of the money orders addressed to its country shall be expressed;
- vi the charge collected on money orders issued;
- vii either the method of indicating this charge, or the advice that this charge is not indicated;
- viii if appropriate, the charges collected for payment at the place of address, poste restante, authorization to extend the period of validity, inquiry, and payment authorization, respectively;
- ix the duration of the period after which its legislation permanently assigns to the State the amount of the money orders whose payment has not been claimed;
- x the special charge for delivery of funds by express (telegraph money orders);
- xi its decision with respect to the possibility, in its country, of transferring or not transferring ownership of money orders by means of endorsement;
- xii a copy of the money order forms it uses, unless money orders are exchanged by means of lists;
- xiii the spelling, in the official language of its country, of the numbers 1 to 1000 to be used to express the sums to be entered on money orders;
- xiv a list of countries not participating in the Agreement for which it can serve as intermediary for the exchange of money orders;
- xv the service to which inquiries, requests for withdrawal from the post and alteration of address and requests for authorization to extend the period of validity shall be transmitted (central administration, exchange office or other specifically designated office);

b Postal travellers' cheques
- i a list of the countries with which it exchanges postal travellers' cheques on the basis of the Agreement;
- ii either a list of the offices that it authorizes to issue and pay cheques or the notice that all its offices participate in the service;
- iii the amount, in the currency of the countries for which the cheques are drawn, of each postal travellers' cheque;
- iv the charges collected on cheques issued.

2 Any amendment to the information mentioned above shall be notified without delay.

3 Administrations may agree to inform one another of the conversion rates that they apply upon issue in their reciprocal relations and any changes made in those rates.

4 If the amount of the money orders is expressed in a currency other than that of the paying country, the administration of that country may agree to communicate the conversion rate which it applied at the time of payment to the payee and any changes made in those rates.

Article 102

Application of the Detailed Regulations of the Convention

In all cases not expressly governed by these Regulations the provisions of the Detailed Regulations of the Convention shall be applicable, particularly those of the following articles:

a article 135, "Advice of delivery";

b article 138, "Express items";

c articles 144 and 145, "Withdrawal from the post. Alteration of address", supplemented by articles 110 and 125 of these Regulations.

Article 103

Forms for the use of the public

For the purpose of applying article 10, paragraph 4, of the Convention, the following shall be considered forms for the use of the public:

MP 1 (International money order).
MP 1bis (Photo-readable international money order).
MP 4 (Inquiry concerning an international money order).
MP 10 (Postal travellers' cheque).
MP 11 (Book of postal travellers' cheques).
MP 12 (International money order for machine handling).
MP 12bis (Photo-readable international money order for machine handling).
MP 16 (International inpayment money order).

Part II

Money orders

Section I

Card money orders

Chapter I

Issue. Transmission

Article 104

Card money order forms

1 Card money orders shall be drawn up on a form made of:
- either strong pink cardboard conforming to the annexed specimen MP 1,
- or strong paper with a white ground, printed in pink and conforming to the annexed specimen MP 1bis. The lower part of this form shall have a blank reading area of dimensions conforming to this specimen.

2 Administrations which agree to grant certain facilities to bulk posters of money orders may authorize them to use forms conforming to either the annexed specimen MP 12 or the annexed specimen MP 12bis.

3 The technical characteristics of forms MP 1bis and MP 12bis and the information concerning their use shall be deposited with the International Bureau.

Article 105

Preparation of card money orders

1 Money orders shall be made out in roman letters and arabic numerals, without erasure or alteration, even if certified. Entries shall be handwritten, in block letters if possible, or typewritten. Pencilled entries shall not be accepted; however, service instructions may be entered in indelible pencil. The MP 12 and MP 12bis forms shall, with the exception of the service instructions, be filled in completely by typewriter.

2 The money order amount and the name of the currency unit shall be written out in words in the language prescribed by the issuing administration. The amount given in words may be written digit by digit separately. The amount shall also be given in numerals and, if necessary, with the abbreviation of the name of the unit provided that it is usual and does not create confusion. In the sum in numerals, fractions of the currency unit shall be expressed by means of two (or three) figures including zeros, corresponding to the tenths, hundredths (and thousandths). In the sum in words, where repetition of the fractions is not obligatory, they may be expressed in figures after the indication of the number of currency units.

3 The indication in words of the amount on MP 1, MP 1bis, MP 12 and MP 12bis money orders may be replaced by a numbered indication supplied by a protectograph and preceded by a symbol other than a number or a letter. In that case, the amount to be paid shall be given only once in the instrument. The characters used shall be large enough not to be misread.

4 When money orders are prepared by some mechanical procedure, the handwritten signature of the official or the alternative inscription of a numbered indication shall not be obligatory.

5 The address of money orders shall be written in such a way as to clearly identify the payee; abbreviated addresses and telegraphic addresses shall not be accepted.

6 Service money orders shall bear on both front and back the entry *"Service des postes"* (On postal service) or some similar entry.

7 Money orders for delivery to the addressee only shall bear on front and back, in conspicuous letters, the entry *"Ne payer qu'en main propre"* (Pay to addressee only).

8 Money orders with advice of payment shall bear on the front, in conspicuous letters, the entry *"Avis de paiement"* (Advice of payment).

9 It shall not be compulsory to indicate on the money order the charge collected from the sender. Where applicable, this charge shall be indicated either by affixing postage stamps or by entering the charge collected in the space provided on the MP 1, MP 1bis, MP 12, MP 12bis and MP 16 forms.

Article 106

Prohibited or authorized entries

It shall be prohibited to make any entries on money orders other than those comprised in the contents of the forms, except for service instructions such as "On postal service", "Pay to addressee only", "Advice of payment", "By airmail", "By express"; however, the sender may write down a personal message on the front or the back of the counterfoil, as provided for in article 9, paragraph 5, of the Agreement.

Article 107

Automatic registration

Administrations may agree among themselves as to the amount above which the money orders they issue shall be automatically registered, providing this amount exceeds the equivalent of 300 francs (98.01 SDR).

Article 108

Money orders sent "Poste restante" or to persons staying in hotels or boarding houses

Money orders sent "Poste restante" or to persons staying temporarily in hotels, boarding houses or other public places of lodging and the amount of which exceeds the equivalent of 300 francs (98.01 SDR) shall be either automatically registered or sent by telegraph. Administrations shall agree among themselves on the treatment to be applied.

Article 109

Transmission of card money orders

1 Money orders shall be sent by the quickest route (air or surface) and, in the absence of special agreement, à découvert.

2 Money orders shall be inserted in mails in the manner prescribed in article 157, paragraphs 2 to 6, or in article 159 of the Detailed Regulations of the Convention, depending on whether or not they are automatically registered.

Chapter II

Special provisions relating to certain facilities offered to the public

Article 110

Withdrawal from the post. Alteration of address

1 Any request for withdrawal from the post or for alteration of address sent by mail shall be drawn up on a form conforming to annexed specimen MP 4.

2 Any request for withdrawal from the post or for alteration of address sent by telegraph shall be confirmed, by the first post, by means of a postal request. The MP 4 form shall have written across the top the note *"Confirmation de la demande télégraphique du ..."* (Confirmation of telegraphic request dated ...) underlined in red pencil; the paying office shall hold the money order until receipt of this confirmation.

3 However, the paying administration may, on its own responsibility, act on a telegraphic request for withdrawal or for alteration of address without waiting for confirmation by post.

Article 111

Redirection of card money orders

1 At the time of redirection, a new money order shall be prepared for the sum remaining after deduction of the postal charge and, if applicable, of the telegraph charge if redirection is done by telegraph. In the latter case, the postage charge shall be calculated from the sum obtained after deduction of the telegraph charge from the original amount. The amount of the money order shall then be converted into the currency of the country of the new destination on the basis of the rate set for money orders originating from the reforwarding country.

2 The reforwarding post office shall mark the new money order and the related counterfoil with the indication *"Réexpédié"* (Redirected) in bold letters. In the event of redirection by telegraph, the indication *"Réexpédié"* shall be entered on the advice of issue referred to in article 134.

3 The original money order shall be receipted by the reforwarding office; it shall bear the entry *"Réexpédié le montant de ... à ... sous déduction des taxes de ..."* (Reforwarded the amount from ... to ... after deduction of charges of ...) and shall be accounted as a paid money order.

4 Requests for redirection shall be recorded, as a reminder, by the office of initial destination and by offices of subsequent destination, if any. The reforwarding office shall advise the issuing office of this action.

Chapter III

Special treatment. Inquiries

Article 112

Irregular card money orders

1 Any card money order presenting one of the irregularities listed below shall be returned for correction to the issuing office by the quickest route (air or surface) and in an envelope along with a form conforming to the annexed specimen MP 14:

a incorrect, incomplete or unclear indication or omission of the name or address of the payee;
b discrepancies in or omission of amounts;
c exceeding of the maximum amount agreed between the administrations concerned;
d erasures or alterations in the entries;
e omission of stamp, signature on money orders not prepared by some mechanical procedure, or other service indications;
f indication of the amount to be paid in a currency other than that which is accepted, or omission of the name of the currency unit;
g obvious error in the ratio between the currency of the issuing country and that of the paying country, a ratio which the paying office, however, shall not be bound to verify;
h use of non-regulation form;
i absence of automatic registration or non-use of the telegraph service, where such treatment has been prescribed under articles 107 and 108.

2 Nevertheless, in the case of irregularities which are, or appear to be, attributable to the sender, the paying administration may, where applicable, after notifying the payee, permit the latter to make a request for rectification. This request may be sent, at the payee's expense, by air or telegraph; these charges shall be refunded to him if it is established that the mistake was due to a service error.

3 However, the paying administration may on its own responsibility automatically rectify minor errors. Such rectification shall be written in red ink and signed by the official on duty.

4 When rectification of the irregularity is requested by telegram, the irregular money order shall be held by the paying office, which shall make the correction upon receipt of the rectifying telegram and attach this telegram to the money order.

5 Upon receipt of a request for rectification by air or by telegram, the issuing office shall check whether the irregularity derives from an error attributable to the service; if so, it shall correct it forthwith by air or by telegraph. If not, it shall notify the sender, who shall then be authorized to correct the irregularity by air or by telegraph, at his own expense.

6 If after a period of 30 days the sender has not complied with a request for rectification of a money order accompanied by an MP 14 form, the money order shall be considered unpaid. The above form, bearing the appropriate information, shall be returned to the office of destination by the quickest route (air or surface).

Article 113

Preparation of the advice of payment

Administrations whose regulations do not permit the use of the form attached by the issuing administration shall be authorized to prepare the advice of payment on their own service form.

Article 114

Authorization to extend period of validity

Authorization to extend the period of validity shall be entered on the money order itself.

Article 115

Inquiries

1 Any inquiry concerning a card money order shall be drawn up on an MP 4 form and transmitted, as a general rule, by the issuing office direct to the paying office. One form may be used for several money orders issued at the same time at the request of the same sender and to the order of the same payee. Inquiries shall be transmitted officially and always by the quickest route (air or surface) under the conditions prescribed in article 42 of the Convention.

2 When the paying office is in a position to supply definitive information on what happened to the instrument, it shall return the form, completed according to the results of the investigations, to the office which received the inquiry. In cases of fruitless investigations or disputed payment, the form shall be transmitted to the issuing administration through the intermediary of the paying administration which shall attach, if possible, a statement by the payee attesting that he has not received the amount of the money order.

3 When an inquiry is submitted in a country other than the issuing country or the paying country, the MP 4 form shall be transmitted to the issuing administration accompanied by the certificate of posting. If, for any reason, the certificate produced cannot be attached to the MP 4 form, the latter shall be endorsed: *"Vu récépissé de dépôt No ... délivré le ... par le bureau de ... pour un montant de ..."* (Seen, certificate of posting No ... issued on ... by the office of ... for the sum of ...). The period prescribed in article 42, paragraph 1, of the Convention shall apply.

Chapter IV

Unpaid card money orders

Article 116

Return of unpaid card money orders

1 Money orders which it has not been possible to pay to the payees for any reason shall be returned direct to the issuing office; before this the paying office shall record them, stamp them or affix the label prescribed in article 143, paragraphs 1 to 3, of the Detailed Regulations of the Convention.

2 However, money orders prepared under the conditions laid down in article 111 shall be transmitted to the administration which prepared them. That administration shall place the amount at the disposal of the administration which issued the original instrument either by a new charge-free money order or by a deduction from the monthly paid money orders account.

Article 117

Payment authorizations

Payment authorizations shall be prepared on a pink form conforming to the annexed specimen MP 13; they shall be sent in the same way as the money orders they replace.

Article 118

Card money orders mislaid, lost or destroyed before payment

1 Before issuing a payment authorization to cover a money order mislaid, lost or destroyed before payment, the issuing administration shall ascertain in agreement with the paying administration that the money order has not been paid, reimbursed or redirected; every precaution shall also be taken to prevent its being paid later.

2 In support of his request for reimbursement, the sender shall produce the certificate of posting for the mislaid, lost or destroyed instrument.

3 When the paying administration declares that a money order has not reached it, the issuing administration may issue a payment authorization on condition that the money order in dispute does not appear in any of the monthly accounts covering the validity period of the money order; however, if no reply is obtained from the paying administration within the period prescribed in article 26, paragraphs 1 and 2, of the Agreement for the indemnification of the claimant, and if the instrument does not appear in any of the monthly accounts received by the end of that period, the issuing administration shall be authorized to reimburse the funds; notification of this action shall be sent under registered cover to the paying administration and the money order, henceforth deemed definitively lost, may not subsequently be entered in an account.

Article 119

Card money orders mislaid, lost or destroyed after payment

1 The paying administration may replace any money order mislaid, lost or destroyed after payment with a new instrument prepared on form MP 1 or MP 1bis. The form shall bear all the necessary indications of the original instrument as well as the words *"Titre établi en remplacement d'un mandat égaré (perdu ou détruit) après paiement"* (Instrument prepared to replace a money order mislaid (lost or destroyed) after payment) and a date-stamp.

2 A statement by the payee attesting that he has received the funds shall be given, preferably on the back of the replacement instrument itself. Exceptionally, this statement may be taken on a slip attached to the latter as a supporting document; such a statement shall take the place of the original receipt.

3 If this statement cannot be requested of the payee, an official note shall be made on the back of the replacement instrument or on a special supporting document, stating that the amount of the money order has in fact been paid.

Section II

List money orders

Chapter I

Preliminary provisions

Article 120

Provisions common to list money orders and card money orders

The following articles of these Regulations shall apply to list money orders:

a article 106 "Prohibited or authorized entries";

b article 110 "Withdrawal from the post. Alteration of address", supplemented by article 125;

c article 115 "Inquiries".

Chapter II

Issue. Transmission

Article 121

Offices of exchange

List money orders shall be exchanged only through the intermediary of offices called "offices of exchange" designated by the administration of each of the contracting countries.

Article 122

Transmission of list money orders

1 List money orders shall be transmitted between the issuing office and the office of exchange of the issuing country or between the office of exchange of the paying country and the paying office by forms which each of the administrations concerned shall determine according to its own convenience.

2 Between offices of exchange of different countries, they shall be transmitted according to the following rules:

a each office of exchange shall prepare, daily or upon agreed dates, lists in the form of the annexed specimen MP 2, recapitulating the money orders deposited in its country for payment in another;

b every money order entered on a list shall bear a serial number called an international number; this number shall be assigned from an annual series beginning, by agreement between the administrations concerned, on 1 January or on 1 July; when the numbering changes, the first list which follows shall bear, in addition to its serial number, the last number of the preceding series;

c the lists themselves shall be numbered according to the natural sequence of the numbers, beginning on 1 January or on 1 July of each year;

d the lists shall be transmitted post free to the corresponding office of exchange by the quickest route (air or surface) and, in the absence of special agreement, without the money orders prepared by the issuing office.

3 The administrations concerned may agree to limit the description of the money orders on the MP 2 list to entering in column 7 the amount of the money orders transmitted. In that case, the issuing country shall attach to the list the forms used to transmit the money orders between the issuing office and its own office of exchange, or any other form that the administrations agree to adopt.

Article 123

Special lists

A special MP 2 list shall be prepared for the money orders exempt from charges referred to in article 16 of the Convention and article 7 of the Agreement as well as for the list money orders referred to in article 129, paragraph 1, of the Detailed Regulations; the list shall be endorsed at the top *"Mandats exempts de taxe"* (Money orders exempt from charges).

Article 124

Special services. Entries to be made on lists

1 When the sender of a money order requests express delivery, the entry *"Exprès"* (Express) shall be made on the MP 2 list in the "Remarks" column, opposite the corresponding entry.

2 When the sender of a money order requests an advice of payment, the notation "AP" shall be entered on the MP 2 list, in the "Remarks" column, opposite the entry relating to the money order.

3 When the sender of a money order requests payment to addressee only, the entry *"Ne payer qu'en main propre"* (Payment to addressee only) shall be made on the MP 2 list in the "Remarks" column, opposite the money order.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 125

Withdrawal from the post. Alteration of address

Notwithstanding article 144 of the Detailed Regulations of the Convention, MP 4 requests for withdrawal from the post or alteration of address relating to list money orders shall be sent to the office of exchange of the paying country through the intermediary of the office of exchange of the issuing country.

Article 126

Redirection of list money orders

Any list money orders redirected to another country shall be receipted by the reforwarding office. The sum shall be converted, after deduction of charges, into the currency of the country of new destination and a new money order prepared.

Chapter IV

Operations in the paying country

Article 127

Treatment of missing or incorrect lists

1 If a list is missing, an inquiry shall immediately be instigated by the office of exchange which notes its absence. The office of exchange of the issuing country shall immediately send to the office which made the inquiry, by the quickest route (air or surface), a duplicate of the missing list.

2 The lists shall be carefully checked by the office of exchange of the paying country, which shall automatically correct them if they contain any minor errors. The office of exchange of the issuing country shall be advised of these corrections when the office of exchange of the paying country acknowledges receipt of the list.

3 When the lists contain irregularities worth pointing out, the office of exchange of the paying country shall request explanations from the office of exchange of the issuing country, which shall reply as promptly as possible; meanwhile, payment of the money order which is the subject of the request shall be held in abeyance. Requests for explanations and the relevant replies shall be exchanged by the quickest route (air or surface).

Article 128

Sending advice of payment

The advice of payment, prepared by the paying office on a C 5 form provided for in article 135, paragraph 2, of the Detailed Regulations of the Convention, shall be sent direct to the sender of the money order.

Article 129

Return of unpaid list money orders

1 The following shall be returned to the office of exchange by means of an entry in a special MP 2 list as if they were a money order free of charge:

a money orders referred to in article 19 of the Agreement;

b money orders which have been the subject of a request for withdrawal from the post.

2 An appropriate notation, followed by the international number and a concise description of the original money order, shall be made in the "Remarks" column, opposite the entry.

Section III

Combined system of exchange

Chapter I

Preliminary provisions

Article 130

Common provisions

The provisions of this section shall govern the exchange of money orders in accordance with article 2, paragraph 3, of the Agreement. The provisions of these Regulations concerning card money orders and list money orders shall also apply to these money orders, if they are compatible.

Chapter II

Issue. Transmission

Article 131

Transmission of money orders

Money orders shall be transmitted between the post offices of one of the administrations and the office of exchange of the corresponding administration, as well as between the office of exchange of the latter administration and its post offices, in accordance with the following rules:

a each issuing post office shall prepare the money order on a form MP 1 or MP 1bis for transmission in an envelope by the quickest route (air or surface) direct to the office of exchange designated by the corresponding administration;

b this office of exchange shall prepare, on the basis of the MP 1 or MP 1bis form received, an instrument on one of its internal service forms for payment to the payee;
c each issuing post office of the corresponding administration shall prepare the instrument on one of its internal service forms for transmission in accordance with its internal rules to its country's office of exchange;
d this office of exchange shall prepare, on the basis of the forms received from its issuing post office, the money order on an MP 1 or MP 1bis form for transmission unenclosed to the country of destination in accordance with the provisions of article 159 of the Detailed Regulations of the Convention.

Section IV

Telegraph money orders

Chapter I

Preliminary provisions

Article 132

Common provisions

The provisions respecting card money orders and list money orders shall apply to telegraph money orders in everything not expressly governed by section IV of these Regulations.

Chapter II

Issue. Transmission

Article 133

Preparation of telegraph money orders

1 Telegraph money orders shall be prepared by the issuing post office and shall give rise to the transmission of money order telegrams direct to the paying post office. Money order telegrams shall be written in French in the absence of special agreement and shall invariably be drawn up as follows:
The address part shall contain:
— *POSTFIN* (preceded by the telegraph service indications *URGENT* or *LT,* if appropriate, and followed by other telegraph service indications, if necessary);
— postal service indications, if appropriate *(AVIS PAIEMENT* and *PAIEMENT MAIN PROPRE);*
— name of the paying office.
The text part shall contain:
— *MANDAT,* followed by the postal issuing number;
— name of issuing post office, its number if appropriate, and the name of the country of origin;
— name of the sender;
— amount to be paid;
— exact designation of payee, of his residence (place name) and, if possible, of his domicile (street address), so that the rightful owner may be clearly identified;
— personal message (if any).

2 The payee's name shall be transformed into a mixed group consisting of figures, signs and letters. This transformation shall be done as follows:

a the figure 1) shall be used to identify the group;

b all the parts of the payee's name shall be separated by a fraction bar, in accordance with the following example:
"M Jean de Biasé" is transformed into "1) *MONSIEUR/JEAN/DE/BIASE"*.

3 The surname of a payee, even if it is accompanied by a first name, shall be preceded by one of the words *"Monsieur"* (Mr), *"Madame"* (Mrs) or *"Mademoiselle"* (Miss), unless this indication duplicates a rank, a title, a position or a profession which enables the rightful owner to be clearly identified; neither the sender nor the payee may be designated by a coded abbreviation or word.

4 When several telegraph money orders are issued at the same time by the same sender to the order of the same payee, one money order telegram may be sent if the administration of destination accepts this procedure; in which case the issuing number shall be indicated in the following manner: "Money orders 201—203" and the total to be paid shall comprise the individual amounts of each money order.

5 When the locality where the paying post office is located does not have a telegraph office, the money order telegram shall bear the name of the paying post office and that of the telegraph office which serves it. When there is doubt about the existence of a telegraph office in the locality of payment or when the telegraph office which serves it cannot be indicated, the money order telegram shall bear either the name of the territorial subdivision, or of the paying country, or both these indications, or any other detail deemed sufficient for the forwarding of the money order telegram.

6 The name of the place of residence of the payee may be omitted if it is the same as that of the paying office. When telegraph money orders are addressed *"Poste restante"* or *"Télégraphe restant"*, these words (or their equivalent in a language of the country of destination) must appear in the text part of the money order telegram after the designation of the payee.

7 The amount shall be expressed as follows: total number of currency units in figures, fractions of a unit, if any, in figures, then name of the currency unit.

Article 134

Advice of issue

1 The issuing office shall draw up for each telegraph money order a confirmatory advice of issue in the form of the annexed specimen MP 3.

2 It shall be prohibited to apply postage stamps or postage-paid impressions to these advices.

3 The advice of issue shall be sent, under cover, by the first mail and by the quickest route (air or surface):

a direct to the paying office, in the case of a telegraph card money order;

b to the office of exchange of the issuing country, in the case of a telegraph list money order.

Article 135

Transmission of telegraph list money orders

1 Telegraph list money orders shall be transmitted direct by the issuing post office to the paying post office without going through the intermediary of the offices of exchange.

2 Telegraph list money orders shall give rise to the preparation of a special MP 2 list headed "Telegraph list money orders".

3 The offices of exchange may assign to the telegraph list money orders described on such special lists an international number from a special series for telegraph money orders.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 136

Alteration of address

1 Except where a simple correction of the address as described in article 33, paragraph 6, of the Convention is involved, the paying office of a telegraph money order shall have the advice of issue in its possession before acting upon a request for alteration of address.

2 However, the paying administration may, on its own responsibility, act on a telegraphic request for alteration of address without waiting for either confirmation by post or the advice of issue.

Article 137

Redirection of telegraph money orders

A telegraph money order shall be redirected by post or by telegraph in accordance with the provisions of article 111 without having to wait for the advice of issue.

Chapter IV

Operations in the paying country

Article 138

Treatment of irregular telegraph money orders

1 When a money order cannot be delivered, because of an incomplete or incorrect address or for any other reason for which the payee is not responsible, a telegraph service advice shall be sent to the issuing office stating the reason for non-delivery.

2 Upon receipt of a request for rectification by telegraph service advice, the issuing office shall proceed as indicated in article 112, paragraphs 5 and 6.

3 Any telegraph money order whose irregularity has not been corrected within a normal period by air or telegraph shall be rectified in the manner prescribed for postal money orders.

Article 139

Transcription of money order telegrams

Money order telegrams shall be transcribed on an adapted form or on an MP 1 or MP 1bis form amended as follows:

- the name of the country of destination shall be replaced by the name of the issuing country;
- the word "telegraph" shall be inserted in the title ("International telegraph money order").

The form used shall be authenticated with the stamp of the transcribing office.

Article 140

Payment of telegraph money orders

1 Telegraph money orders shall be paid on receipt and without waiting for the advice of issue; this shall subsequently be attached, if possible, to the money order receipted by the payee.

2 Telegraph money orders whose advice of issue reaches the paying office before the money order telegram shall not be paid on sight of the advice of issue alone; in this case the money order telegram shall be inquired about by means of a telegraph service advice. Advices of issue which have not reached the paying office by the first mail after the date of the money order shall be inquired about by means of a request for rectification in the form of the specimen MP 14.

3 Telegraph list money orders for which the paying office has not received any money order telegram may be paid only after receipt of a duplicate of such money order telegram, requested by telegraph service advice.

4 Telegraph list money orders for which the office of exchange of the paying country has not received an MP 2 list within a normal period shall be the subject of requests for explanations addressed to the office of exchange of the issuing country, which shall reply as promptly as possible. In cases of non-reply within a reasonable period, the telegraph list money orders actually paid may automatically be added to the first MP 2 list received from the issuing administration; if the missing MP 2 list arrives after such automatic entry, it shall be cancelled or rectified by the office of exchange which receives it.

Article 141

Preparation of advice of payment

The task of preparing an advice of payment for a telegraph money order shall rest with the paying office, which shall send it to the issuing office immediately after payment and without waiting for the advice of issue.

Article 142

Return of unpaid telegraph money orders

1 Telegraph card money orders which it has not been possible to pay to the payees for any reason whatsoever shall be subject to the provisions of article 116.

2 They shall be returned under cover, without waiting for the arrival of the relative advices of issue. Advices of issue received subsequently shall also be returned under cover.

Section V

Inpayment money orders

Article 143

General provisions

Subject to what is expressly prescribed in this section, inpayment money orders shall be subject to the general provisions governing money orders whatever the method of transmission, by post or by telegraph, and whether the card system or the list system is involved.

Article 144

Preparation of inpayment money orders

1 Inpayment money orders shall be prepared on a strong, yellow cardboard form conforming to the annexed specimen MP 16.

2 The address on inpayment money orders shall consist of the surname or business name of the payee, the number of his postal giro account preceded by the words *"compte courant postal"* (postal giro account) or the abbreviation *"CCP"*, and the designation of the postal giro centre in which the payee's postal giro account is held.

Article 145

List of inpayment money orders

1 Inpayment money orders, in the list system, shall be transmitted by means of a special MP 2 list which shall be entitled *"Mandats de versement"* (Inpayment money orders).

2 When the sender of an inpayment money order requests an advice of entry to the credit of the payee's postal giro account, the notation "AI" shall be entered on the MP 2 list in the "Remarks" column, opposite the entry pertaining to the money order.

Article 146

Telegraph inpayment money orders

Telegraph inpayment money orders shall be prepared in accordance with article 133. They shall give rise to the simultaneous transmission of money order telegrams and advices of issue in the form of specimen MP 3 direct to the giro centre which holds the payee's postal giro account. Money order telegrams shall be written in French in the absence of special agreement and shall invariably be drawn up as follows:
The address part shall contain:
- *POSTFIN* (preceded by the telegraph service indications *URGENT* or *LT*, if appropriate, and followed by other telegraph service indications, if necessary);
- the postal service indication *(AVIS INSCRIPTION)*, if appropriate;
- name of the postal giro centre of destination.

The text part shall contain:
- *MANDAT*, followed by the postal issuing number;
- name of issuing post office, its number if appropriate, and the name of the country of origin;
- name of the sender;
- amount to be credited to the payee's postal giro account;
- exact designation of payee and his postal giro account number preceded by the initials *"CCP"*;
- personal message (if any).

Article 147

Inpayment money orders mislaid, lost or destroyed after entry

Any inpayment money order mislaid, lost or destroyed after entry of the amount to the credit of a postal giro account may be replaced by the administration of destination with a new instrument prepared on an MP 16 form bearing the indications prescribed in article 119, paragraph 1, and specifying on the back the date of entry to the credit of the payee's postal giro account.

Article 148

Accounting provisions concerning inpayment money orders

In the absence of special agreement, inpayment money orders shall be described on a special MP 6 list and incorporated into the monthly money orders account.

Section VI

Accounting provisions

Chapter I

Common rules

Article 149

Preparation of monthly accounts

1 Each paying administration shall prepare monthly, for each of the administrations from which it received money orders, a monthly account in the form of the annexed specimen MP 5 for card money orders and money orders sent direct in accordance with the combined system of exchange provided for in article 2, paragraph 3, of the Agreement, or a monthly account in the form of the annexed specimen MP 15 for list money orders. It shall summarize in this account all the money orders paid by its own offices or all the money orders sent to its office of exchange on behalf of the corresponding administration during the preceding month. The summary shall be made according to:

a the chronological order of the months of issue;
b the alphabetical or numerical order of the issuing offices, as agreed;
c for each issuing office, the numerical order of the money orders.

2 If necessary, the paid money orders shall be summarized on a special list in the form of the annexed specimen MP 6, which shall be attached to the monthly account prepared, in this case, on a form conforming to the annexed specimen MP 7.

3 Money orders payable to the addressee only must be distinguished either by the marginal indication *"M.P."* or by an entry on separate sheets.

4 The summary of MP 1bis and MP 12bis money orders may be done either in accordance with paragraph 1, a to c, or in the order of the serial numbers of the money orders.

5 The paying administration shall also enter in this account:

a the amount of the remuneration due to it by virtue of article 28 of the Agreement;
b if appropriate, the amount of the reimbursement referred to in article 27 and that of the interest prescribed in articles 27, paragraph 3, and 30, paragraph 4, of the Agreement.

6 The receipted payment authorizations shall be treated as money orders and described in the MP 5 account or, when appropriate, on the MP 6 list under the same conditions which would apply if the instruments themselves were involved.

7 The monthly account shall be transmitted to the debtor administration not later than the end of the month following that to which it pertains, accompanied by the supporting instruments (money orders and receipted payment authorizations), arranged in the same order as on the MP 6 summary list. When, for any reason whatsoever, the monthly account cannot be transmitted in due time, the debtor administration shall be advised within eight days following expiry of the above-mentioned period of the estimated transmission date of the account in question. The information shall be sent by telegraph.

8 If there are no instruments paid (money orders, payment authorizations), a "Nil" monthly account shall be sent to the corresponding administration.

9 Discrepancies in the monthly accounts noted by the debtor administration, whether in the summary of the instruments or in the calculation of the remuneration, shall be taken up in the next monthly account to be prepared; they shall be ignored if the amount does not exceed 10 francs (3.27 SDR) per account.

10 Administrations may arrange by means of bilateral agreements to apply a method of preparing accounts and transmitting paid money orders other than the one provided for in paragraphs 1 to 7.

Article 150

Preparation of the general account

1 The general account shall be drawn up, on a form conforming to the annexed specimen MP 8, by the creditor administration immediately upon receipt of the monthly accounts and even before checking the details of these accounts.

2 It shall be settled within two months following expiry of the month to which it pertains.

3 Administrations may agree among themselves to prepare the general account on a quarterly, half-yearly or yearly basis.

Article 151

Payment methods and periods

1 In the absence of special agreement and subject to paragraph 2, the balance of the general account or the totals of the monthly accounts shall be paid in the currency of the creditor country, without loss to the latter:

a by means of cheques or drafts payable on sight at the capital or at a commercial centre in the creditor country, or by means of giro transfers; or

b by deduction from any credit established under the terms of article 30, paragraph 2, of the Agreement.

2 The payment charges collected in the debtor country (fees, clearing charges, deposits, commission, etc) and charges collected by banks in intermediate countries shall be borne by the debtor administration. The charges collected in the creditor country shall be borne by the creditor administration.

3 Payment shall be made no later than 15 days after receipt of the general account or after receipt of the monthly account if settlements are made on the basis of that account.

4 In the event of disagreement between two administrations regarding the total of the sum to be paid, only the payment of the contested portion may be postponed; the debtor administration shall notify the creditor administration within the periods prescribed in paragraph 3 of the reasons for the dispute.

Article 152

Instalments

1 Any administration which finds another administration overdrawn by a sum exceeding 30 000 francs (9800.72 SDR) per month may claim automatic payment of an instalment not later than the fifteenth day of the month in which the money orders are issued. The amount of the instalment shall be calculated on the basis of the average amount of the last three monthly accounts accepted and adjusted in accordance with:

a the size of the account relating to the corresponding period of the preceding year;

b the development of traffic during the current year;

c the 30 000 francs (9800.72 SDR) below which no instalment is due and which shall in consequence be deducted from the average obtained.

In case of non-payment within the above-mentioned period, article 30, paragraph 4, of the Agreement shall apply unless the debtor administration is able to prove that the creditor administration does not regularly send its accounts within the period laid down in article 149, paragraph 7.

2 A debtor administration which wishes to make use of the option provided for in article 30, paragraph 2, of the Agreement without having previously received a request for an instalment from the creditor administration shall determine as it sees fit the amount and frequency of the payments it deems necessary to cover its issues.

3 When the total of the payments made as instalments is greater than the sum owed to the corresponding administration for the period in question, the difference shall be taken up in one of the following accounts, in accordance with the instructions provided by the debtor administration, or, if appropriate, carried over to the credit provided for in article 30, paragraph 2, of the Agreement.

Chapter II

Special accounting rules for list money orders and telegraph money orders

Article 153

Preparation of monthly accounts

List money orders and telegraph money orders shall be subject to the following special accounting provisions:

a List money orders
   i administrations shall summarize, on the monthly account, the totals of the lists received during the month;
   ii the monthly account shall be transmitted to the debtor administration immediately upon receipt of the last list of the month to which it pertains;
   iii administrations may, by common consent, waive preparation of monthly accounts and settle the amount of each list by means of a cheque or draft, to be attached to that list;

b Telegraph money orders
   i telegraph money orders shall be summarized with the card money orders or the list money orders, as appropriate;
   ii telegraph money orders, accompanied by corresponding advices of issue, whenever possible, shall be attached to the monthly account; advices of issue which reach the paying administration after transmission of the account upon which the telegraph money orders to which they pertain are described shall be returned to the issuing administration, attached to a later account;
   iii the provisions of subparagraph b, ii, shall not apply to telegraph list money orders.

Part III

Postal travellers' cheques

Article 154

General rules for issue

Subject to the special provisions below, the general provisions relating to the issue of money orders shall be applicable to the drawing up of cheques and book covers.

Article 155

Cheque and book cover forms. Supply

1 Postal travellers' cheques shall be prepared on forms conforming to the annexed specimen MP 10. They shall be made of white paper with a shaded watermark representing an allegoric head approximately two centimetres high. A white strip three-and-one-half centimetres wide shall be provided on the left of the form. The watermark shall be placed at the top of this strip; an embossed stamp, the same for all countries and representing the head of Mercury, shall be applied in the centre; the lower part of this strip shall be reserved for the impression of the embossed stamp which the service issuing the cheques shall apply in accordance with article 156. Apart from the white strip, the form shall have a security backing formed by printing very clearly in three colours an allegory composed of some large subjects with relief shading. The words *"Bon postal de voyage"* (Postal travellers' cheque) shall be printed at the same time as the security backing and in the same colours. Distinctly different shades shall be used for the cheques of each of the four values prescribed in article 41, paragraph 1, of the Agreement.

2 Each cheque shall bear the following indications, printed on the front:
a a serial number from 1 to 100 000;
b the name of the issuing country;
c the value of the cheque followed by the name of the currency in which it has been drawn up;
d the name of the country in which it shall be exclusively payable.

3 Cheques sold to the public shall be bound in a book with a light blue cover conforming to the annexed specimen MP 11. The name of the issuing country and the name of the paying country shall be printed on the front.

4 Administrations shall be supplied with cheques and book covers by the International Bureau which shall arrange for them to be printed.

Article 156

Preparation of cheques

1 On issue, the impression of an embossed stamp, peculiar to the service which issues them, shall be applied to the cheques in the white strip on the front in the space provided for that purpose. The first and last days of validity shall also be indicated on the cheques by hand, with a typewriter or by means of a stamp. Administrations may agree to authenticate the cheques by means of the impression of the rubber stamp used for the issue of postal money orders.

2 Administrations may agree to indicate the name of the issuing service by means of a special embossed stamp.

Article 157

Make-up and preparation of books

1 The cheques shall be placed in the books in numerical order.

2 The office issuing a book shall indicate on the cover, in the space provided for that purpose, the first and last day of validity of the cheques. It shall also write on the hatchings of this cover the number of cheques issued and the numbers of the first and the last of these cheques; the name of the paying country shall be written conspicuously on the book and on the cheques in the spaces provided.

3 Entries shall be made by hand, with a typewriter or by means of a mechanical printing process.

4 The impression of the embossed stamp or the rubber stamp mentioned in article 153, paragraph 1, shall be applied on the cover in the space provided for that purpose when the book is prepared.

Article 158

Exceptional payment of cheques drawn up in a currency other than that of the country where payment is requested

1 When, as a result of exceptional circumstances and then only in relations between countries which have agreed on this beforehand, the payee is obliged to ask for payment of his cheques in a country other than the paying country originally indicated on the cheques, the amount to be paid on each cheque in the currency of the country where payment is sought shall be requested by telegram or airmail from the issuing office, at the payee's expense.

2 The office which makes the payment shall indicate on the front of the cheque the amount paid in its currency and attach the telegram or reply note to the cheques paid in accordance with the terms of paragraph 1.

Article 159

Cheques mislaid, lost or destroyed after payment

Article 119 shall apply by analogy to postal travellers' cheques mislaid, lost or destroyed after payment. The replacement instrument shall be prepared on form MP 10. The paying administration shall obtain, through the intermediary of the administration of origin, a statement from the payee to serve as a receipt.

Article 160

Preparation of accounts

1 The monthly account of cheques paid shall be prepared on a form conforming to the annexed specimen MP 9.

2 This account shall be attached to the MP 5 monthly account relating to the money orders paid during the same period and its total shall be added to that of the MP 5 account.

3 Postal travellers' cheques paid exceptionally by a country which is not a party to the service, under the terms of article 158, shall be entered in a special MP 5 monthly account, which shall be annexed to the postal money order account.

Part IV

Final provisions

Article 161

Entry into force and duration of the Regulations

1 These Regulations shall come into force on the day on which the Money Orders and Postal Travellers' Cheques Agreement comes into operation.

2 They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 477 to 509.

ANNEXES: FORMS

LIST OF FORMS

No	Title or nature of form	References
1	2	3
MP 1	International money order	Art 104, para 1
MP 1bis	Photo-readable international money order	Art 104, para 1
MP 2	List of money orders	Art 122, para 2, a
MP 3	Advice of issue of a telegraph money order	Art 134, para 1
MP 4	Inquiry or request for withdrawal from the post or alteration of address concerning an international money order	Art 110, para 1
MP 5	Monthly account of card money orders and payment authorizations	Art 149, para 1
MP 6	Summary list of paid money orders and payment authorizations	Art 149, para 2
MP 7	Monthly account of money orders, payment authorizations and COD money orders	Art 149, para 2
MP 8	General account of money orders	Art 150, para 1
MP 9	Monthly account of postal travellers' cheques	Art 160, para 1
MP 10	Postal travellers' cheque	Art 155, para 1
MP 11	Book of postal travellers' cheques	Art 155, para 3
MP 12	International money order for machine handling	Art 104, para 2
MP 12bis	Photo-readable international money order for machine handling	Art 104, para 2
MP 13	Payment authorization	Art 117
MP 14	Request for rectification of a money order, or inpayment money order or request for authorization of payment	Art 112, para 1
MP 15	Monthly account of list money orders	Art 149, para 1
MP 16	International inpayment money order	Art 144, para 1

(Front)

COUNTERFOIL
(May be detached by the payee)

Amount in arabic figures

Date of issue

Postal administration

INTERNATIONAL MONEY ORDER

MP 1

Exchange rate[1]

Sum paid[1]

Amount in arabic figures

Amount and currency unit in words and roman letters

Space for postage stamps or indication of charge collected if applicable

Name and address of sender

Name and forenames of payee

Street and No

Place of destination

Country of destination

[1] To be entered by the paying administration when effecting the conversion.

Stamp of issuing office

Stamp of issuing office

Indications of issuing office

Money order No

Sum deposited

Office

Date

Signature of the official

Money orders, Hamburg 1984, art 104, para 1 — Size: 148 x 105 mm, colour: pink

(Back)

Space for endorsements, if any

Payee's receipt

Received the sum shown overleaf

Place and date

Signature of payee

In-register

No

Stamp of paying office

Money orders, Hamburg 1984, art 104, para 1 – Size: 210.8 x 101.6 mm, colour: pink

NB. – The obligatory technical characteristics of this form and the information concerning its use are deposited with the International Bureau.

(Stub)

Name and address of sender (optional)

COUNTERFOIL*

Communications

Amount in arabic figures

Stamp of issuing office

Reference No
21987654321

* May be detached by the payee

(Country)

INTERNATIONAL MONEY ORDER – MP 1bis

Name and address of sender

Advice of payment, to the addressee in person, express

Name and forenames of payee

Street and No

Place of destination

Country of destination

Amount in arabic figures

Amount and currency unit in words and roman letters

Exchange rate 1

Sum paid 1

1 To be entered by the paying administration when effecting the conversion.

DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE

INDICATIONS OF ISSUING OFFICE

Stamp of issuing office

Charge collected

Date

Money order No

Office

Sum deposited

Signature of the official

+ 21987654321+21+

MP 1bis (Front)

Space for endorsements, if any

Payee's receipt
Received the sum shown overleaf

Details of certain facilities

Place and date

Signature of payee

Stamp of paying office

In-register
N°

(Stub)

MP 1bis (Back)

(Stub)

(Country) **INTERNATIONAL MONEY ORDER – MP 1bis**

Name and address of sender

Advice of payment, to the addressee in person, express

Name and forenames of payee

Street and No

Place of destination

Country of destination

Amount in arabic figures

Amount and currency unit in words and roman letters

Exchange rate 1

Sum paid 1

1 To be entered by the paying administration when effecting the conversion.

INDICATIONS OF ISSUING OFFICE

Stamp of issuing office

Charge collected

Date

Money order No

Office

Sum deposited

Signature of the official

DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE

+ 21987654321+21+

COPY

MP 1bis (copy) (optional)

LIST
Money orders

Corresponding administration	Date of list	No

Notes. Please acknowledge receipt of the present list

Lists received and found correct, apart from the alterations shown below

Number of list	Date of list	International numbers of money orders included in the lists	Amounts on the list	
1	2	3	4	5

Alterations

Money orders, Hamburg 1984, art 122, para 2, a — Size: 210 x 297 mm

International number	Issue: 1 Office 2 Date 3 Number	Sender Name and full address	Payee Name, forename and full address	Amount in the currency of country of issue	Exchange rate	Amount in the currency in which the money orders are made out	Special references	To be filled in by office of destination		
								Number of internal money order	Paying office	Remarks
1	2	3	4	5	6	7	8	9	10	11

International number	Issue: 1 Office 2 Date 3 Number	Sender Name and full address	Payee Name, forename and full address	Amount in the currency of country of issue	Exchange rate	Amount in the currency in which the money orders are made out	Special references	To be filled in by office of destination		
								Number of internal money order	Paying office	Remarks
1	2	3	4	5	6	7	8	9	10	11

International number	Issue: 1 Office 2 Date 3 Number	Sender Name and full address	Payee Name, forename and full address	Amount in the currency of country of issue	Exchange rate	Amount in the currency in which the money orders are made out	Special references	To be filled in by office of destination		
								Number of internal money order	Paying office	Remarks
1	2	3	4	5	6	7	8	9	10	11

Stamp, date and signature

Postal administration of origin

ADVICE OF ISSUE MP 3

Office of destination

☐ **Telegraph money order**

☐ **Telegraph inpayment money order**

Notes. To be sent under cover by the quickest route (air or surface)

Office	Money order No	Date

Posting

Amount in currency of paying country	Amount in currency of issuing country

Name of sender

Payee. Name, forenames, title and full address

Stamp and date. Signature of the official preparing the advice

The amount cannot be paid on sight of this advice of issue, but only on receipt of the telegram to which this advice relates.

Stamp of paying office

Money orders, Hamburg 1984, art 134, para 1 — Size: 148 x 105 mm

Postal administration of origin

Post office or giro centre of origin

MP 4 (Front)

☐ INQUIRY

☐ REQUEST FOR WITHDRAWAL FROM THE POST

☐ REQUEST FOR ALTERATION OF ADDRESS

Post office or giro centre of destination	Date of MP 4 form Our reference Your reference

Description of money order	☐ Card money order ☐ List money order ☐ Inpayment money order
Method of transmission	☐ Surface or air ☐ Telegraph
Issue	Office / No of money order / Date
Amount	☐ In currency of paying country ☐ In currency of issuing country Amount of money order
Sender	Name and full address
Payee	Name, forenames and full address Giro centre / Account No
Person making inquiry or request	Name and full address
Additional information	
Reason for inquiry or request	☐ The sender states that the payee has not received the amount. Please investigate this matter and communicate the findings to us ☐ Please return the above-mentioned money order to me for delivery to sender ☐ Please alter as follows Present address of money order Altered address ☐ The sender wishes to know whether the money order has been paid to the payee Other reasons
If the money order has been lost, the amount is to be paid	☐ to the original payee ☐ to the sender
Method of transmission of reply	☐ Surface ☐ Air ☐ Telegraph

The present form must be returned to the office of origin of the request

Place and date	Stamp of office originating the request Signature of official in charge
Signature of person making the inquiry or request	

Money orders, Hamburg 1984, art 110, para 1 — Size: 210 x 297 mm

Office sending the reply

MP 4 (Back)

REPLY TO INQUIRY OR REQUEST

Post office or giro centre of destination of the reply	Date of the reply
	Our reference
	Your reference

Treatment of money order in question

☐ It was duly paid to the payee — Date of payment

☐ It was credited to the payee's account — Date credited

☐ It is still being dealt with at the post office — Name of office

☐ It is still being dealt with at the giro centre — Name of centre

☐ It has been delivered to the payee, who has not yet taken delivery of the amount — Date

☐ It has been returned to the country of issue — Date

☐ It has been reforwarded

New address of reforwarded money order

Name of office

☐ It has not arrived at the post office

Name of centre

☐ It has not arrived at the giro centre

Other reasons for non-payment of the money order or not crediting the amount to the account

---

Declaration of payee (if possible)

Stamp of office sending the reply
Signature of official in charge

Administration preparing the account

MP 5

MONTHLY ACCOUNT
Card money orders and payment authorizations

Issuing administration	Date of account: Month	Year

Serial number of the money orders and payment authorizations paid	Issue: Year	Month	Office	Number	Money orders and payment authorizations for which charges have been received	Free-of-charge money orders and payment authorizations	Debit of administration issuing the money orders	Remarks
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
Totals								

Money orders and payment authorizations for which charges have been received (col 6)			
No of money orders	Average amount		
Remuneration	Amount per money order		
Free-of-charge money orders and payment authorizations (col 7)			
Supplementary remuneration for money orders paid to the addressee only			
Grand total of sums payable by the issuing administration			

The present monthly account is certified as conforming to the total of money orders and payment authorizations attached

Stamp, date and signature

NB. — Money orders to be paid to the addressee only shall be shown by the entry "en main propre" ("to the addressee only") in the "Remarks" column.

Money orders, Hamburg 1984, art 149, para 1 — Size: 210 x 297 mm

Administration preparing the list

MP 6

SUMMARY LIST
Paid money orders and payment authorizations

Issuing administration	Date of list	No
	Month	Year

Notes. Enter free-of-charge money orders and payment authorizations separately, either at the end of this list, making note of them in the "Remarks" column, or in the additional lists or using the special lists. Enter the payment authorizations in the order appropriate to the money orders to which they refer and make note of them in the "Remarks" column.

Serial number	Issue				Money orders and payment authorizations		Remarks
	Year	Month	Office	Number			
1	2	3	4	5	6		7
Total (To be summarized on the last list or carried forward to the MP 7 monthly account)							

NB. — Money orders to be paid to the addressee only shall be shown by the entry "en main propre" ("to the addressee only") in the "Remarks" column.

Money orders, Hamburg 1984, art 149, para 2 — Size: 210 x 297 mm

Administration preparing the account

MP 7

MONTHLY ACCOUNT
Money orders, payment authorizations and COD money orders

Issuing administration	Date of account	
	Month	Year

Notes. This account may also include the reimbursements and interest provided for in articles 27 and 30 of the Agreement.

Instrument	Number of money orders and payment authorizations paid	Amounts of money orders and payment authorizations paid		Amount of remunerations	
1	2	3		4	
Money orders and payment authorizations for which charges have been received (Total on MP 6 forms attached)				—	—
Average amount	—	—	—		
Amount per money order Remuneration per money order	—	—	—		
Supplementary remuneration for money orders paid to the addressee only		—	—		
Free-of-charge money orders and payment authorizations (Total on MP 6 forms attached)				—	—
Totals					
COD money orders according to the R 5 detailed account				—	—
Remunerations on COD money orders, to be deducted		—	—		
Grand totals					
Total remunerations ☐ to be added ☐ to be deducted					
Possible entries in accordance with articles 27 and 30 of the Agreement (Reimbursements and interest)					
Grand total of sums payable by the issuing administration					

The present monthly account is certified as conforming to the total of money orders and payment authorizations attached

Stamp, date and signature

Administration preparing the account

MP 8

GENERAL ACCOUNT
Money orders

Corresponding administration	Date of account
	Exchanged during the period

Period	Credit of administration preparing the account		Credit of corresponding administration	
	Money orders	Remunerations	Money orders	Remunerations
1	2	3	4	5
Totals				
Deduction after conversion				
Conversion rate				
Totals				
Balance				
Instalments				
Balance				

Breakdown of instalments

Dates	Our reference	Amounts

Stamp of administration preparing the account Date and signature	Seen and accepted by the corresponding administration Stamp, date and signature

Money orders, Hamburg 1984, art 150, para 1 — Size: 210 x 297 mm

MONTHLY ACCOUNT
Postal travellers' cheques

Issuing administration	Date of account	Annexes
	Month / Year	

Serial number of cheques paid	Issue			Number	Amount in currency of paying country	
	Year	Month	Office			
1	2	3	4	5	6	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total of cheques paid						
Remuneration						
Grand total of sums payable by the issuing administration						

The present monthly account is certified as conforming to the total of cheques attached

Stamp, date and signature

(Front)

Counterfoil
for the holder

POSTAL TRAVELLERS' CHEQUE

Amount
(in currency of paying country)

Paying office

.....

Date of payment

.....

POSTAL ADMINISTRATION

MP 10

of .....

No .....

Issuing office

.....

Valid from .....

To .....

POSTAL TRAVELLERS' CHEQUE

for the sum of .....
(in arabic figures with indication of currency)

.....
(in words)

payable .....exclusively
(Name of paying country)

to the person named on the cover of the book

Embossed stamp of issuing office

Money orders, Hamburg 1984, art 155, para 1 — Size: 162 x 114 mm

(Back)

Identity documents produced

Received against this postal travellers' cheque the following sum

Amount

Place | Date

Signature[1]

Date stamp of paying office

Date of payment

No of payment

Signature of payer

[1] Must conform to that on the cover

MP 11

Issuing administration

BOOK OF POSTAL TRAVELLERS' CHEQUES

(See page 4 of cover)

Validity	from		
	to (inclusive)		
Description of cheques (in arabic figures)	Quantity	Numbers (first and last)	Denomination
Paying country			
Holder	Name and forenames		Embossed stamp (impression) of issuing office
	Address		
	Place of address		
	Signature		

Money orders, Hamburg 1984, art 155, para 3 — Size: 162 x 115 mm

1 Postal travellers' cheques shall be made out in the currency of the paying country; this country is named on page 1 of the cover of this book.

2 In the offices taking part in the service payment shall be made against surrender of the cheque signed in ink. The entitled person must prove his identity either by producing a passport or postal identity card or by other means of proof accepted by the paying country.

3 When the paying service does not have the funds necessary for the payment of the cheque or cheques presented, payment may be suspended until such time as it has been able to procure the funds.

4 The sums paid for conversion into cheques shall, within the prescribed period laid down in the legislation of the issuing country, be guaranteed to the entitled persons up to the time when the cheques are duly paid. An inquiry by the entitled person concerning the payment of a cheque to an unauthorized person shall be admitted only within a period of one year starting from the day following the issue of such cheque. Postal administrations shall not be liable for the consequences which may arise from loss, theft or the fraudulent use of books or the cheques contained in them.

5 No inquiry may be instigated against the administration of the issuing country unless the book which is the subject of the inquiry is produced. However, in the case of loss of book or one or more cheques, the person concerned must show proof to the issuing administration that he has requested delivery of a book of cheques and has paid the total corresponding sum for this purpose. Repayment may not be made until the said administration has satisfied itself that the cheques declared to be lost have not been paid.

6 Books or a cheque or cheques contained in them shall not be transferable to third persons by means of endorsement or cession; they may not be pledged.

Subject to the provisions of the internal legislation of each country, no action may be taken on requests to stop the payment of properly issued cheques.

(Front)

COUNTERFOIL
(May be detached by the payee)

Amount in arabic figures

Date of issue

Name and address of sender/ Communications

Postal administration

INTERNATIONAL MONEY ORDER
for machine handling

MP 12

Exchange rate[1]

Sum paid[1]

Amount in arabic figures

Amount and currency unit in words and roman letters

Payee

Space for postage stamps or indication of charge collected if applicable

[1] To be entered by the paying administration when effecting the conversion.

Stamp of issuing office

Stamp of issuing office

Indications of issuing office

Money order No

Sum deposited

Office of issue

Date

Signature of the official

Money orders, Hamburg 1984, art 104, para 2 — Size: 148 x 105 mm, colour: pink

(Back)

Space for endorsements, if any

Payee's receipt

Received the sum shown overleaf

Place and date

Signature of payee

In-register

No

Stamp of paying office

Money orders, Hamburg 1984, art 104, para 2 — Size: 210.8 x 101.6 mm, colour: pink

NB. — The obligatory technical characteristics of this form and the information concerning its use are deposited with the International Bureau.

(Stub)

Name and address of sender (optional)

COUNTERFOIL*

Communications

* May be detached by the payee

Amount in arabic figures

Stamp of issuing office

Reference No
21987654321

(Country)

INTERNATIONAL MONEY ORDER — MP 12bis

Name and address of sender

Advice of payment, to the addressee in person, express

Payee

Amount in arabic figures

Amount and currency unit in words and roman letters

Exchange rate 1	Sum paid 1	1 To be entered by the paying administration when effecting the conversion.

DO NOT WRITE HERE — DO NOT WRITE HERE — DO NOT WRITE HERE — DO NOT WRITE HERE — DO NOT WRITE HERE

+ 21987654321+21+

INDICATIONS OF ISSUING OFFICE

Stamp of issuing office

Charge collected

Date

Money order No

Office

Sum deposited

Signature of the official

MP 12bis (Front)

Space for endorsements, if any

Payee's receipt
Received the sum shown overleaf

Details of certain facilities

Place and date

Signature of payee

Stamp of paying office

In-register
N°

(Stub)

MP 12bis (Back)

(Stub)

(Country) **INTERNATIONAL MONEY ORDER – MP 12bis**

Name and address of sender

Advice of payment, to the addressee in person, express

Payee

COPY

Amount in arabic figures

Amount and currency unit in words and roman letters

Exchange rate 1

Sum paid 1

1 To be entered by the paying administration when effecting the conversion.

INDICATIONS OF ISSUING OFFICE

Stamp of issuing office

Charge collected

Date

Money order No

Office

Sum deposited

Signature of the official

DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE

+ 21987654321+21+

MP 12bis (copy) (optional)

(Front)

COUNTERFOIL

Amount in arabic figures

Date of original money order

Name and address of sender

Stamp of issuing service

Postal administration

PAYMENT AUTHORIZATION

MP 13

Authorization No

Amount in arabic figures

Amount and currency unit in words and roman latters

Name and forenames of payee

Street and number

Place of destination

Country of destination

Stamp of issuing service

Replacement of

Addition to money order

To be entered by the paying administration when effecting the conversion

Exchange rate

Sum paid

Sum deposited

Money order No

Date

Office of issue of money order

Signature of the official preparing the authorization

Money orders, Hamburg 1984, art 117 — Size: 148 x 105 mm, colour: pink

(Back)

Space for endorsements, if any

Replacement of money order

Addition to money order

Payee's receipt

Received the sum shown overleaf

Place and date

Signature of payee

In-register

No

Stamp of paying office

Postal administration of origin

Office of origin

I. REQUEST FOR RECTIFICATION MP 14 (Front)

☐ of a money order ☐ of an inpayment money order

II. REQUEST FOR AUTHORIZATION

☐ of payment (back)

Office of issue of money order	Date of request
	Our reference
	Your reference

Description of money order	☐ Card money order	☐ Telegraph money order	
Issue	Office	Money order No	Date
Amount	☐ In currency of country of payment	☐ In currency of country of issue	
	Amount of money order		
Sender	Name and full address		
Payee	Name, forenames and full address		
	Giro centre	Account No	
Additional information			

I. Request for rectification of a money order

The money order described above, which is attached herewith, cannot be paid, for the following reason

☐ Incorrect, incomplete or unclear indication or omission of the name or address of the payee

☐ The number of the giro account as shown is wrong

☐ Discrepancies in or omission of amounts

☐ Erasures or alterations in the entries

☐ Omission of stamps, signature or other service indications

☐ Indication of the sum to be paid in a currency other than that which is accepted

☐ Exceeding the maximum amount authorized

☐ Obvious error in the ratio between the currency of the issuing country and that of the paying country

☐ Omission of the name of the currency unit

☐ Use of non-regulation form

☐ Expiry of validity date. Date to be countersigned

☐ The advice of issue (MP 3) has not arrived. Please send a duplicate or confirm the issue

Other reasons

Please return the money order, under cover, immediately after rectification, along with this form

Money orders, Hamburg 1984, art 112, para 1 — Size: 210 x 297 mm

II. Request for payment authorization

The money order described opposite

☐ was mislaid before payment

☐ was destroyed before payment

☐ was lost before payment

☐ requires an additional payment to the payee, following an error in conversion

Amount of additional payment

Please issue a payment authorization and send it with this form

Stamp of paying office and date
Signature

Stamp of issuing office of money order

Administration preparing the account

MONTHLY ACCOUNT
List money orders

MP 15

Issuing administration	Date of account	
	Month	Year

Date of lists	Money orders for which charges were received				Free-of-charge money orders				Debit of administration issuing the money orders	
	International numbers of instruments on the lists		List totals		International numbers of instruments on the lists		List totals			
1	2		3		4		5		6	
	from	to			from	to				
Totals										

No of money orders	Average amount	Money orders for which charges were received (col 3)	
	Amount per money order		
Remuneration per money order			
Supplementary remuneration (50 c/0.16 SDR per money order)			
Supplementary remuneration for money orders paid to the addressee only			
Free-of-charge money orders (col 5)			
Grand total of sums payable by the issuing administration			

Stamp, date and signature

(Front)

COUNTERFOIL intended for holder of giro account No .....

Amount in arabic figures

Date of issue

Postal administration

INTERNATIONAL INPAYMENT MONEY ORDER

MP 16

Exchange rate[1]

Sum credited[1]

Amount in arabic figures

Amount and currency unit in words and roman letters

Space for postage stamps or indication of charge collected if applicable

Name and address of sender

Name and forenames of payee

Giro account No

Giro centre

Country of destination

[1] To be entered by the paying administration when effecting the conversion.

Stamp of issuing office

Stamp of issuing office

Indications of issuing office

Money order No

Sum deposited

Office

Date

Signature of the official

Money orders, Hamburg 1984, art 144, para 1 — Size: 148 x 105 mm, colour: yellow

(Back)

Space reserved for giro service

Stamp of the giro centre that credited the money order to the payee's giro account

FINAL PROTOCOL TO THE DETAILED REGULATIONS OF THE MONEY ORDERS AND POSTAL TRAVELLERS' CHEQUES AGREEMENT

At the moment of proceeding to signature of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement concluded this day, the undersigned, on behalf of their respective postal administrations, have agreed the following:

Article I

Instalments

Because of its internal legislation, the postal administration of Mexico shall not be obliged to observe the terms of article 152, paragraph 1, of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement which requires the payment of an instalment on the fifteenth day of any month during which money orders were issued exceeding a total of 30 000 gold francs (9800.72 SDR).

In witness whereof, the plenipotentiaries below have drawn up this Protocol which shall have the same force and the same validity as if its provisions were inserted in the actual text of the Detailed Regulations to which it relates.

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 477 to 509.

Giro Agreement

Agreement
Detailed Regulations
— Forms

GIRO AGREEMENT

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GIRO AGREEMENT

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, paragraph 4, of the Constitution of the Universal Postal Union concluded at Vienna, 10 July 1964, have by common consent and subject to article 25, paragraph 3, of the Constitution, drawn up the following Agreement:

Part I

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern all the services which the giro service is able to provide for users of giro accounts and which contracting countries agree to set up in their reciprocal relations.

Article 2

Financial relations between participating administrations

1 Where administrations have a giro system, each shall cause to be opened in its name with the corresponding administration a liaison giro account by means of which shall be settled mutual debts and claims resulting from exchanges made through the giro service and, possibly from any other operations that the administrations may agree to settle by this means.

2 Where the paying administration does not have a giro system, the issuing administration of the outpayment cheques shall deal with it in accordance with articles 29 and 30 of the Money Orders Agreement.

Article 3

Maintenance of liaison giro accounts. Interest on overdue payments

1 Each administration shall maintain with the administration of the corresponding country, in the currency of that country, a credit from which the amounts owing shall be deducted. Where applicable, the sums transferred to establish or maintain this credit shall be entered to the liaison giro account opened by the administration of destination in the name of the administration of origin.

2 This credit may not, in any circumstances, be otherwise appropriated without the agreement of the administration which established it.

3 If this credit is not sufficient to cover the orders given, the transfers, inpayments and payments shall nevertheless be executed, subject to paragraphs 5 and 6 below.

4 The creditor administration shall have the right to demand payment of amounts owing at any time; it may fix the date upon which payment is to be made, taking into account the transfer time due to distance.

5 Where the uncovered balance is over 100 000 francs (32 669.06 SDR), the amounts to be settled shall become chargeable with interest upon expiry of a period of 15 days reckoned from telegraphic notification of the absence of cover. This rate of interest may not exceed 6 percent per annum.

6 If, after application of paragraph 5, the debtor administration does not make the payment within the following 15 days, the creditor administration may suspend the service eight days after sending notice by telegraph.

7 No unilateral measure, such as a moratorium, prohibition of transfer, etc, may impinge upon this article.

Article 4

Offices of exchange

Lists of transfers, inpayments or outpayment cheques and any settlements of any kind shall be exchanged exclusively through the giro centres called "offices of exchange" designated by the administration of each of the contracting countries.

Article 5

Application of the Money Orders and Postal Travellers' Cheques Agreement and its Detailed Regulations

Subject to the provisions set out in this Agreement, the exchanges of inpayments and payments shall be subject to the provisions of the Money Orders and Postal Travellers' Cheques Agreement and its Detailed Regulations.

Part II

Giro transfers

Chapter I

Conditions for the acceptance and execution of transfer orders

Article 6

Methods of exchange

Giro transfers may be exchanged either by post or, if telegraph transfers are accepted in relations between the countries concerned, by any form of telecommunications.

Article 7

Currency. Conversion

1 In the absence of special agreement, the amount of the transfer shall be expressed in the currency of the country of destination.

2 Nevertheless, each administration may allow the aforesaid amount to be shown in the currency of the country of origin by the holder of the account to be debited.

3 The administration of origin shall fix the conversion rate of its currency into that of the country of destination.

Article 8

Maximum amount

Each administration may limit the value of the transfers which any account holder may order either in a single day or during a specified period.

Article 9

Charges

1 The issuing administration shall decide what charge it shall collect from the payer of a giro transfer and shall retain that sum in its entirety.

2 The charge for the entry of a transfer to the credit of a giro account shall not be higher than the charge collected for the same operation in the internal service.

Article 10

Exemption from charges

Transfers relating to the postal service exchanged under the terms of article 15 of the Convention shall be exempt from all charges.

Article 11

Advice of transfer

1 For every transfer sent by post an advice of transfer shall be prepared either by the payer or by the giro centre which holds his account.

2 The back or a specific part of the front of this advice may be used for a brief private message to the payee.

3 Advices of transfer shall be sent free of charge to the payee after the amounts transferred have been credited to their accounts.

Article 12

Provisions applicable to telegraph transfers

1 Telegraph transfers shall be subject to the provisions of the Telegraph Regulations attached to the International Telecommunication Convention.

2 In addition to the charge provided for in article 9, the payer of a telegraph transfer shall pay the charge stipulated for transmission by telecommunications, including any charge for a private message to the payee.

3 For each telegraph transfer the giro centre of destination shall prepare an advice of arrival or an advice of transfer of the internal or international service and forward it free of charge to the payee.

Article 13

Entry to the payee's account. Advice of entry

1 After advising the administrations concerned, the administration of destination may, upon the entry of the credit to the payee's account and if its legislation so requires, either ignore fractions of monetary units or round the amount off to the nearest monetary unit or tenth part thereof.

2 In relations between countries whose administrations have so agreed the payer may ask for an advice of entry to the credit of the payee's account. Article 48 of the Convention shall apply to advices of entry.

3 The charge to be collected in accordance with paragraph 2 shall be deducted in advance from the payer's account.

Article 14

Notification of transfers

1 Transfers shall be notified by the administration of origin to the administration of destination by means of lists.

2 In the absence of special agreement, amounts to be transferred shall be expressed, in the list, in the currency of the country of destination.

Chapter II

Cancellation. Inquiries

Article 15

Cancellation of transfers

The payer may, within the terms of article 33 of the Convention, have a transfer cancelled so long as it has not been credited to the payee's account. Any request for cancellation shall be in writing and addressed to the administration to which the payer gave the transfer order.

Article 16

Inquiries

1 Any inquiry about the execution of a transfer shall be addressed by the payer to the administration to which he gave the transfer order, except where he has authorized the payee to deal with the administration holding the latter's account.

2 Article 42 of the Convention shall apply to inquiries.

Article 17

Transfers not credited to the payee's account

The value of any transfer which, for any reason, it has not been possible to credit to the payee's account shall be re-credited to the payer's account.

Chapter III

Liability

Article 18

Principle and extent of liability

1 Administrations shall be liable for amounts debited against the payer's account until such time as the transfer has been duly effected.

2 Administrations shall be liable for erroneous information supplied by their service in transfer lists or telegraph transfers. Liability shall extend to errors of conversion and transmission errors.

3 Administrations shall assume no liability for delays which may occur in the transmission and execution of transfers.

4 Administrations may also agree among themselves to apply broader conditions of liability which are suited to the requirements of their internal services.

Article 19

Exceptions to the principle of liability

Administrations shall be relieved of all liability:

a when, owing to the destruction of official records by force majeure, they cannot account for the execution of a transfer, unless proof of their liability is otherwise produced;

b when the payer has made no claim within the period prescribed in article 42, paragraph 1, of the Convention.

Article 20

Determination of liability

Except where the terms of article 24, paragraphs 2 to 5, of the Money Orders and Postal Travellers' Cheques Agreement apply, liability shall rest with the administration of the country where the error occurs.

Article 21

Refund of amounts owing. Recourse

1 The obligation to indemnify the claimant shall rest with the administration to which the inquiry is addressed.

2 Whatever the reason for the refund, the amount refunded to the payer of a transfer may not exceed that debited against his account.

3 The administration which indemnified the claimant shall have the right of recourse against the administration which is liable.

4 The administration which finally bore the loss shall have the right of recourse, up to the amount paid, against the person benefiting from the error.

Article 22

Time allowed for payment

1 Payment of amounts owing to the claimant shall be made as soon as the liability of the service has been established, within a maximum period of six months from the day following the day of inquiry.

2 If the administration presumed to be liable, although duly informed, has allowed five months to pass without finally settling a claim, the administration to which the inquiry was made shall be authorized to indemnify the claimant on behalf of the other administration.

Article 23

Reimbursement of the administration that paid the indemnity

1 The administration which was liable shall be bound to reimburse the administration which indemnified the claimant within four months of dispatch of the advice of payment.

2 At the end of that period, the amount due to the administration which reimbursed the claimant shall be chargeable with interest on overdue payments at the rate of 6 percent per annum.

Part III

Inpayments into giro accounts

Article 24

General provisions

1 Any person residing in one of the countries which provide the giro inpayment service may order inpayments to be made to the credit of a giro account held in another of those countries.

2 Except for the special provisions below, all that is expressly provided for giro transfers shall apply equally to inpayments.

3 The issuing administration shall decide what charge it shall collect from the sender of a giro inpayment and it shall retain that sum in its entirety. The charge for a giro inpayment shall not be higher than the charge collected for a money order.

4 A receipt shall be given free of charge to the inpayer at the time the money is paid in.

5 In the absence of special agreement, inpayments shall be notified by the administration of origin to the administration of destination by means of lists.

Article 25

Methods of exchange of inpayments

1 Inpayments into giro accounts may be exchanged under the conditions set out at article 6. They shall be exchanged by means of advice of inpayment or of inpayment money order.

2 Administrations shall agree to adopt for the exchange of inpayments by post the type of form and the regulations which best suit the organization of their service. They may, in particular, agree to use in their reciprocal relations the advice of inpayment of their internal service.

3 Exchange by telecommunications shall function according to any provisions laid down for telegraph money orders.

Part IV

Payments made by outpayment cheques or postal money orders

Chapter I

General provisions

Article 26

Methods of making payments

1 International payments made by debiting giro accounts may be made by means of outpayment cheques, card money orders or list money orders.

2 Administrations shall agree to adopt for the payments service the regulations which best suit the organization of their service. They may use their internal service forms to represent outpayment cheques sent to them.

3 Card money orders and list money orders issued to represent the sums debited from giro accounts shall be subject to the provisions of the Money Orders and Postal Travellers' Cheques Agreement and its Detailed Regulations.

Chapter II

Issue of outpayment cheques

Article 27

Currency. Conversion

Article 7 shall apply to outpayment cheques.

Article 28

Maximum amount issued

The administration of origin may limit the value of the payments which any payer may order either in a single day or during a specified period.

Article 29

Charge to be collected from the payer

The administration of origin shall decide what charge it shall collect from the payer of an outpayment cheque.

Article 30

Use of telecommunications for the transmission of outpayment cheques

1 Outpayment cheques may be sent by telecommunications, either between the office of exchange of the administration of origin and the office of exchange of the paying administration, or between the office of exchange of the administration of origin and the post office designated for payment, when administrations agree to use this method of transmission.

2 Articles 4 and 8 of the Money Orders and Postal Travellers' Cheques Agreement shall apply to telegraph outpayment cheques.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 31

Advice of payment. Express delivery. Payment to addressee only. Messages to the payee. Withdrawal from the post. Alteration of address. Endorsement

Articles 9, 10 and 12 of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques.

Article 32

Redirection

1 The outpayment cheque may not be redirected outside the limits of the country of destination.

2 When the payee has established his residence outside the first country of destination, the outpayment cheque shall be treated as an unpaid cheque. If the internal regulations of the country of origin so permit, the payer shall be advised of the payee's new address.

Chapter IV

Payment of outpayment cheques

Article 33

Miscellaneous provisions

1 The paying administration shall not be obliged to make payment at the addressee's address of outpayment cheques the amount of which exceeds that of postal money orders normally paid at the addressee's address.

2 As regards the duration of validity, authorization to extend the period of validity, general rules for payment, express delivery, charges which may be collected from the payee and special provisions regarding payment of telegraph money orders, articles 13 to 18 of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques provided that the rules of the internal service do not prevent this.

Chapter V

Unpaid outpayment cheques. Payment authorization

Article 34

Unpaid outpayment cheques

The amount of any outpayment cheque which it was not possible to pay for one of the reasons given in article 19 of the Money Orders and Postal Travellers' Cheques Agreement shall be made available again to the giro service of the administration of origin through the intermediary of the giro office of exchange of the paying administration to be re-credited to the payer's account.

Article 35

Payment authorization

1 Any outpayment cheque mislaid, lost or destroyed before payment may be replaced at the request of the payer or the payee by a payment authorization obtained from the paying administration.

2 Apart from paragraph 1, article 20 of the Money Orders and Postal Travellers' Cheques Agreement shall apply to payment authorizations made out in replacement of an outpayment cheque.

Article 36

Stale outpayment cheques

Article 21 of the Money Orders and Postal Travellers' Cheques Agreement shall apply to stale outpayment cheques.

Chapter VI

Liability

Article 37

Principle and extent of liability

1 Administrations shall be liable for amounts debited against the payer's account until such time as the outpayment cheque has been duly paid.

2 Administrations shall be liable for erroneous information supplied by their service in lists of outpayment cheques or in documents handed to the telegraph service for the transmission of telegraph outpayment cheques. Liability shall extend to errors of conversion and transmission errors.

3 Administrations shall assume no liability for delays which may occur in the transmission or payment of outpayment cheques.

4 Administrations may also agree among themselves to apply broader conditions of liability which are suited to the requirements of their internal services.

5 Articles 23, 24, 25, 26 and 27 of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques.

Chapter VII

Remuneration of the paying administration

Article 38

Remuneration of the paying administration

1 The issuing administration shall allocate the paying administration for each outpayment cheque a remuneration the rate of which shall be fixed, on the basis of the average amount of the outpayment cheques included in the summary lists sent in the course of each month, at:

- 1.80 francs (0.59 SDR) up to 200 francs (65.34 SDR);
- 2.20 francs (0.72 SDR) above 200 francs (65.34 SDR) and up to 400 francs (130.68 SDR);
- 2.70 francs (0.88 SDR) above 400 francs (130.68 SDR) and up to 600 francs (196.01 SDR);
- 3.30 francs (1.08 SDR) above 600 francs (196.01 SDR) and up to 800 francs (261.35 SDR);
- 4.00 francs (1.31 SDR) above 800 francs (261.35 SDR) and up to 1000 francs (326.69 SDR);
- 4.80 francs (1.57 SDR) above 1000 francs (326.69 SDR).

2 Instead of the rates set out at paragraph 1, administrations may, however, agree to allocate a standard remuneration in SDRs or in the currency of the paying country irrespective of the amount of the outpayment cheques.

3 The remuneration due to the paying administration shall be determined each month as follows:

a the rate of remuneration in SDRs to be applied for each outpayment cheque shall be determined after conversion into SDRs of the average amount of the outpayment cheques on the basis of the average value of the SDR in the currency of the paying country as laid down in the Convention, Detailed Regulations, article 104;

b the total amount in SDRs obtained for the remuneration in respect of each account shall be converted into the currency of the paying country on the basis of the actual value of the SDR operative on the last day of the month to which the account relates;

c when the standard remuneration provided for in paragraph 2 is fixed in SDRs, it shall be converted into the currency of the paying country as described in subparagraph b.

Part V

Other payments made by debiting giro accounts

Article 39

General provisions

1 International payments to be made by debiting giro accounts may also be made by magnetic tape or any other medium agreed on by the administrations.

2 Administrations of destination may use their internal service forms to represent payment orders sent to them by these methods. The conditions of exchange shall then be settled in special agreements adopted by the administrations concerned.

Part VI

Issue of foreign currency to travellers

Chapter I

Postcheques

Article 40

Issue of postcheques

1 Each administration may issue to holders of postal accounts postcheques payable on sight at the counters of post offices in contracting countries which agree to set up this service in their reciprocal relations. Postcheques may also be handed over in payment to third parties by agreement between the contracting administrations.

2 Holders of postal accounts to whom postcheques have been issued shall also be given a postcheque guarantee card which must be produced at the time of payment.

Article 41

Currency. Conversion rate

1 The maximum amount guaranteed shall be printed on the back of each postcheque or in an annex in the currencies of the various contracting countries.

2 In the absence of a specific agreement with the paying administration the issuing administration shall fix the conversion rate of its currency into that of the paying country.

Article 42

Maximum amount

The maximum amount which may be paid by means of a postcheque shall be fixed by common agreement among the contracting countries.

Article 43

Charges

The issuing administration may collect a charge from the payer of a postcheque.

Article 44

Duration of validity

1 The duration of validity of postcheques may be fixed by the issuing administration.

2 It shall be shown on the postcheque by printing the last date of validity.

3 In the absence of such indication, the validity of postcheques shall be unlimited.

Article 45

General rules for payment

The amount of the postcheques shall be paid to the payee in legal currency of the paying country at post office counters.

Article 46

Remuneration of the paying administration

The administrations which agree to participate in the postcheques service shall fix by common agreement the amount of the remuneration which shall be allocated to the paying administration.

Article 47

Liability

The paying administration shall be relieved of all liability when it can prove that payment was made in regulation conditions.

Chapter II

Giro travellers' cheques

Article 48

Giro travellers' cheques

1 At his request, there may be sent to any giro account holder in one of the countries which agree to exchange giro travellers' cheques, giro travellers' cheques payable in another of those countries.

2 The conditions of acceptance and execution of payments by means of giro travellers' cheques shall be fixed by the countries which agree to exchange them.

Part VII

Negotiation by giro transfer of instruments payable at giro centres

Article 49

Instruments payable at giro centres

1 Subject to agreement with the administration of the paying country, giro centres which receive for collection bank cheques or bills of exchange payable in a foreign giro centre shall send them to the office of payment which shall proceed with their negotiation by giro transfer.

2 The instruments shall comply with the procedural conditions laid down for bills for collection.

3 Administrations shall draw up by mutual agreement the necessary regulations for the execution of protest formalities as well as the conditions under which part payments may be accepted.

Article 50

Charge

On any instruments accepted for collection by a giro centre a charge not exceeding 20 centimes (0.07 SDR) may be made on behalf of the receiving administration.

Article 51

Liability

1 Administrations shall be liable for the amount of the instruments debited against the accounts.

2 Administrations shall not be liable for delays in:

a the sending or presentation of instruments;

b the preparation of protests or the institution of any legal proceedings they may undertake under the terms of article 49, paragraph 3.

Part VIII

Miscellaneous provisions

Article 52

Application to open a giro account abroad

1 Where an application is made to open a giro account in a country with which the country of residence of the applicant exchanges giro transfers, the administration of the country of residence shall be bound, in verifying the application, to cooperate fully with the administration responsible for keeping the account.

2 Administrations shall pledge themselves to carry out this verification with all due care and diligence without, however, assuming any liability on that account.

3 At the request of the administration which keeps the account, the administration of the country of residence shall also undertake, as far as possible, to verify information about any change in the legal capacity of the account holder.

Article 53

Free postage

1 Envelopes containing account statements addressed by giro centres to account holders shall be sent by the quickest route (air or surface) and forwarded post-free in each country of the Union.

2 The redirection of these envelopes in any country of the Union shall not, in any circumstances, deprive them of the benefit of this exemption.

Article 54

Directory of account holders

1 Account holders may obtain, through the administration which holds their accounts, directories of account holders published by other administrations, at the price fixed by the latter in their inland services.

2 Each administration shall provide the administrations of the contracting countries, free of charge, with the directories necessary for the execution of the service.

3 Administrations cannot be held liable because of errors in the directory of account holders.

4 Where directories of holders are not published or such information is held in a data bank, administrations shall agree on the manner of exchanging this information when the needs of the service so require.

Part IX

Final provisions

Article 55

Application of the Convention

The Convention shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

Article 56

Exception to the application of the Constitution

Article 4 of the Constitution shall not apply to this Agreement.

Article 57

Conditions for approval of proposals concerning this Agreement and its Detailed Regulations

1 To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations must be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress must be present at the time of voting.

2 To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations shall obtain:

a two thirds of the votes, if they involve the addition of new provisions or amendments to the provisions of this Agreement and its Detailed Regulations;

b a majority of the votes, if they involve interpretation of this Agreement and its Detailed Regulations except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

Article 58

Entry into force and duration of the Agreement

This Agreement shall come into force on 1 January 1986 and shall remain in operation until the entry into force of the Acts of the next Congress.

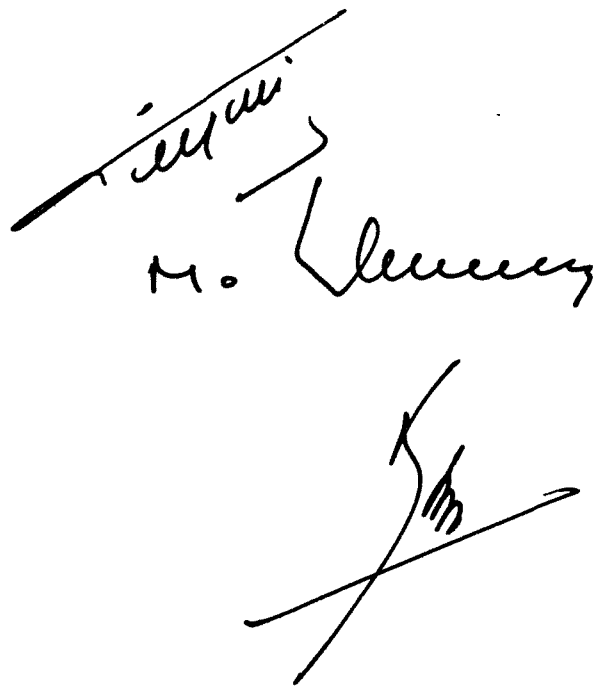
In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original which shall be deposited in the archives of the Government of the Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Hamburg, 27 July 1984.

See signatures below.

Pour LA RÉPUBLIQUE DÉMOCRATIQUE
D'AFGHANISTAN:

Pour LA RÉPUBLIQUE ALGÉRIENNE
DÉMOCRATIQUE ET POPULAIRE:



Pour LA RÉPUBLIQUE POPULAIRE
SOCIALISTE D'ALBANIE:

Pour LA RÉPUBLIQUE FÉDÉRALE
D'ALLEMAGNE:

Pour LES ÉTATS-UNIS D'AMÉRIQUE:

Pour LA RÉPUBLIQUE POPULAIRE
D'ANGOLA:

Pour LE ROYAUME DE L'ARABIE
SAOUDITE:

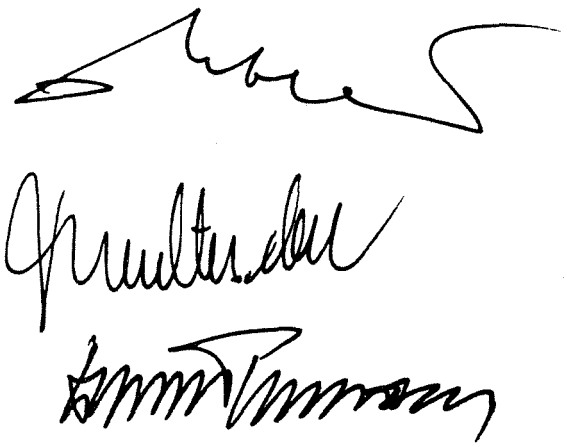
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Pour L'AUSTRALIE:

Pour LE COMMONWEALTH DES BAHAMAS:

Pour L'ÉTAT DE BAHRAIN:

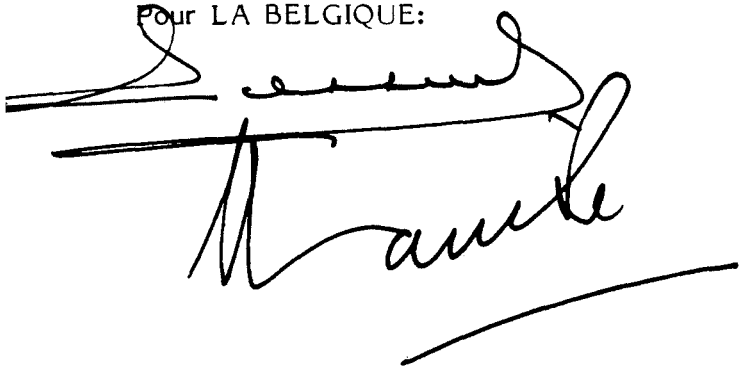
Pour LA RÉPUBLIQUE D'AUTRICHE:



Pour LA RÉPUBLIQUE POPULAIRE DU BANGLADESH:

Pour BARBADE:

Pour LA BELGIQUE:



Pour BELIZE:

Pour LA RÉPUBLIQUE POPULAIRE DU BÉNIN:

S.C. HOUNDADJO

AIDOKONHAN

J. ALINDÉ

Pour LE ROYAUME DE BHOUTAN:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE DE BIÉLORUSSIE:

Pour LA RÉPUBLIQUE SOCIALISTE DE L'UNION DE BIRMANIE:

Pour LA RÉPUBLIQUE DE BOLIVIE:

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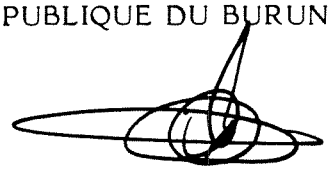
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Pour LA RÉPUBLIQUE DU CAMEROUN:

J.B. NKOO

Pour LE CANADA:

Pour LA RÉPUBLIQUE DU BURUNDI:



Pour LA RÉPUBLIQUE DU CAP-VERT:

Pour LA RÉPUBLIQUE POPULAIRE DE CHINE:

Pour LA RÉPUBLIQUE CENTRAFRICAINE:

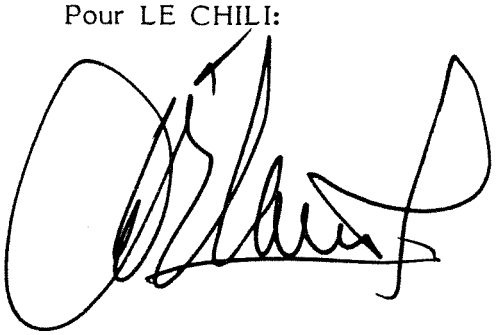


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Pour LE CHILI:



Pour LA RÉPUBLIQUE FÉDÉRALE ISLAMIQUE DES COMORES:

Pour LA RÉPUBLIQUE POPULAIRE DU CONGO:

Pour LA RÉPUBLIQUE DE CORÉE:

Pour LA RÉPUBLIQUE DE COSTA RICA:

Pour LA RÉPUBLIQUE DE CÔTE D'IVOIRE:

Pour LA RÉPUBLIQUE DE CUBA:

Pour LA RÉPUBLIQUE DE DJIBOUTI:

Pour LE ROYAUME DE DANEMARK:

Pour LA RÉPUBLIQUE DOMINICAINE:

Pour LE COMMONWEALTH DE LA DOMINIQUE:

Pour LA RÉPUBLIQUE ARABE D'ÉGYPTE:

Pour LA RÉPUBLIQUE DE EL SALVADOR:

Pour L'ESPAGNE:

Pour LES ÉMIRATS ARABES UNIS:

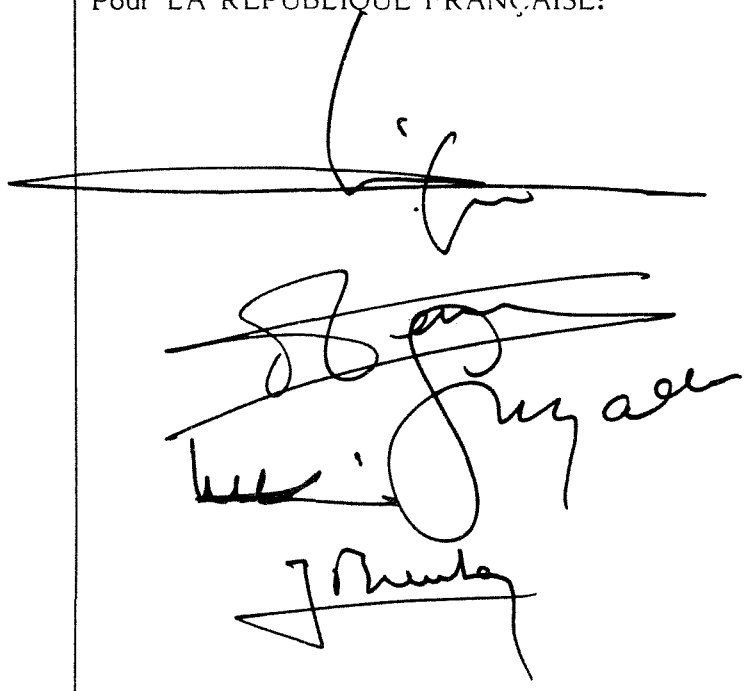
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Pour L'ÉTHIOPIE SOCIALISTE:

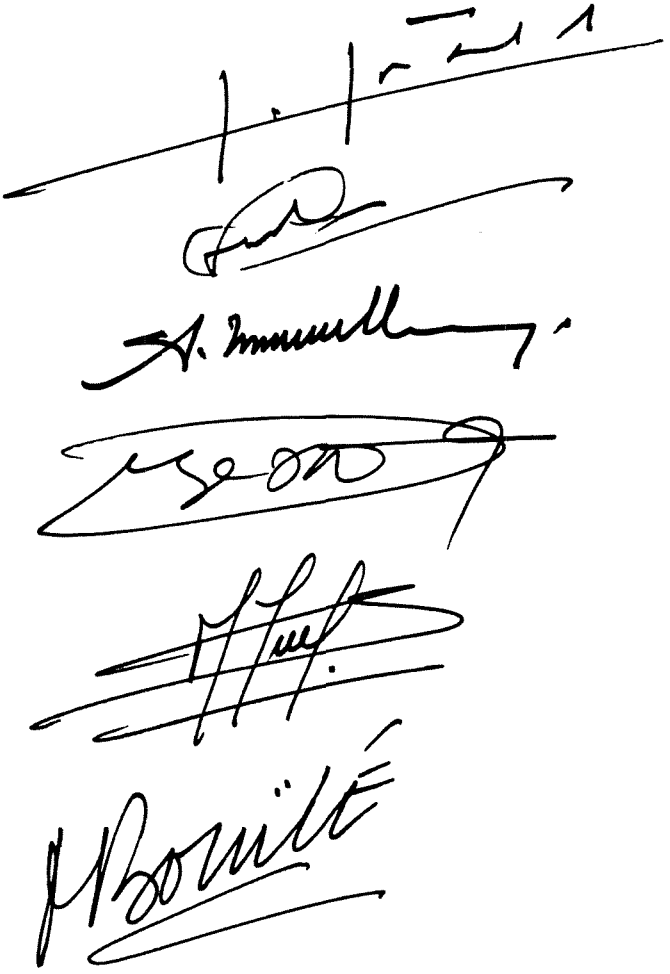
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Pour LA RÉPUBLIQUE FRANÇAISE:



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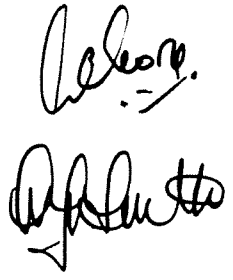
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Pour LE ROYAUME-UNI DE GRANDE-BRETAGNE ET D'IRLANDE DU NORD, ÎLES DE LA MANCHE ET ÎLE DE MAN:

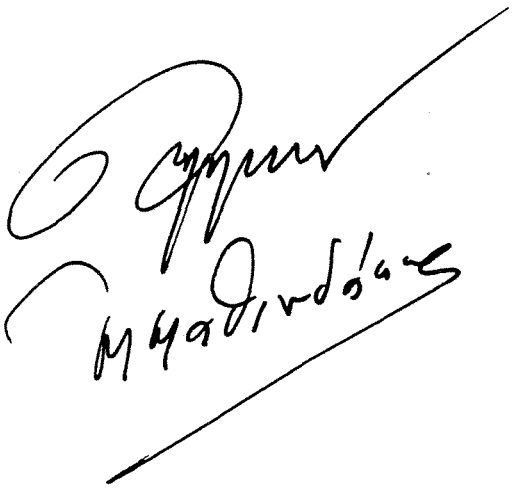


Pour LA RÉPUBLIQUE DE GAMBIE:

Pour LES TERRITOIRES D'OUTRE-MER DONT LES RELATIONS INTERNATIONALES SONT ASSURÉES PAR LE GOUVERNEMENT DU ROYAUME-UNI DE GRANDE-BRETAGNE ET D'IRLANDE DU NORD:



Pour LA GRÈCE:



Pour GRENADE:

Pour LA RÉPUBLIQUE DU GUATÉMALA:

Pour LA RÉPUBLIQUE DE GUINÉE:

Pour LA RÉPUBLIQUE DE GUINÉE-BISSAU:

Pour LA RÉPUBLIQUE DE GUINÉE ÉQUATORIALE:

Pour LA GUYANE:

Pour LA RÉPUBLIQUE DU HONDURAS:

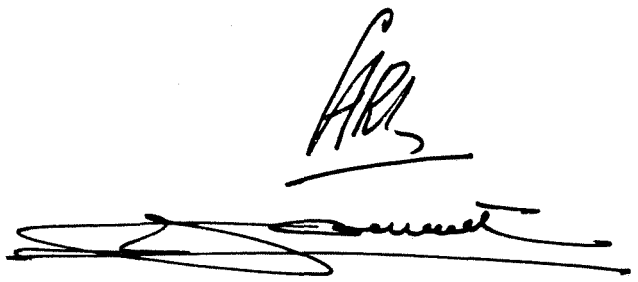
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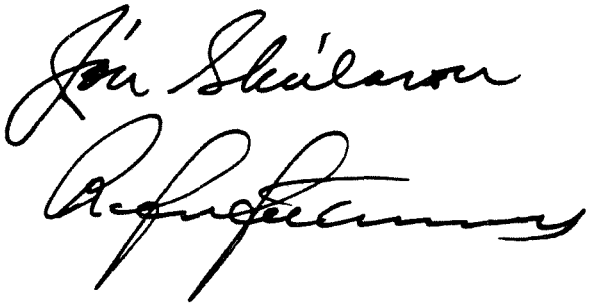


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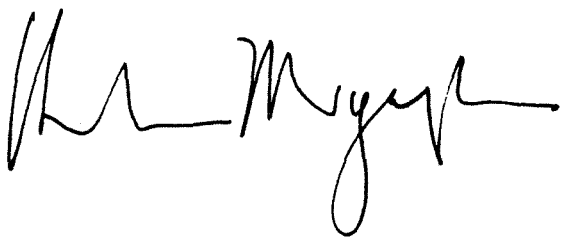
Pour ISRAËL:

Pour (AL) JAMAHIRIYA ARABE LIBYENNE POPULAIRE SOCIALISTE:

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Pour L'ITALIE:

Pour LE JAPON:



Pour LE ROYAUME HACHÉMITE DE JORDANIE:

Pour KAMPUCHEA DÉMOCRATIQUE:

Pour LA RÉPUBLIQUE DE KENYA:

Pour KUWAIT:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE LAO:

Pour LA RÉPUBLIQUE DE LIBÉRIA:

Pour LE ROYAUME DU LESOTHO:

Pour LA RÉPUBLIQUE LIBANAISE:

Pour LA PRINCIPAUTÉ DE
LIECHTENSTEIN:



Pour LE LUXEMBOURG:





Pour LA RÉPUBLIQUE DÉMOCRATIQUE
DE MADAGASCAR:



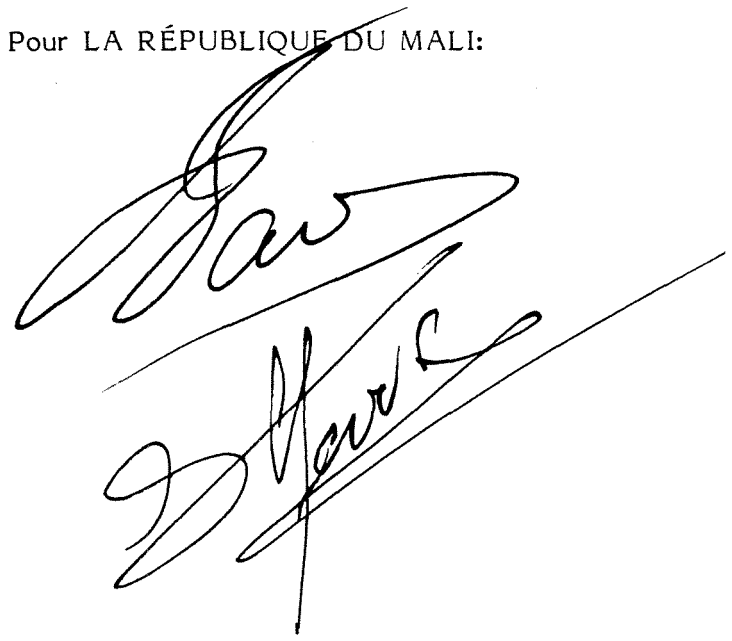


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Pour MALAWI:

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Pour LA RÉPUBLIQUE DU MALI:



Pour MALTE:

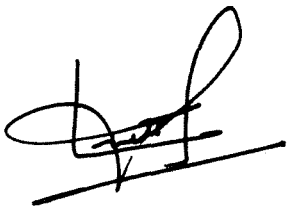
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Pour MAURICE:

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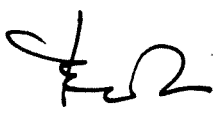
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Pour LA RÉPUBLIQUE FÉDÉRALE DE NIGÉRIA:

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Pour L'OUGANDA:

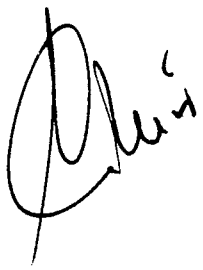
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Pour LA RÉPUBLIQUE DE PANAMA:

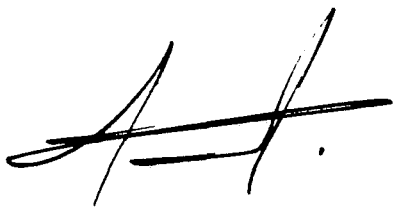
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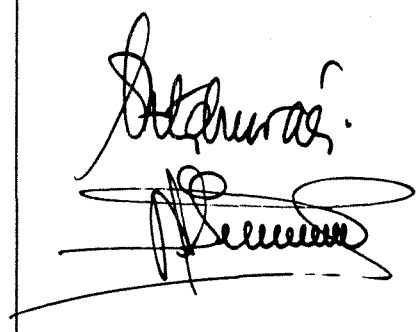
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Pour LA RÉPUBLIQUE RWANDAISE:



Pour SAINTE-LUCIE:

Pour LES ÎLES SALOMON:

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Pour LA RÉPUBLIQUE DE SAINT-MARIN:

Pour LA RÉPUBLIQUE DU SÉNÉGAL:

(A. GUEYE)

Pour SAINT-VINCENT-ET-GRENADINES:

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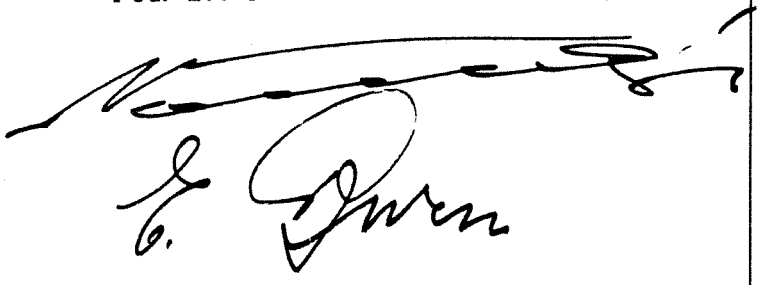
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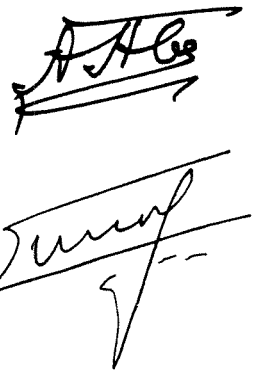
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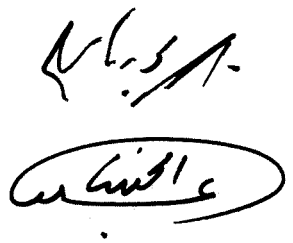


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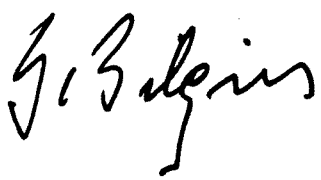
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Pour TUVALU:

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Pour L'UNION DES RÉPUBLIQUES SOCIALISTES SOVIÉTIQUES:

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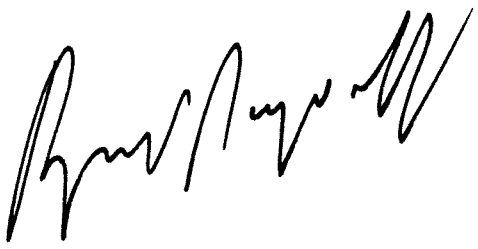
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Pour LA RÉPUBLIQUE SOCIALISTE FÉDÉRATIVE DE YOUGOSLAVIE:



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ANNEXES: FORMS

DETAILED REGULATIONS OF THE GIRO AGREEMENT

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Giro Agreement.

Part I

Provisions common to all giro services

Article 101

Information to be supplied by administrations

1 Administrations shall send to each other direct:

a the names of the offices of exchange referred to in article 4 of the Agreement;

b specimen impressions of the authentication stamps used in the offices of exchange;

c a list – with specimen signatures – of the officials who are authorized to sign the summary lists in those offices; this list shall be supplied in sufficient copies to meet the needs of the service. In cases of amendment, a complete new list shall be sent to the corresponding administration; however, if it is just a question of cancelling one of the listed signatures, it shall be sufficient to have it struck off the existing list which shall continue to be used;

d the rate of conversion fixed for transfers, inpayment or outpayment cheques, if this is specially requested.

2 In addition, each administration shall transmit to the other administrations, through the intermediary of the International Bureau, the following information:

a a list of the countries with which it exchanges transfers, inpayments, outpayment cheques or postcheques and, if applicable, telegraph transfers, inpayments or outpayment cheques;

b the names of the offices of exchange referred to in article 4 of the Agreement.

3 Any amendment to the information mentioned above shall be notified without delay.

Article 102

Forms for the use of the public

1 For the purpose of applying article 10, paragraph 4, of the Convention, the following shall be considered as forms for the use of the public:

VP 1 (Advice of transfer or inpayment),
VP 7 (Inquiry about a transfer or inpayment),
VP 10 (Advice of entry),
VP 13 and VP 13bis (Outpayment cheque),
VP 14 (Postcheque),
VP 15 (Postcheque guarantee card).

2 Internal service forms used as transfer advices or, if applicable, as inpayment advices under the conditions set out in articles 105, paragraph 1, and 125, paragraph 2, shall not be subject to these provisions.

Part II

General provisions

Article 103

Operation of the liaison giro account

1 The following, in particular, shall be credited to the liaison giro account:

a sums transferred to constitute or to finance a credit balance. The corresponding transfers shall be made either by means of cheques or drafts payable on sight at the capital or at a commercial centre in the creditor country, or by transfer to a banking institution in that capital or commercial centre;

b transfers, inpayments and payments which it has not been possible to make.

2 The following, in particular, shall be debited to the liaison giro account:

a the total of the transfer lists or inpayment lists referred to in articles 106 and 125 which the administration of destination must credit to payees' giro accounts;

b the total of the lists of outpayment cheques mentioned in article 132 for which it has to provide cash;

c the total of the lists of postcheques mentioned in article 152 against which payment has been effected;

d the total of the remunerations referred to in articles 38 and 46 of the Agreement which are paid to it by the administration of origin of the outpayment cheques and postcheques;

e sums the repatriation of which is requested by the administration holding the liaison giro account for contingency levelling of the latter's credit balance.

3 Administrations may agree among themselves to use the liaison giro accounts to settle transactions other than those relating to the operation of the giro service. Where applicable, they shall determine the procedure to be applied.

4 Any charges shall be borne by the administration of origin with the exception of extraordinary charges, such as clearing charges, imposed by the creditor country.

Part III

Transfers

Chapter I

Issue. Notification

Article 104

Entries on forms

1 Entries on transfer service forms shall be made very clearly, in roman characters and arabic numerals preferably typewritten.

2 Entries in indelible pencil or in ordinary pencil shall be forbidden; however, signatures may be in indelible pencil.

Article 105

Preparation of transfer advices

1 Transfer advices shall be prepared, on forms conforming to the annexed specimen VP 1, either by the holder of the account to be debited or by the giro centre holding the account; however, each administration may use its own internal service forms.

2 When the payer shows the amount to be transferred in the currency of the country of origin, the centre receiving the transfer order – or the office of exchange – shall do the conversion and enter, on the advice, the value of the transfer in the currency of the country of destination. This value shall be preceded by the usual abbreviation of the currency unit.

3 Transfer advices shall bear the date-stamp impression of the giro centre of origin.

Article 106

Transfer lists

Transfer lists shall be prepared by the offices of exchange on forms conforming to the annexed specimen VP 2. Administrations may agree that column 3 of the form need not be filled in. Each list shall bear the impression of the stamp of the centre which prepared it.

Article 107

Preparation of summary lists

1 The total of the lists addressed to each particular office of exchange shall be carried over to a summary list prepared in duplicate in the form of the annexed specimen VP 3, the grand total of which shall be given in words or printed in figures by means of a cheque protection machine.

2 The entry number of the summary list shall be carried forward to each transfer list.

3 The summary lists shall be stamped with the stamp of the centre which prepared them and signed by the official or officials authorized to do so. Each of these summary lists shall be numbered consecutively in a series which is renewed each month for each office of exchange.

4 The summary list shall be sent in duplicate.

Article 108

Notification of transfers

The summary lists, lists and transfer advices shall be placed together and sent post-free once every working day to the destination office of exchange by the quickest route (air or surface); these packets may be registered. Administrations may also reach agreement to use electronic means for their transmission, such as teletransmission of data.

Chapter II

Special provisions relating to certain facilities offered to the public

Article 109

Request for an advice of entry

1 When, at the time he orders the transfer, the payer asks for an advice of entry to be sent to him in accordance with article 13 of the Agreement, the letters "AI" shall be shown on the VP 2 list opposite the corresponding entry; in the case of a transfer sent by post, the words *"Avis d'inscription"* (Advice of entry) shall be entered conspicuously on the transfer advice.

2 A form conforming to the annexed specimen VP 10 or a C 5 form, provided for in article 135, paragraph 2, of the Detailed Regulations of the Convention, properly filled in so far as the address of the payer (front) and the description of the transfer (back) are concerned, shall be attached to the relevant transfer advice.

Article 110

Request for the cancellation of a transfer

1 For every request for cancellation to be transmitted by post the centre of origin shall prepare a form conforming to the annexed specimen VP 5 and send it to the office of exchange in its own country; the latter office shall complete the form by entering details of the transmission of the transfer to the office of exchange in the country of destination and forward it to that office by registered post by the quickest route (air or surface).

2 If the request is to be sent by telegraph, a form conforming to the annexed specimen VP 6 shall be filled in by the centre or office of exchange of origin and the particulars sent in the form of a paid telegraph service advice to the centre holding the account to be credited. The service advice shall be confirmed immediately by post on a VP 5 form which shall go through the offices of exchange of the two countries.

3 If the request for cancellation is transmitted by some other means of telecommunication and if, for such exchanges, the administrations concerned have agreed to use a secret code, they may agree to forgo sending the VP 5 written confirmation.

Article 111

Inquiries

Any inquiry about the execution of a transfer order shall be prepared on a form conforming to the annexed specimen VP 7 by the giro centre holding the account to be debited and shall be sent, if appropriate, via the offices of exchange in each of the countries concerned, to the giro centre holding the account to be credited; it shall be dealt with in accordance with article 146, paragraph 2, of the Detailed Regulations of the Convention.

Chapter III

Operations at the giro centre of destination

Article 112

Return of advices of entry

The advice of entry referred to in article 109, duly completed by the giro centre holding the account credited, shall be sent direct to the payer by the quickest route (air or surface).

Article 113

Verification of transmissions and treatment of irregularities

1 Upon receipt of the packets containing the summary lists, the lists and transfer advices, the office of exchange of destination shall proceed to check them. If it finds any irregularity or omission, it shall immediately bring this to the notice of the office of exchange of origin by means of a letter in the form of the annexed specimen VP 4 and the latter shall reply by the quickest route (air or surface) and send duplicates of any missing documents. Duplicates of missing documents shall also be exchanged by the quickest route (air or surface).

2 If the irregularity concerns a discrepancy between the amounts on the transfer advice and the transfer list, the destination office of exchange shall be authorized to carry out the transfer for the lower of the two amounts; if this is done, the transfer advice or the transfer list and summary list, as the case may be, shall be amended accordingly in red ink and the amendment notified to the corresponding office of exchange by means of a VP 4 form.

Article 114

Cancellation of a transfer

1 A transfer shall be cancelled according to the rules laid down in article 115; if the cancellation has been requested by telecommunications and no arrangement to the contrary has been agreed between the administrations concerned, the giro centre of destination shall hold the transfer advice until receipt of the postal confirmation.

2 The action taken by the giro centre of destination on the cancellation request shall be communicated to the giro centre of origin by the quickest route (air or surface); in the case of a cancellation request by telecommunications it shall not be necessary to wait for the arrival of the VP 5 form before giving this information.

3 Cancellation requests made or forwarded in any way other than that laid down by article 110 shall be ignored.

Article 115

Non-execution of a transfer

1 When, for any reason whatsoever, a transfer cannot be credited to the payee's account, it shall be described on a VP 4 form, to which shall be attached, where appropriate, the corresponding transfer advice. The VP 4 form may, if necessary, have a description of several non-executed transfers entered on it.

2 Refused transfers shall be entered on the VP 4 form to their amount expressed in the currency of the first country of destination as calculated by the administration of origin of the transfer.

3 The total amount of the VP 4 form shall be credited to the giro account opened in the name of the administration of origin of the refused transfers.

4 The VP 4 form and the transfer advices attached to it shall be attached to the account statement mentioned in article 116, paragraph 2.

Chapter IV

Financial settlements between administrations

Article 116

Payment of amounts owing

1 After verification of the VP 2 lists and the VP 3 summary list, the total amount of the transfers received shall be debited to the liaison giro account opened in the name of the administration of origin of the transfers.

2 A copy of the VP 3 summary list stamped with the date-stamp of the giro service of destination shall be attached to the daily account statement which shall be sent the same day as the transaction to the administration holding the liaison giro account debited.

Chapter V

Telegraph transfers

Article 117

Common provisions

The provisions relating to transfers exchanged by post shall apply to telegraph transfers, in all cases not expressly covered in this chapter V.

Article 118

Preparation of telegraph transfers

1 Telegraph transfers shall give rise to the transmission of transfer telegrams by the giro centre of origin direct to the giro centre which holds the payee's account.

2 Transfer telegrams shall be written in French in the absence of special agreement and shall invariably be drawn up as follows:
The address part shall contain:
- *POSTFIN* (preceded by the telegraph service indications *URGENT* or *LT,* if appropriate, and followed by other telegraph service indications, if necessary);
- the postal service indication *(AVIS INSCRIPTION),* if appropriate;
- name of the giro centre of destination.

The text part shall contain:
- *VIREMENT,* followed by the postal issuing number;
- name or designation of the payer;
- number of the account debited;
- name of the giro centre holding the payer's account;
- amount to be credited;
- name or designation of the payee;
- number of the account to be credited;
- personal message (if any).

3 Administrations may agree to use a secret code for the complete or partial notification of the issue number and value of each telegraph transfer.

4 The amount to be credited shall be expressed as follows: total number of currency units in figures, then in words, name of the currency unit, and fractions of a unit, if any, in figures. However, the repetition of the amount in words shall not be required if the amount transferred is included in a secret telex code.

5 Neither the payer nor the payee may be designated by a coded abbreviation or word.

6 When administrations agree to use a form of telecommunications other than telegraph for transmission between their offices of exchange, they shall decide on the methods of operation.

Article 119

Telegraph transfer lists

Telegraph transfers shall be dealt with in separate VP 2 lists. No transfer advice shall be attached to these lists.

Article 120

Preparation of summary lists

Where telegraph transfers are collated in separate VP 3 summary lists, these shall be numbered in the same series as summary lists for postal transfers.

Article 121

Request for an advice of entry

The advice of entry for a telegraph transfer shall be prepared by the centre of destination as soon as the payee's account has been credited.

Article 122

Entry of telegraph transfers

The giro centre of destination shall credit telegraph transfers to the payee's account without waiting for the corresponding list.

Article 123

Advice of entry

The advice of entry for a telegraph transfer, as completed by the giro centre holding the account credited, shall be sent to the giro centre which holds the account.

Article 124

Verification of transmissions and treatment of irregularities

1 When a telegraphic transfer order cannot be executed for any reason for which the payee is not responsible, a telegraph service advice shall be sent to the giro centre of origin stating the reason why the order was not executed. If, after checking, the centre of origin ascertains that the irregularity was due to a service error, it shall rectify it immediately in a telegraph service advice. If not, the correction shall be made by post after consulting the payer; however, if the latter so wishes and offers to pay the charges, the correction may be sent by air or by means of a paid telegraph service advice.

2 Telegraph transfers containing an irregularity which has not been rectified within a reasonable time shall be rejected in accordance with the provisions of article 115.

Part IV

Giro inpayments

Chapter I

Inpayment advice

Article 125

General provisions

1 Subject to the following paragraphs, the regulations relating to giro transfers shall also apply to giro inpayments.

2 Inpayment advices shall be prepared on VP 1 forms or, if administrations agree to their use, on the inpayment advice forms of the internal service, either by the inpayer or by the post office of inpayment or by the office of exchange in the country of origin. They shall be stamped with the date-stamp of one of these offices.

3 The inpayment lists to which the inpayment advices shall be attached shall be prepared by the offices of exchange on VP 2 forms.

4 The total of each of the transfer lists or inpayment lists addressed to the same office of exchange shall be carried over to a VP 3 summary list.

5 In the absence of special agreement, article 116 shall apply to inpayment lists and summary lists.

6 The above provisions shall apply to inpayments issued on a VP 1 form intended for an administration whose giro system is based on the use of the inpayment money order.

Chapter II

Inpayment money orders. Treatment of inpayments received on MP 16 inpayment money orders intended for an administration whose giro system is based on the use of the VP 1 inpayment advice

Article 126

General provisions

Subject to what is expressly provided for in this chapter, inpayment money orders shall be subject to the provisions of part V of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.

Article 127

Forwarding of inpayment money orders

1 MP 16 inpayment money orders shall be forwarded direct by the issuing administration to the giro centre holding the payee's giro account.

2 MP 2 special lists, on which are described the list inpayment money orders, shall be sent:

- either through the intermediary of the offices of exchange of the giro service when the two administrations have a giro system;
- or through the intermediary of the list money order office of exchange and the office of exchange of the giro service when the issuing administration does not have such a service.

Where applicable, MP 2 lists shall be attached to the VP 2 transfer lists and their total transferred to the VP 3 summary list.

Article 128

Preparation and settlement of accounts of MP 16 inpayment money orders arriving direct at a giro centre of destination which does not use money orders for crediting its giro accounts

1 MP 16 inpayment money orders from a specific country shall, after being credited to the payee's account, be recorded by the giro centre of destination holding the liaison giro account of the issuing administration on a VP 2 list the heading of which shall be amended accordingly. This list shall be prepared in duplicate.

2 The total amount of the VP 2 list shall be debited from the liaison giro account opened in the name of the administration of origin of the money orders. The VP 2 list and the corresponding MP 16 money orders shall be attached to the account statement sent to the administration issuing the instruments. The money order shall be endorsed on the back with a note stating the date when the amount was credited to the payee's account and stamped with the date-stamp of the giro centre of destination. The coupon of the MP 16 money order may be detached by the giro centre of destination and used as an inpayment advice.

3 When the MP 16 inpayment money orders come from a country which has not yet set up a giro system, the account relating to the inpayment money orders shall be made out on the MP 8 form; it shall be sent, with the VP 2 list and money orders, to the service of the issuing administration responsible for exchanging money order accounts. The MP 8 account shall be settled direct by the issuing administration in favour of the giro service of destination of the money orders.

Part V

Payments made by outpayment cheques

Chapter I

Issue of outpayment cheques

Article 129

Outpayment cheque form

1 Outpayment cheques shall be made out on a strong paper form with a white background printed in light azure blue in the form of the annexed VP 13 or VP 13bis specimens.

2 The paper used for the manufacture of the forms shall meet the technical requirements of optical reading.

3 The lower part of the form shall have a white reading zone of a size in conformity with the specimens annexed to this Agreement.

4 With the exception of the reading zone referred to in paragraph 3, the VP 13 or VP 13bis forms shall bear a security print consisting of a recurrent imprint of the interlaced letters *"CCP"* in azure blue, sufficiently faint so as not to impede the reading of the details of the sum to be paid and of the name of the payer and of the payee.

Article 130

Preparation of outpayment cheques

1 Article 105 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques, subject to paragraphs 2, 3 and 4 below. However, postage stamps shall not be admitted.

2 The service instructions provided for on the front of the form shall be entered exclusively by the office of exchange of the administration of destination.

3 On the back of the form, the office of exchange of the administration of origin of the payment order shall apply in the places provided for that purpose the impression of its date-stamp and the various service instructions which it judges to be necessary.

4 When the payer requests the simultaneous issue of several outpayment cheques, the administration of origin may excuse him from making his signature on the front of the VP 13 and VP 13bis forms.

Article 131

Prohibited or authorized entries. Automatic registration

Articles 106 and 107 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques.

Chapter II

Notification of outpayment cheques

Article 132

List of outpayment cheques

1 Outpayment cheques shall be described on a VP 2 list prepared in duplicate by the giro office of exchange.

2 Articles 106 and 108 shall apply to lists of outpayment cheques.

Article 133

Preparation of summary lists

1 The total of each list of outpayment cheques addressed to each particular office of exchange shall be carried over to a VP 3 summary list.

2 Article 107 shall apply to VP 3 summary lists of outpayment cheques.

Article 134

Special services. Entries to be made on lists

Article 124 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to VP 2 lists of outpayment cheques whenever the sender asks to benefit from special services.

Article 135

Notification of outpayment cheques intended for administrations with a giro service

VP 3 summary lists and VP 2 lists, together with the relevant outpayment cheques, shall be sent by the office of exchange of the giro service of origin to the office of exchange of the giro service of destination.

Article 136

Notification of outpayment cheques intended for administrations without a giro service

VP 2 lists and VP 3 summary lists, which replace the MP 2 lists mentioned in article 122, paragraph 2, of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement, shall be sent together with the corresponding outpayment cheques to the offices of exchange of the money orders service mentioned at article 121 of those Regulations.

Article 137

Withdrawal from the post. Alteration of address

Article 125 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques. For withdrawals and alterations of address, administrations may agree to use VP 5 or VP 6 forms.

Chapter III

Operations in the paying administration

Article 138

Missing or incorrect lists

The following shall apply, as the case may be:
- article 113 of these Detailed Regulations;
- article 127 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.

Article 139

Treatment of lists and summary lists by the giro service of destination

1 After checking the list and the summary list, the giro service of destination shall debit from the liaison giro account opened in its service in the name of the administration of origin the total amount of the VP 3 summary list and the sum of the remunerations or additional charges due to it for each outpayment cheque attached to the list. This amount shall be carried over on to the VP 3 summary list below the total of the outpayment cheques. Administrations may agree to enter the remunerations periodically in the liaison account; in this case, the amount involved may be communicated separately by means of an account statement.

2 In making payment of the outpayment cheques, the giro service of destination shall apply the regulations in force in its internal service.

3 The issue number which is allocated to each outpayment cheque shall be carried over to the two copies of the VP 2 list.

4 An account statement shall be sent to the administration of origin with a copy of the VP 2 list and the VP 3 summary list. The list and the summary list shall be stamped with the date-stamp of the giro service of destination.

Article 140

Treatment of lists and summary lists by the administration of destination without a giro service

1 After checking the lists and summary lists received, the administration of destination shall make payment of the outpayment cheques received according to the procedure best suited to the requirements of its internal service.

2 Upon expiry of the accounting period, the administration of destination shall recapitulate the summary lists received from each of its correspondents on an MP 15 account on which it shall also enter the amount of the remunerations due to it by virtue of article 38 of the Agreement. This account, with a copy of each summary list, shall be sent for approval to the giro service of the administration of origin of the payment orders.

3 Upon receipt of the MP 15 account, the administration of origin shall settle its debt in accordance with articles 151 and 152 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.

Article 141

Irregular outpayment cheques

1 Subject to the following paragraphs, article 112 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to irregular outpayment cheques.

2 Rectification of irregular outpayment cheques shall be done exclusively through the intermediary of the offices of exchange of the administration of destination and of the administration of origin.

3 Absence of the signature on the front of the VP 13 or VP 13bis form may in no case be considered as an irregularity preventing payment.

4 In case of non-reply by the payer, the MP 14 form shall be returned to the administration of destination through the intermediary of the offices of exchange.

Article 142

Preparation of advice of payment

Administrations whose regulations do not permit the use of the form attached by the administration of origin shall be authorized to prepare the advice of payment on a form of their own service.

Article 143

Unpaid outpayment cheques

1 When for any reason it has not been possible for an outpayment cheque sent under the conditions laid down in article 135 to be paid to the payee, article 115 shall apply. The counterfoil intended for the payee shall be attached to the VP 4 form.

2 When the unpaid outpayment cheque was under the conditions laid down in article 136, the amount of the outpayment cheque shall be deducted from the total of the next MP 15 account prepared. The counterfoil intended for the payee shall be attached to an explanatory MP 15 form attached to the MP 15 account.

Article 144

Inquiries

1 Article 112 or article 115, as the case may be, of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques.

2 The VP 7 form or the appropriately adapted MP 4 form, as the case may be, shall always be sent through the intermediary of the offices of exchange.

Article 145

Payment authorizations. Outpayment cheques lost or destroyed after payment

1 Articles 117 and 118 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques.

2 As regards outpayment cheques lost or destroyed after payment, article 119 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply but the VP 13 form shall replace the MP 1 form.

Article 146

Preparation of telegraph outpayment cheques

Article 133 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to telegraph outpayment cheques. However, in the text part, the words "Money order" shall be replaced by the term "Outpayment cheque", followed by the issuing number. The expression "Name of issuing post office" shall be replaced by "Name of issuing office of exchange".

Article 147

Advice of issue

1 Each telegraph outpayment cheque shall give rise to the preparation, by the office of exchange of the issuing administration, of an MP 3 confirmatory advice of issue.

2 It shall be prohibited to affix postage stamps or apply postage-paid impressions to this advice.

3 The advice of issue shall be sent, under cover, by the first mail and by the quickest route (air or surface) to the office of exchange of destination.

Article 148

Transmission of telegraph outpayment cheques

1 Telegraph outpayment cheques shall give rise to the preparation of a special VP 2 list headed "telegraph outpayment cheque". This list shall be sent by the first mail to the office of exchange of the administration of destination.

2 The total of each list of telegraph outpayment cheques intended for the same office of exchange shall be carried over to a special VP 3 summary list.

3 The VP 3 summary lists of the lists of telegraph outpayment cheques shall be given a serial number from the same series as the summary lists of the lists of ordinary outpayment cheques.

4 The office of exchange of origin may assign to the telegraph outpayment cheques described on such special lists an international number from a special series for telegraph outpayment cheques.

5 Article 139 or 140, as the case may be, shall apply to special lists of telegraph outpayment cheques.

6 When administrations agree to use telex for transmission between their offices of exchange, they shall decide on the methods of operation.

Part VI

Postcheques

Chapter I

Forms

Article 149

Postcheques

1 Postcheques shall be made out on paper in the form of the annexed specimen VP 14, the technical characteristics of which shall be deposited with the International Bureau.

2 The paper shall bear, on the left-hand portion of the form, a vertical band of shaded watermarks or a localized watermark, each watermark representing an allegoric head.

3 The form shall bear a security print on the front and on the back.

4 The wording and dark blue designs on the front of the form shall be embossed (intaglio).

5 The wording on the postcheque shall be in the language or languages of the issuing country.

6 Provided it satisfies the provisions in paragraphs 1 to 5, administrations may agree among themselves to use a form adapted to the requirements of the internal service.

Article 150

Postcheque guarantee card

The postcheque guarantee card shall be in the form of the annexed specimen VP 15, the technical characteristics of which shall be deposited with the International Bureau. However, if the issuing administration considers it necessary, the guarantee card may have an arrow on it showing the direction in which it is to be inserted into automatic bank-note dispensers.

Chapter II

Payment of postcheques

Article 151

Presentation of postcheques

1 Upon presentation of the postcheque at the counter for payment, the payee, other than a third party, shall enter, in the space reserved for that purpose, in arabic numerals, the sum to be paid, expressed in the currency of the paying country.

2 The amount shall be preceded by the regulation initials representing the abbreviation of the name of the currency of payment.

3 The indication of the sum shall be made in ink and shall not include any deletions, erasures or overprinting, even if approved.

Article 152

Conditions of payment

1 The postcheque shall be endorsed with the signature of the payee, other than a third party, made in the presence of the paying official.

2 The payee, other than a third party, shall present his postcheque guarantee card. Whenever three or more postcheques are cashed, an identity document (passport, identity card admitted for crossing frontiers or postal identity card) shall also be required. It shall also be requested by the counter official in the following cases:
- in countries where legislation so requires;
- in cases of doubt about the identity of the person requesting payment of instruments or about the authenticity of such instruments or of the guarantee card;
- at the request of any issuing administration for a limited period in the event of theft or fraud relating to such instruments.

3 The paying official shall verify that the information (surname and, if necessary, forename of the account holder, number of the postal account and signature) appearing on the postcheque agrees with that on the guarantee card and, if appropriate, the identity document.

4 The paying official shall stamp the postcheque with the date-stamp of the paying office and shall note the number of the postcheque guarantee card in the spaces reserved for that purpose. He shall describe, if necessary, the identity document presented on the back of one of the postcheques paid.

5 The terms and conditions of payment of postcheques to third parties shall be fixed by agreement between the administrations concerned.

Article 153

Return of paid postcheques to the giro service of origin

1 Paid postcheques shall be centralized by the office of exchange of the paying administration.

2 They shall be described on a VP 2 list or on an MP 5 account showing the total amount of the payments made, expressed in the currency of the paying country. To the total amount of the VP 2 list or the MP 5 account shall be added the sum of the remunerations payable by the issuing administration to the paying administration.

3 The total amount of the VP 2 list shall be debited from the liaison giro account opened in the name of the issuing administration. The VP 2 list and the paid postcheques shall be attached to the relevant account statement which shall be sent to the issuing administration.

4 Paid postcheques shall be returned to the issuing administration as soon as possible and not later than one month after payment.

5 Article 151 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply, where necessary, to payment of the MP 5 account.

Article 154

Replacement of postcheques lost after payment

1 Postcheques lost or destroyed after payment shall be replaced by the paying administration by a duplicate prepared on a blank form. This form shall bear all the necessary indications of the original instrument as well as the words *"Duplicata établi en remplacement d'un postchèque perdu après paiement"* (Duplicate prepared to replace a postcheque lost after payment) and the date-stamp of the office of exchange of the paying administration.

2 The administration issuing the postcheques shall provide the paying administration with the postcheque forms necessary for the preparation of the above-mentioned duplicates.

Part VII

Instruments payable at giro centres

Article 155

Application of the Detailed Regulations of the Collection of Bills Agreement

Subject to the special provisions set out below, instruments payable at giro centres shall, in so far as these are applicable to them, be subject to the provisions of the Detailed Regulations of the Collection of Bills Agreement, in particular with respect to conditions to be fulfilled by the instruments, the treatment of items bearing prohibited annotations or communications, presentation, time limits for payment and the indication of the reason for non-collection.

Article 156

Special conditions to be fulfilled by instruments

Instruments payable at giro centres shall bear the number of the giro account to be debited and the name of the giro centre which holds this account.

Article 157

Preparation and transmission of statements of instruments sent

1 Instruments payable at giro centres shall be set out in statements in the form of the annexed specimen VP 12 prepared in triplicate.

2 The giro centre of origin shall retain the original and send direct to the giro centre of payment the other two copies of the VP 12 statement, to which it shall attach the instruments to be collected.

3 After collection, the centre of payment shall return one of the copies of the statement, in accordance with the provisions of article 108, to the administration of origin of the instruments; it shall attach thereto, if applicable, any unpaid instruments.

Article 158

Dispatch of funds

The giro centre of payment shall issue a transfer order to the amount of the items paid, after deduction of the transfer charge, in favour of the giro account designated by the giro centre of origin.

Part VIII

Miscellaneous provisions

Article 159

Postage-free envelopes containing account statements

Envelopes containing account statements and sent post-free by giro centres to account holders shall bear the designation of the forwarding giro centre and the indication *"Service des postes"* (On postal service).

Article 160

Application to open a giro account abroad

1 Any application to open a giro account abroad shall be addressed by the applicant to the administration called upon to hold the account. It shall be sent to that administration either direct by the applicant or through the giro centre in the area where he resides. Where the applicant already has a national giro account, the application may be forwarded through the giro centre which manages his account.

2 This centre, acting in conformity with the regulations laid down for the opening of an account in its own country, shall verify applications whether made through the said centre or passed to it by a foreign administration to which they have been submitted direct.

3 If necessary, the above-mentioned centre, after consulting the applicant, shall rectify any incorrect information in the application and attach to it a fully completed attestation in the form of the annexed specimen VP 9. In certain special cases not covered by the wording of that form, it may supplement or correct the form if necessary by means of an explanatory letter; it shall then send all these documents to the office of exchange in the country of destination through the office of exchange in its own country. The attestations shall be stamped with an impression of the date-stamp of the intervening country's office of exchange and signed by the official or officials authorized to certify summary lists.

Part IX

Final provisions

Article 161

Entry into force and duration of the Regulations

1 These Regulations shall come into force on the day on which the Giro Agreement comes into operation.

2 They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

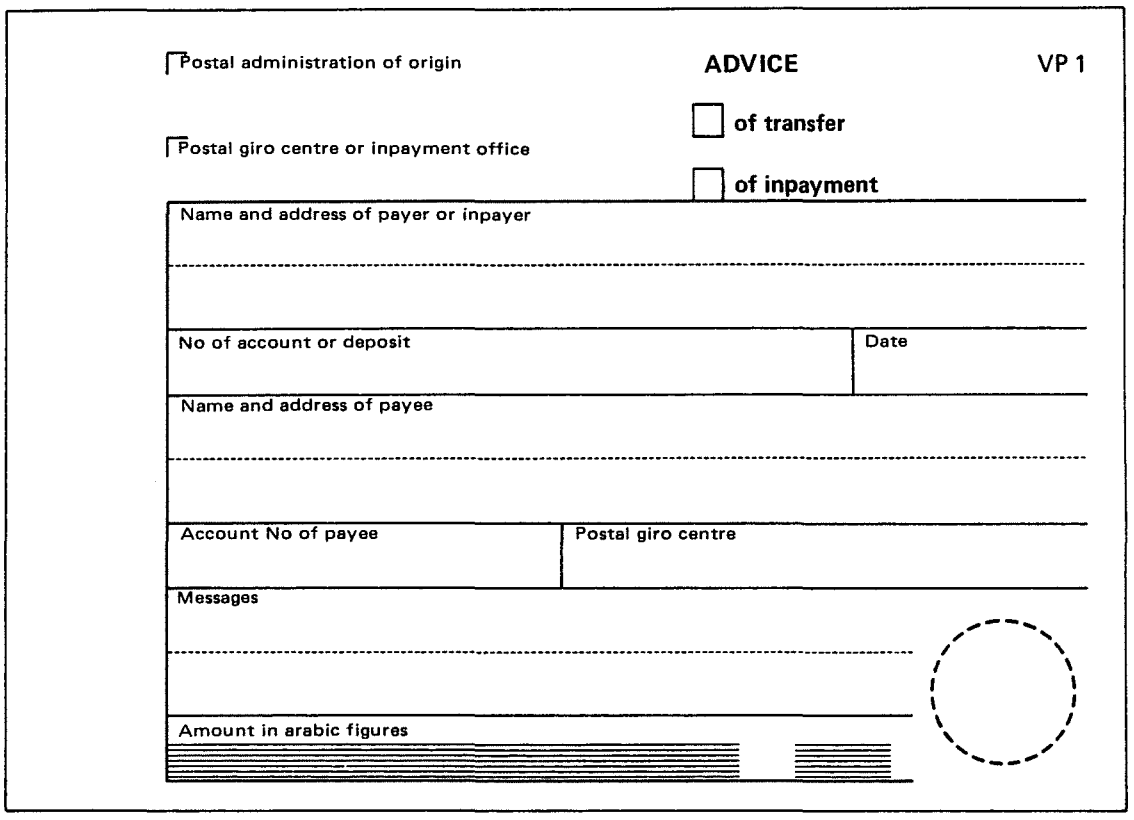
Done at Hamburg, 27 July 1984.

Signatures: same as on pages 587 to 619.

ANNEXES: FORMS

LIST OF FORMS

No	Title or nature of form	References
1	2	3
VP 1	Advice of transfer or inpayment	Art 105, para 1
VP 2	List of transfers, inpayments or outpayment cheques	Art 106
VP 3	Summary list	Art 107, para 1
VP 4	Regularization list	Art 113, para 1
VP 5	Postal request to cancel a transfer, inpayment or outpayment	Art 110, para 1
VP 6	Telegraphic request to cancel a transfer, inpayment or outpayment	Art 110, para 2
VP 7	Inquiry about a transfer, inpayment or outpayment	Art 111
VP 9	Attestation (opening of a postal giro account abroad)	Art 160, para 3
VP 10	Advice of entry	Art 109, para 2
VP 12	Statement of banking instruments for collection	Art 157, para 1
VP 13	Transfer or outpayment cheque order	Art 129, para 1
VP 13bis	Transfer or outpayment cheque order (large size)	Art 129, para 1
VP 14	Postcheque	Art 149, para 1
VP 15	Postcheque guarantee card	Art 150



Giro, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm

Postal administration of origin

VP 2

LIST

☐ **of transfers** ☐ **of inpayments**

☐ **of outpayments**

Postal giro centre

Postal giro centre of destination	Date of list	No on VP 3 list
	Number of VP 1, VP 13 or VP 13bis advices attached	
	☐ Confirmation of a telegraphic transmission	

	Payee					
	Account (number of cheque form in case of outpayments)		Name and address	Payer or inpayer Account debited or deposit		Amount
	Number	Office		Number	Office	
	1	2	3	4	5	6
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
	Total					

Stamp (in relief if possible) of the giro office of exchange and date

Giro, Hamburg 1984, art 106 — Size: 210 x 297 mm

Postal administration of origin

VP 3

SUMMARY LIST

☐ **Lists of transfers** ☐ **Lists of inpayments**

Postal giro centre

☐ **Lists of outpayments**

Postal giro centre of destination	Date of summary list
	No of summary list
	Number of VP 2 lists attached

Please carry out the orders shown on the attached VP 2 lists, the amounts of which are the following

Serial number	Amount		Serial number	Amount		Serial number	Amount	
1	2		3	4		5	6	
1			Brought forward			Brought forward		
2			15			28		
3			16			29		
4			17			30		
5			18			31		
6			19			32		
7			20			33		
8			21			34		
9			22			35		
10			23			36		
11			24			37		
12			25			38		
13			26			39		
14			27			40		
Carried forward			Carried forward			Total		

Total sum of — In words

Stamp (in relief if possible) of the giro office of exchange and date
Signatures

Giro, Hamburg 1984, art 107, para 1 — Size: 210 x 297 mm

Postal administration of origin

VP 4

REGULARIZATION LIST

☐ Transfers not made ☐ Inpayments not made

☐ Outpayments not made

Postal giro centre

☐ CORRECTION to a summary list ☐ NOTIFICATION of irregularity

Dispatching office of exchange	Date of the VP 4
	Number of annexes
	Date of summary list / No

List No	Serial No	Payee Account No and name and address	Payer or inpayer Account No and name and address	Amount
1	2	3	4	5
Reason				
Reason				
Reason				
Reason				
Reason				
Reason				
Reason				
No of liaison giro account to which total amount is credited			Total	

Reasons for the correction or the notification

Total of the summary list described above after correction[1]

In figures	In words

Stamp (in relief if possible) of the giro office of exchange and date
Signatures

[1] Only if summary list corrected.

Giro, Hamburg 1984, art 113, para 1 — Size: 210 x 297 mm

Postal administration of origin

VP 5

REQUEST FOR CANCELLATION

☐ **Transfer** ☐ **Inpayment**

Postal giro centre or inpayment office

☐ **Outpayment**

Giro centre of destination	Date of request
	Notes. To be sent by registered post
	☐ Confirmation of a telegraphic request

Confirmation of the telegraphic request	Giro centre or inpayment office of origin
	Date of telegraphic request
	Giro centre of destination

Please cancel the order described below and return the relevant advice to us

Payer or inpayer	Giro centre or inpayment office of origin
	Account or deposit No
	Name and place of address
Amount	In figures, in currency of the country of destination
Payee	Giro centre
	Account No
	Name and place of address

Stamp of giro centre or inpayment office of origin and date
Signature

Advice sent	Date	Summary list No
	No of list	Serial No

Stamp of giro office of exchange of administration of origin and date
Signature

Giro, Hamburg 1984, art 110, para 1 — Size: 210 x 297 mm

Postal administration of origin

VP 6

TELEGRAPHIC REQUEST FOR CANCELLATION

☐ **Transfer** ☐ **Inpayment**

☐ **Outpayment**

Office where payee's account is held	Date of request
"Postbur" cheques	
Cancel ☐ transfer ☐ inpayment	
Giro centre or inpayment office of origin	Account No
Name and address of payer or inpayer	
Amount in arabic figures	
Giro centre of destination	Account No
Name and address of payee	
☐ "Postbur" cheques ☐ "Postbur"	
Notes. Confirm this request immediately in writing, by means of a VP 5 form.	Stamp of giro centre or inpayment office of origin and date

Giro, Hamburg 1984, art 110, para 2 — Size: 210 x 148 mm

Postal administration of origin

INQUIRY

VP 7

☐ Transfer ☐ Inpayment ☐ Outpayment

Giro centre or inpayment office of origin	Date of inquiry	
	Date of transfer or inpayment	
Payer or inpayer	Name and place of address	
	Account or deposit No	
Amount	In figures, in currency of the country of destination	
Payee	Name and place of address	
	Giro centre	Account No
Dispatch by the giro centre or inpayment office of origin	Giro centre or office of inpayment	Stamp
	Exchange office of origin	
	List No / Date	
	Signature	
Dispatch by the giro office of exchange of the administration of origin	Exchange office of origin	Stamp
	Exchange office of destination	
	List No / Serial No	
	Date	
	Signature	
Dispatch by the giro office of exchange of the administration of destination	Exchange office of destination	Stamp
	Giro centre of destination	
	List No / Date	
	Signature	
Reply from the giro centre of destination		

Stamp of the giro centre of destination and date
Signature

Giro, Hamburg 1984, art 111 — Size: 210 x 297 mm

Postal administration of origin

VP 9 (Front)

ATTESTATION
Opening of a postal giro account abroad

Postal giro centre	Date of attestation
Giro centre of destination	Notes. No abbreviation may be used except where the applicant so requires
	Number of annexes

Description of the giro account for which application is made

Information concerning the applicant

Give a fuller description of the applicant(s) on the dotted lines, eg private person; spouse; commercial or industrial establishment not entered in the register of companies; non-commercial association not entered in the register of friendly societies; registered firm (state nature of firm, eg commercial partnership, ordinary partnership, company, joint-stock association of partners, joint-stock limited company, limited liability company, etc) – entered in the register of companies under No X——; registered cooperative society registered under No X—— in the appropriate register; registered non-commercial association – entered in the register of friendly societies under No X——; Government department.

Address

The applicant

☐ has just taken up residence ☐ is a sub-tenant

Giro, Hamburg 1984, art 160, para 3 – Size: 210 x 297 mm

Description of the persons representing the applicant

Names and full descriptions of the persons who are legally entitled to represent the applicant according to the register of companies, the appropriate register for cooperative societies, the register of friendly societies, deed of partnership, articles of association, etc

Names and titles	May sign alone	
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No

The powers conferred on the persons enumerated above are subject to the following restrictions

Result of investigation

The attached request to open a postal giro account has been verified by us in conformity with the regulations in force in our country regarding the opening of such accounts

☐ As a result of this investigation we should feel no hesitation, if application were made, in opening a giro account in our service for the applicant described above

☐ An account is already being kept in our service under this description. The applicant is entitled to sign; his signature corresponds to the specimen in our files

Stamp (in relief if possible) of the giro centre and date
Signatures of officials

(Front)

Postal administration of origin

VP 10

ADVICE OF ENTRY

On postal service

Giro centre or inpayment office

☐ **Postal transfer**

☐ **Telegraph transfer**

☐ **Postal inpayment**

☐ **Telegraph inpayment**

Stamp of the giro centre preparing the advice

This advice should be returned by the quickest route, including air, without surcharge. A blue "PAR AVION" (BY AIRMAIL) label or impression shall be affixed to advices which are returned by air.

Name of payer or inpayer

Street and number

Place of destination

Country of destination

Giro, Hamburg 1984, art 109, para 2 – Size: 148 x 105 mm

(Back)

Amount in figures, in currency of the country of destination

Payer or inpayer. Name and address

Account No

Payee. Name and address

Account No

Giro centre holding the account to be credited

Action on the order described

Date

☐ Carried out

Reason

☐ Not carried out

Stamp, date and signature

Postal administration of origin

VP 12

Postal giro centre

STATEMENT
Banking instruments for collection

Postal giro centre of collection	Date of statement

No of giro account to be debited	Name of debtor	Date of maturity	Instruments presented Amount		Unpaid instruments Amount		Remarks
1	2	3	4		5		6
Totals							
Brought forward from column 5 (unpaid instruments)							
By subtracting, amount of instruments paid							
Less: transfer charge							
Amount of transfer							

Stamp of giro centre of origin on date of dispatch of statement	Stamp of giro centre of collection on date of receipt of statement and date	Stamp of giro centre of collection on date of return of settled statement Signature of official in charge	Stamp of giro centre of origin on date of receipt of settled statement and date

Giro, Hamburg 1984, art 157, para 1 — Size: 210 x 297 mm

37 mm 111 mm (Front)

Postal administration of origin
COUNTERFOIL
intended for payee

Name and giro account No of payer

Amount in arabic figures

Name and address of payee

Payee's giro account

Stamp

Messages (see overleaf)

Postal administration of origin
Giro centre

ORDER VP 13

☐ **Transfer** ☐ **Outpayment**

Name and giro account No of payer

No of cheque

Amount in arabic figures

Amount in words and roman letters

Name and address of payee

Street and No

Place and country of destination

Payee's giro account

Stamp

Date and signature

Record number

Sum debited in figures

Do not write below

25.4 mm

Giro, Hamburg 1984, art 129, para 1 — Size: 148 x 105 mm

(Back)

Reserved for office of origin

Equivalent value

Charges

Total

Stamp

Space for endorsements, if any

Payee's receipt
Received the sum shown overleaf

Place and date

Signature of payee

Reserved for office of exchange of origin

In-register No

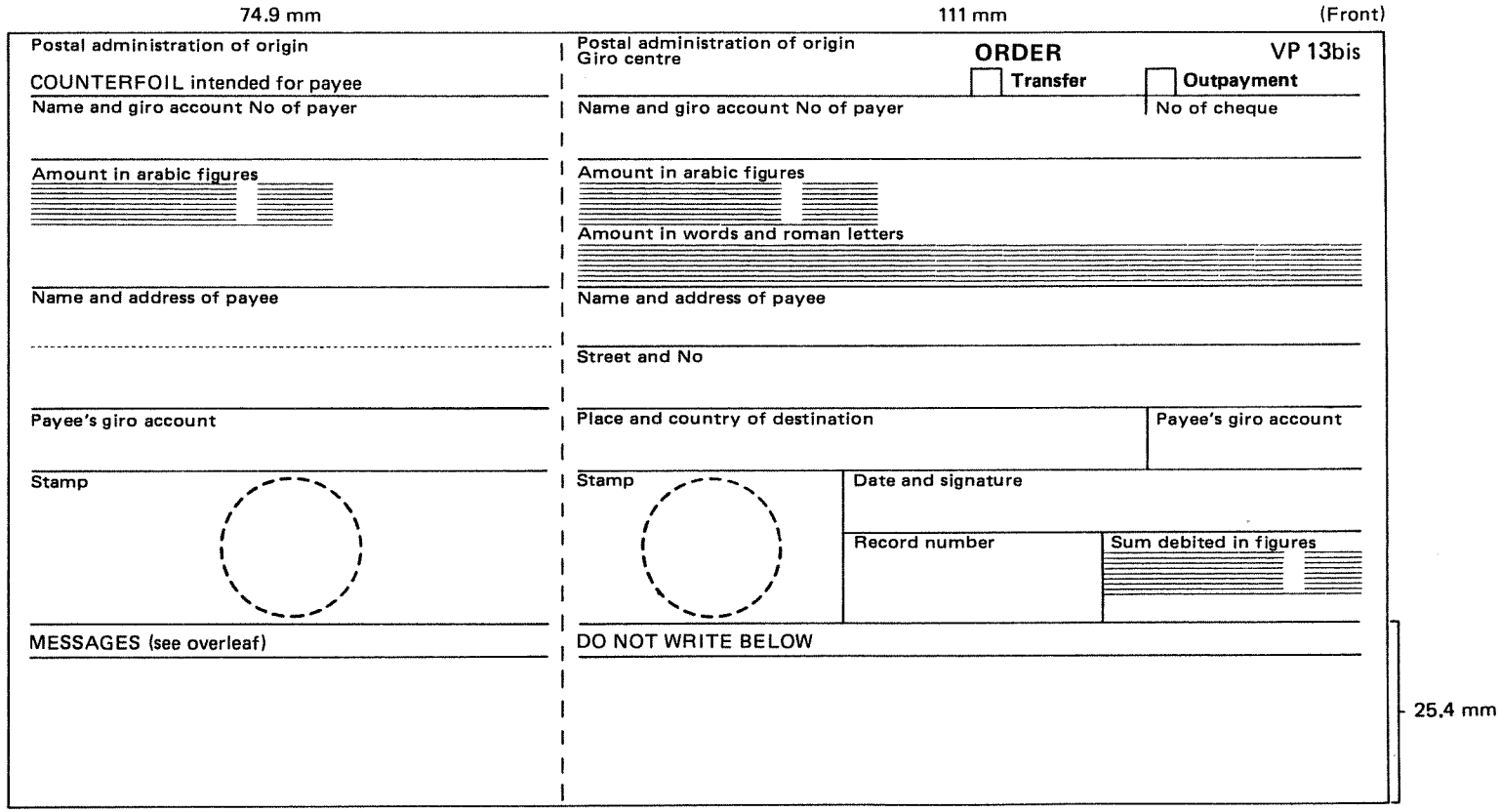
Identity document

Stamp

Do not write below

Messages

Do not write below



Giro, Hamburg 1984, art 129, para 1 — Size: 185.9 x 105 mm

Reserved for office of origin

Equivalent value

Charges

Total

Stamp

Space for endorsements, if any

Payee's receipt
Received the sum shown overleaf

Place and date

Signature of payee

Reserved for office of exchange of origin

In-register No

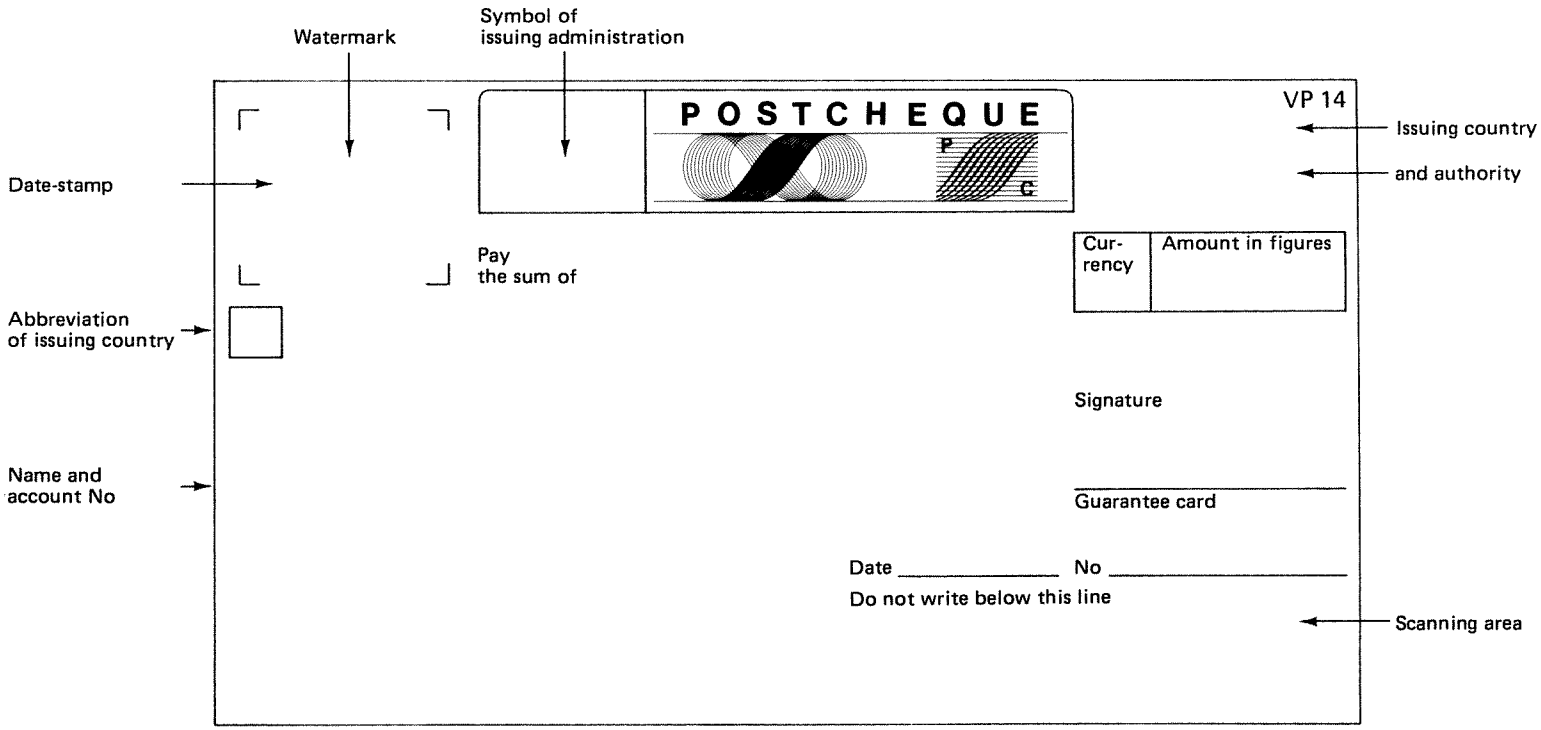
Identity document

Stamp

DO NOT WRITE BELOW

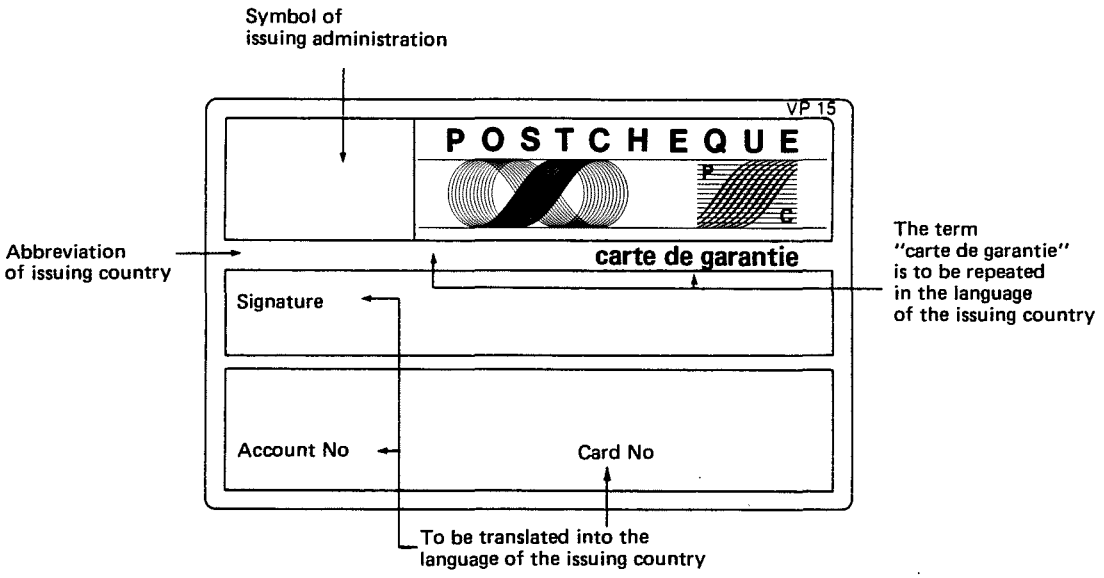
Messages

DO NOT WRITE BELOW



Giro, Hamburg 1984, art 149, para 1 — Size: 150 x 85 mm

NB. — The obligatory technical characteristics of this form are deposited with the International Bureau.



Giro, Hamburg 1984, art 150 — Size: 85.72 x 53.98 mm

NB. — The obligatory technical characteristics of this form are deposited with the International Bureau.

Cash-on-Delivery Agreement

Agreement
Detailed Regulations
— Forms

CASH-ON-DELIVERY AGREEMENT

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4 Currency
5 Methods of settling with the sender
6 Methods of exchanging COD money orders
7 Charges
8 Cancellation or alteration of the COD amount
9 COD money orders and COD inpayment money orders
10 Payment of COD money orders relating to parcels
11 Non-payment of payee

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13 Exceptions
14 Payment of indemnity. Recourse. Time allowed
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18 Application of the Convention and certain Agreements
19 Conditions for approval of proposals concerning this Agreement and its Detailed Regulations
20 Entry into force and duration of the Agreement

CASH-ON-DELIVERY AGREEMENT

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, paragraph 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have, by common consent and subject to the provisions of article 25, paragraph 3, of the Constitution, drawn up the following Agreement:

Chapter I

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the exchange of cash-on-delivery items that contracting countries agree to set up in their reciprocal relations.

Chapter II

General conditions. Charges. Transfer of funds

Article 2

Items accepted

1 Unregistered letter-post items whose COD amount does not exceed 100 francs (32.67 SDR), registered items, insured letters and postal parcels which fulfil the conditions laid down in the Convention or the Postal Parcels Agreement may be sent cash-on-delivery.

2 Administrations shall be entitled to restrict the cash-on-delivery service to some only of the above-mentioned categories of item.

Article 3

Maximum amount

When the COD amount is paid by COD money order, the amount of the latter may not exceed the maximum adopted in the collecting country for the issue of the money orders intended for the country of origin of the item. However, when payment to the sender is made by COD inpayment money order or by transfer, the maximum amount may be adjusted to the amount fixed for inpayment money orders or transfers. In both cases, a higher maximum may be mutually agreed on.

Article 4

Currency

In the absence of special agreement, the COD amount shall be expressed in the currency of the country of origin of the item; however, if the COD amount is paid in or transferred to a postal giro account held in the collecting country, this amount shall be expressed in the currency of that country.

Article 5

Methods of settling with the sender

The funds intended for the sender of the items may be sent to him:

a by COD money order, the amount of which shall be paid in cash in the country of origin of the item; however, if the regulations of the paying administration so permit, this amount may be paid into a postal giro account held in that country;

b by COD inpayment money order, the amount of which shall be entered to the credit of a postal giro account held in the country of origin of the item, if the regulations of that country's administration so permit;

c by transfer or inpayment to a postal giro account held either in the collecting country or in the country of origin of the item if the administrations concerned allow such procedures.

Article 6

Methods of exchanging COD money orders

The exchange of COD money orders may be carried out by cards or lists, as administrations prefer. In the first case, the instruments shall be called "COD card money orders" and in the second "COD list money orders".

Article 7

Charges

1 The administration of origin of the item shall freely decide the charge to be paid by the sender, in addition to the postal charges payable on the category to which the item belongs, when payment is made by COD money order or COD inpayment money order.

2 The charge payable on a COD item paid for by COD inpayment money order shall be lower than that which would be payable on an item of the same amount paid for by COD money order.

3 COD money orders and COD inpayment money orders shall automatically be sent by the quickest route (air or surface) to the paying office or to the giro centre responsible for crediting the accounts.

4 If the COD amount is to be paid by means of an inpayment form or an advice of inpayment or transfer to be credited to a postal giro account either in the collecting country or in the country of origin of the item, a set charge of 50 centimes (0.16 SDR) at most shall be collected from the sender.

5 Furthermore, for the transfers or inpayments mentioned in paragraph 4, the administration of the collecting country shall collect on the COD amount the following charges:

a a set charge of 2 francs (0.65 SDR) at most;

b any internal charge payable on transfers or inpayments when they are made to the credit of a postal giro account held in the collecting country;

c the charge payable on international transfers or inpayments when they are made to the credit of a postal giro account in the country of origin of the item.

Article 8

Cancellation or alteration of the COD amount

1 The sender of a COD item may, under the conditions prescribed in article 33 of the Convention, ask for the COD amount to be cancelled, reduced or increased.

2 If the COD amount is increased, the sender shall pay, on the increase, the charge mentioned in article 7, paragraph 1; this charge shall not be collected when the amount is to be credited to a postal giro account by means of an inpayment form or an advice of inpayment or transfer.

Article 9

COD money orders and COD inpayment money orders

1 COD money orders and COD inpayment money orders shall be admitted up to the maximum amounts adopted by virtue of article 3.

2 Subject to the reservations made in the Detailed Regulations, COD money orders and COD inpayment money orders shall be subject to the provisions laid down in the Money Orders and Postal Travellers' Cheques Agreement.

Article 10

Payment of COD money orders relating to parcels

COD money orders relating to COD parcels shall be paid to senders under the conditions laid down by the administration of origin of the item.

Article 11

Non-payment of payee

1 The amount of a COD money order which, for any reason, has not been paid to the payee shall be kept at his disposal by the administration of the country of origin of the item; it shall be permanently acquired by that administration upon expiry of the legal prescription period in force in that country.

2 When, for any reason, the inpayment or transfer to a postal giro account requested under article 5, b, cannot be carried out, the administration which collected the funds shall convert them into a COD money order made out to the sender of the item.

Chapter III

Liability

Article 12

Principle and extent of liability

1 Administrations shall be liable for the funds collected until the COD money order has been duly paid or until due entry to the credit of a postal giro account.

2 Furthermore, administrations shall be liable, up to the COD amount, for the delivery of items without collection of funds or against collection of a sum lower than the COD amount.

3 Administrations shall assume no liability for delays which may occur in the collection and dispatch of funds.

Article 13

Exceptions

No indemnity shall be payable in respect of the COD amount:

a if the failure to collect is due to an error or negligence on the part of the sender;

b if the item has not been delivered because it falls within the prohibitions specified in the Convention – article 36, paragraphs 1, 2 and 3, b, or in the Postal Parcels Agreement – article 19, a, ii, iv, v, vi, vii, viii and b, and article 23;

c if no inquiry has been made within the period specified in article 42, paragraph 1, of the Convention.

Article 14

Payment of indemnity. Recourse. Time allowed

1 The obligation to pay the indemnity shall rest with the administration of origin of the item; that administration may exercise its right of recourse against the administration which was liable and which shall be bound to reimburse it, under the terms laid down in article 59 of the Convention, the sums paid out on its behalf.

2 The administration which finally bore the payment of the indemnity shall have the right of recourse, up to the amount of that indemnity, against the addressee, against the sender or against third parties.

3 Article 58 of the Convention relating to the time allowed for payment of the indemnity for the loss of a registered item shall apply, for all categories of COD items, to the payment of the sums collected or the indemnity.

Article 15

Determination of liability with regard to collection

1 The collecting administration shall not be liable for irregularities committed when it can:

a prove that the error was due to the non-observance of a statutory provision by the administration of the country of origin;

b establish that, at the time of transfer to its service, the item and, in the case of a postal parcel, the dispatch note relating thereto did not bear the regulation endorsements.

2 When liability cannot be clearly assigned to one of the two administrations, they shall bear the loss equally.

Article 16

Return to sender of an item delivered to the addressee without collection of the COD amount

1 When the addressee returns an item which has been delivered to him without collection of the COD amount, the sender shall be advised that he may take possession of it within a period of three months, on condition that he drop all claim to payment of the COD amount or return the amount received by virtue of article 12, paragraph 2.

2 If the sender takes delivery of the item, the amount reimbursed shall be repaid to the administration or administrations which bore the loss.

3 If the sender does not take delivery of the item, it shall become the property of the administration or administrations which bore the loss.

Chapter IV

Miscellaneous and final provisions

Article 17

Remuneration of the collecting administration

1 The administration of origin of the item shall allocate to the collecting administration, on the amount of the charges that it has collected in application of article 7, a remuneration the amount of which shall be fixed at 3 francs (0.98 SDR).

2 COD items paid for by COD inpayment money order shall give rise to the allocation of the same remuneration as that which is allocated when payment is made by COD money order.

Article 18

Application of the Convention and certain Agreements

The Convention, the Money Orders and Postal Travellers' Cheques Agreement, the Giro Agreement and the Postal Parcels Agreement shall be applicable, where appropriate, in all cases which do not run counter to this Agreement.

Article 19

Conditions for approval of proposals concerning this Agreement and its Detailed Regulations

1 To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations shall be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress shall be present at the time of voting.

2 To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations shall obtain:

a unanimity of votes, if they involve the addition of new provisions or amendments to articles 1 to 9, 11 to 17, 19 and 20 of this Agreement and article 123 of its Detailed Regulations;

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

c a majority of the votes, if they involve interpretation of the provisions of this Agreement and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

Article 20

Entry into force and duration of the Agreement

This Agreement shall come into force on 1 January 1986 and shall remain in operation until the entry into force of the Acts of the next Congress.

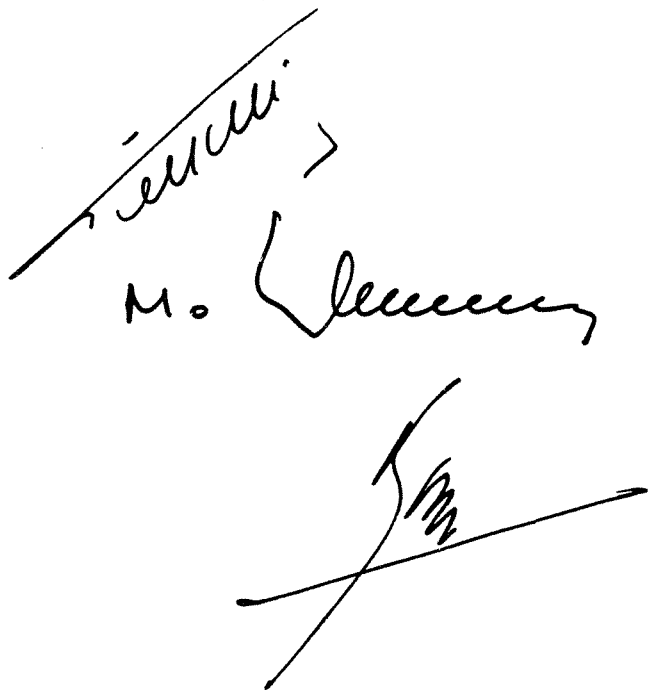
In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original, which shall be deposited in the archives of the Government of the Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Hamburg, 27 July 1984.

See signatures below.

Pour LA RÉPUBLIQUE DÉMOCRATIQUE
D'AFGHANISTAN:

Pour LA RÉPUBLIQUE ALGÉRIENNE
DÉMOCRATIQUE ET POPULAIRE:



Pour LA RÉPUBLIQUE POPULAIRE
SOCIALISTE D'ALBANIE:

Pour LA RÉPUBLIQUE FÉDÉRALE D'ALLEMAGNE:

Pour LES ÉTATS-UNIS D'AMÉRIQUE:

Pour LA RÉPUBLIQUE POPULAIRE D'ANGOLA:

Pour LE ROYAUME DE L'ARABIE SAOUDITE:

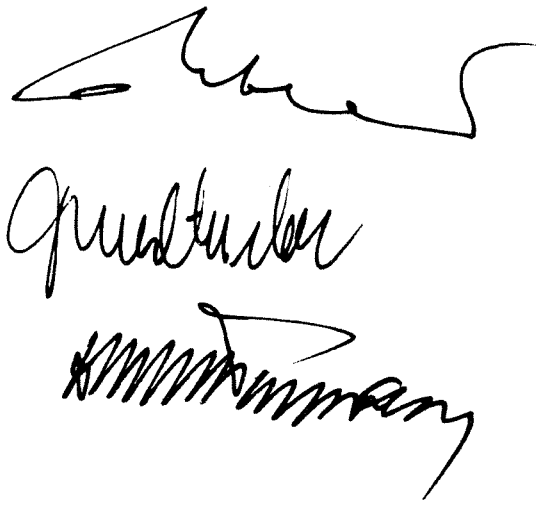
Pour LA RÉPUBLIQUE ARGENTINE:

Pour L'AUSTRALIE:

Pour LE COMMONWEALTH DES BAHAMAS:

Pour L'ÉTAT DE BAHRAIN:

Pour LA RÉPUBLIQUE D'AUTRICHE:



Pour LA RÉPUBLIQUE POPULAIRE DU BANGLADESH:

Pour BARBADE:

Pour LA BELGIQUE:

Pour BELIZE:

Pour LA RÉPUBLIQUE POPULAIRE DU BÉNIN:

J. C. HOUNDJO

AÏDO HOUNHAN

J. ALINDÉ

Pour LE ROYAUME DE BHOUTAN:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE DE BIÉLORUSSIE:

Pour LA RÉPUBLIQUE SOCIALISTE DE L'UNION DE BIRMANIE:

Pour LA RÉPUBLIQUE DE BOLIVIE:

Pour LA RÉPUBLIQUE DU BOTSWANA:

Pour LA RÉPUBLIQUE FÉDÉRATIVE DU BRÉSIL:

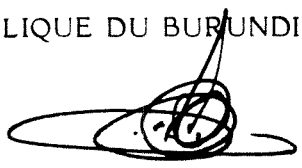
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Pour LA RÉPUBLIQUE DU CAMEROUN:

J.B. NKolo

Pour LE CANADA:

Pour LA RÉPUBLIQUE DU BURUNDI:



Pour LA RÉPUBLIQUE DU CAP-VERT:

Pour LA RÉPUBLIQUE POPULAIRE DE CHINE:

Pour LA RÉPUBLIQUE CENTRAFRICAINE:

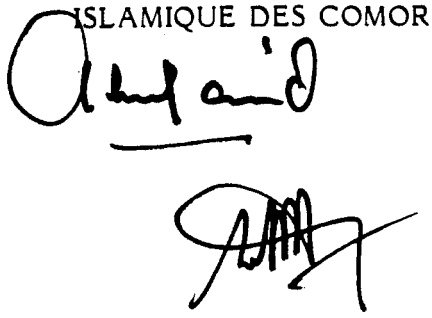
B. BAO

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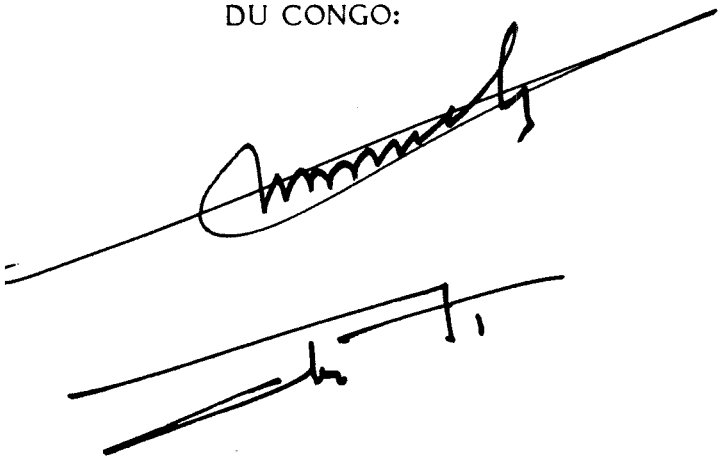
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Pour LA RÉPUBLIQUE FÉDÉRALE ISLAMIQUE DES COMORES:



Pour LA RÉPUBLIQUE POPULAIRE DU CONGO:







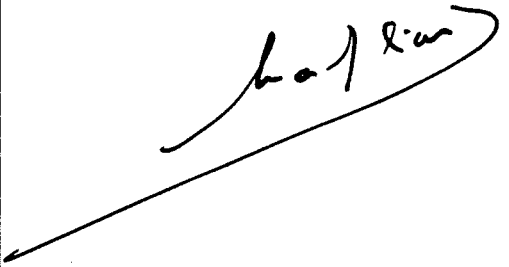
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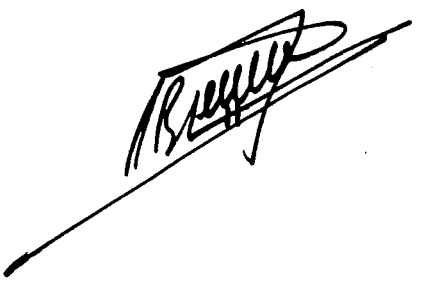


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Pour LA RÉPUBLIQUE DE CÔTE D'IVOIRE:







Pour LA RÉPUBLIQUE DE CUBA:

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Pour LE ROYAUME DE DANEMARK:

Pour LA RÉPUBLIQUE DOMINICAINE:

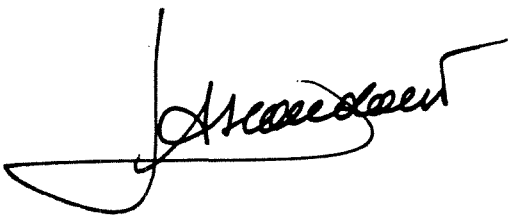
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Pour LA RÉPUBLIQUE DE EL SALVADOR:

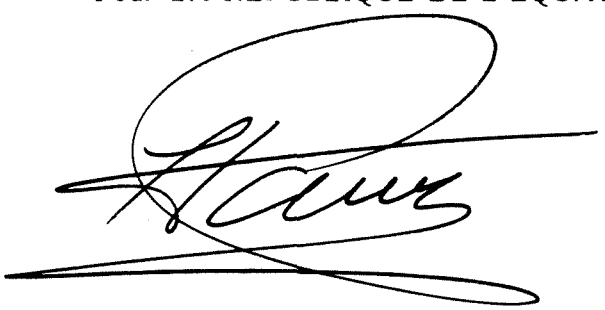
Pour L'ESPAGNE:





Pour LES ÉMIRATS ARABES UNIS:

Pour LA RÉPUBLIQUE DE L'ÉQUATEUR:



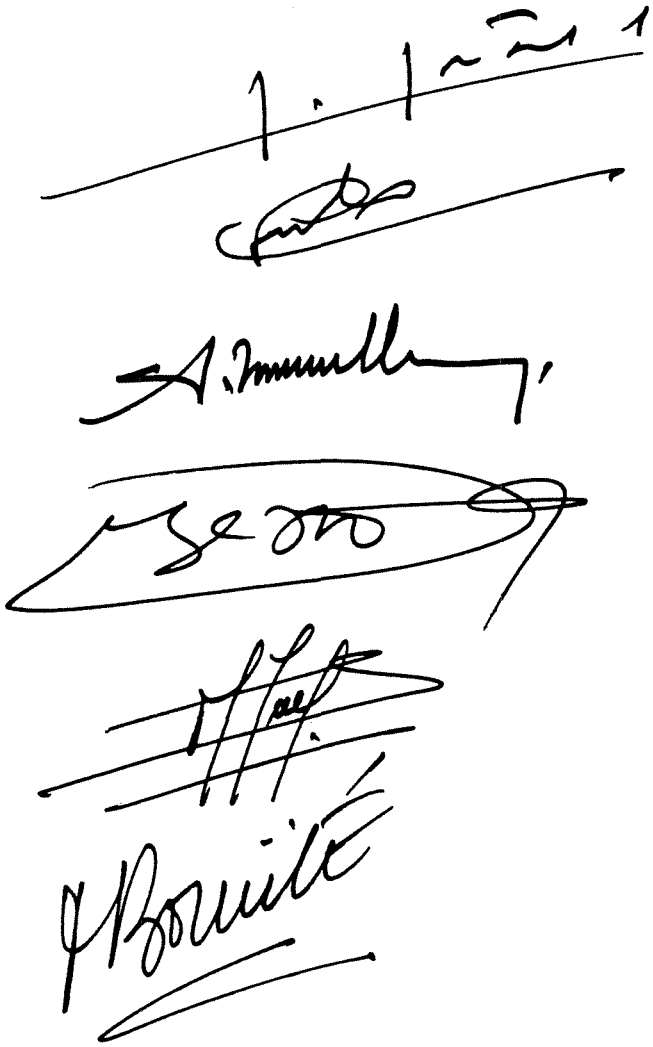
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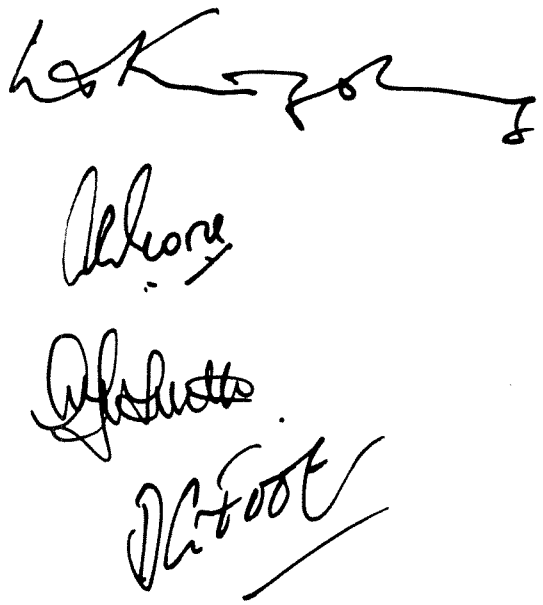
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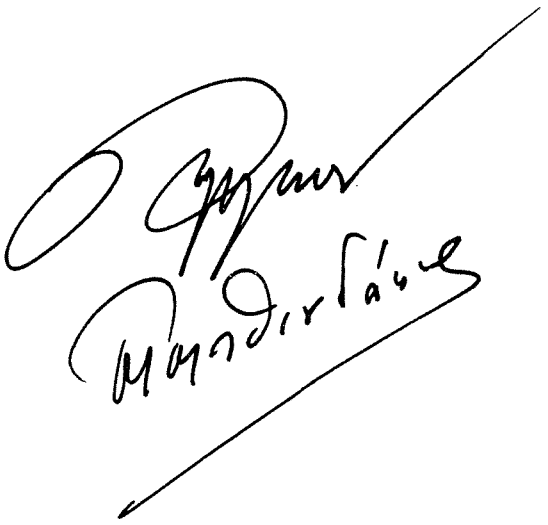
Pour LA RÉPUBLIQUE DU GHANA:

Pour LE ROYAUME-UNI DE GRANDE-BRETAGNE ET D'IRLANDE DU NORD, ÎLES DE LA MANCHE ET ÎLE DE MAN:



Pour LES TERRITOIRES D'OUTRE-MER DONT LES RELATIONS INTERNATIONALES SONT ASSURÉES PAR LE GOUVERNEMENT DU ROYAUME-UNI DE GRANDE-BRETAGNE ET D'IRLANDE DU NORD:

Pour LA GRÈCE:



Pour GRENADE:

Pour LA RÉPUBLIQUE DU GUATÉMALA:

Pour LA RÉPUBLIQUE DE GUINÉE:

Pour LA RÉPUBLIQUE DE GUINÉE-BISSAU:

Pour LA RÉPUBLIQUE DE GUINÉE ÉQUATORIALE:

Pour LA GUYANE:

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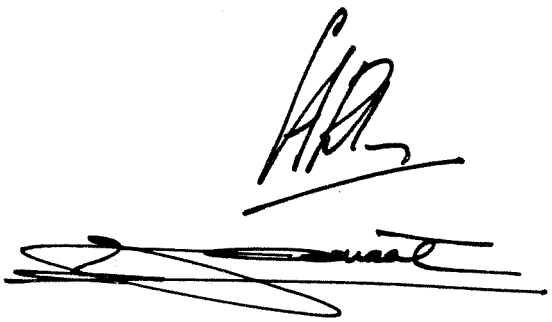
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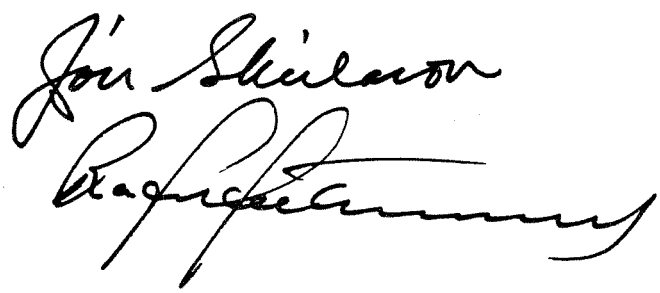


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Pour LA RÉPUBLIQUE D'IRAQ:

Pour L'IRLANDE:

Pour LA RÉPUBLIQUE D'ISLANDE:



Pour ISRAËL:

Pour (AL) JAMAHIRIYA ARABE LIBYENNE POPULAIRE SOCIALISTE:

Pour LA JAMAÏQUE:

Pour L'ITALIE:

Pour LE JAPON:

Pour LE ROYAUME HACHÉMITE DE JORDANIE:

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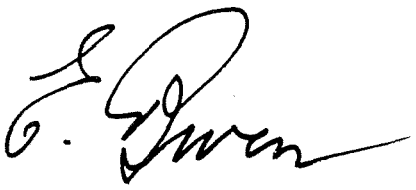
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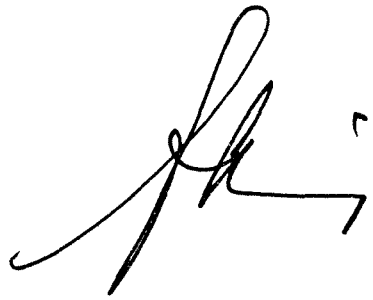
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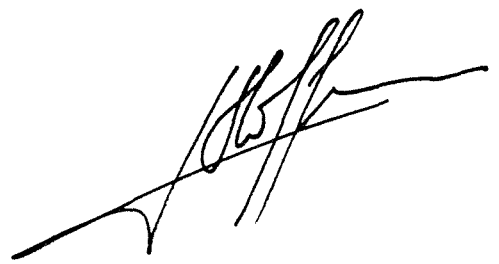
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Pour LE LUXEMBOURG:





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Pour LA RÉPUBLIQUE DU MALI:



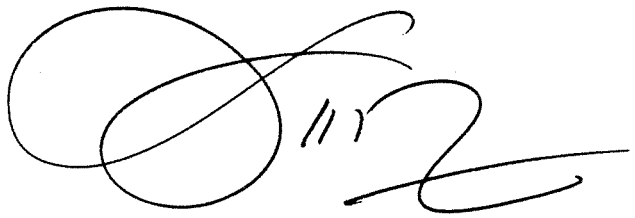
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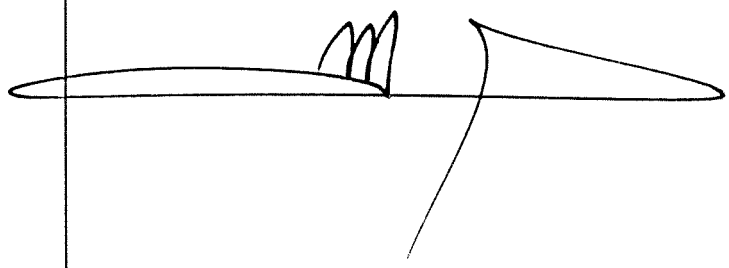
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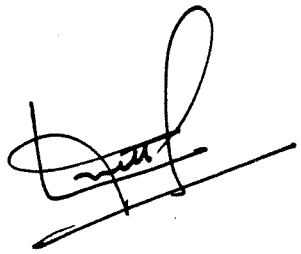




Pour LES ÉTATS-UNIS DU MEXIQUE:

Pour MAURICE:

Pour LA PRINCIPAUTÉ DE MONACO:



Pour LA RÉPUBLIQUE DE NAURU:

Pour LE NÉPAL:

Pour LA RÉPUBLIQUE DU NICARAGUA:

Pour LA RÉPUBLIQUE POPULAIRE DE MONGOLIE:

Pour LA RÉPUBLIQUE POPULAIRE DU MOZAMBIQUE:

Pour LA RÉPUBLIQUE DU NIGER:



Pour LA RÉPUBLIQUE FÉDÉRALE DE NIGÉRIA:

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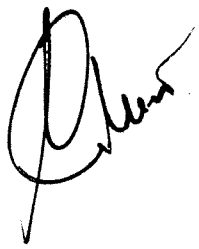
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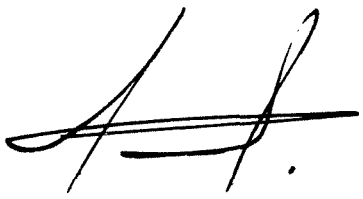
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Pour LES ANTILLES NÉERLANDAISES:



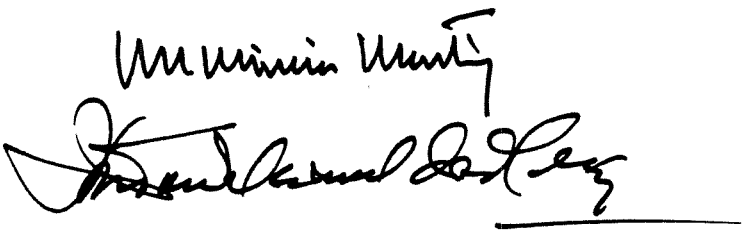
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Pour LE PORTUGAL:



Pour L'ÉTAT DE QATAR:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE ALLEMANDE:

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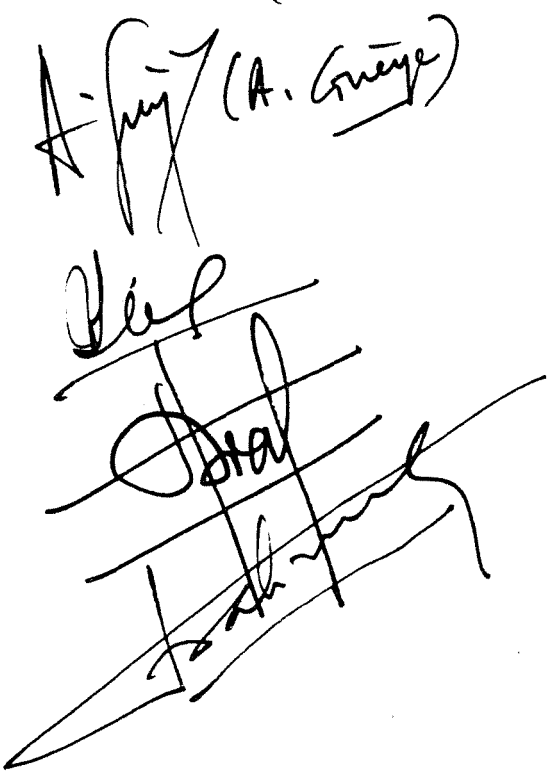
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Pour LA RÉPUBLIQUE DU SÉNÉGAL:



Pour SAINT-VINCENT-ET-GRENADINES:

Pour LA RÉPUBLIQUE DES SEYCHELLES:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE DU SOUDAN:

Pour LA RÉPUBLIQUE DE SIERRA LEONE:

Pour LA RÉPUBLIQUE SOCIALISTE DÉMOCRATIQUE DE SRI LANKA:

Pour SINGAPOUR:

Pour LA SUÈDE:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE DE SOMALIE:

Pour LA CONFÉDÉRATION SUISSE:

Pour LE ROYAUME DU SWAZILAND:

Pour LA RÉPUBLIQUE ARABE SYRIENNE:

Pour LA RÉPUBLIQUE DU SURINAME:

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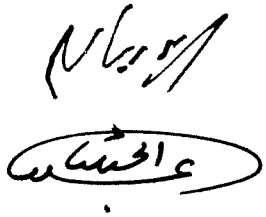
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Pour LA TUNISIE:



Pour LA TURQUIE:



Pour TUVALU:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE D'UKRAINE:

Pour L'UNION DES RÉPUBLIQUES SOCIALISTES SOVIÉTIQUES:

Pour LA RÉPUBLIQUE ORIENTALE
DE L'URUGUAY:

Pour LA RÉPUBLIQUE DE VANUATU:

Pour L'ÉTAT DE LA CITÉ DU VATICAN:

Pour LA RÉPUBLIQUE DE VÉNÉZUÉLA:

Pour LA RÉPUBLIQUE SOCIALISTE
DU VIÊT NAM:

Pour LA RÉPUBLIQUE ARABE DU YÉMEN:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE DU YÉMEN:

Pour LA RÉPUBLIQUE SOCIALISTE FÉDÉRATIVE DE YOUGOSLAVIE:



Pour LA RÉPUBLIQUE DU ZAÏRE:

Pour LA RÉPUBLIQUE DE ZAMBIE:

Pour LE ZIMBABWE:

DETAILED REGULATIONS OF THE CASH-ON-DELIVERY AGREEMENT

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ANNEXES: FORMS

DETAILED REGULATIONS OF THE CASH-ON-DELIVERY AGREEMENT

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Cash-on-Delivery Agreement:

Chapter I

Preliminary provisions

Article 101

Information to be supplied by administrations

1 Each administration shall transmit to the other administrations, through the intermediary of the International Bureau, any relevant information concerning the cash-on-delivery service.

2 Any amendment shall be notified without delay.

Article 102

Forms for the use of the public

For the purpose of applying article 10, paragraph 4, of the Convention, the following shall be considered as forms for the use of the public:
R 3 (International COD money order, letter-post service),
R 4 (International COD money order, postal parcels service),
R 6 (International COD inpayment money order, letter-post service),
R 7 (International COD inpayment money order, postal parcels service),
R 8 (International COD money order to be filled in by machine, letter-post service),
R 9 (International COD money order to be filled in by machine, postal parcels service).

Chapter II

Posting

Article 103

Indications to be given on the items and dispatch notes

1 Unregistered and registered items, insured letters, postal parcels on which a COD charge is payable and the corresponding dispatch notes shall bear very prominently, on the address side in the case of the items, the heading *"Remboursement"* (COD) followed by the COD amount in roman letters and arabic numerals, without erasure or alteration, even if certified. The entry relating to the COD amount may not be made in pencil or indelible pencil; however, service instructions may be made with an indelible pencil.

2 The COD amount and the name of the currency unit shall be written out in words in the language prescribed by the administration of origin. The amount given in words may be written digit by digit separately. The amount shall also be given in numerals and, if necessary, with the abbreviation of the name of the unit provided that it is usual and does not create confusion. In the sum in numerals, fractions of the currency unit shall be expressed by means of two (or three) figures including zeros, corresponding to the tenths, hundredths (and thousandths). In the sum in words, where repetition of the fractions is not obligatory, they may be expressed in figures after the indication of the number of currency units.

3 The sender shall write on the address side of the item and, in the case of a parcel, on the front of the dispatch note his name and address in roman letters. When the sum collected is to be entered to the credit of a postal giro account, the item and, where applicable, the dispatch note shall also bear on the address side the following wording in French or in another language known in the country of destination *"A porter au crédit du compte courant postal No ... de M ... à ... tenu par le bureau de chèques de ..."* (Credit to postal giro account No ... of Mr ... at ... held by giro centre of ...).

Article 104

Labels

1 When a COD charge is payable on them, letter-post items shall bear, on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, an orange label in the form of the annexed specimen R 1. The C 4 label provided for in article 131, paragraph 4, of the Detailed Regulations of the Convention (or impression of the special stamp instead) shall be applied wherever possible in the top corner of the R 1 label; however, administrations may use, instead of the two above-mentioned labels, a single label in the form of the annexed specimen R 2 bearing in roman letters the name of the office of origin, the letter R, the serial number of the item and an orange triangle containing the word *"Remboursement"* (COD).

2 COD postal parcels and their dispatch notes shall bear the R 1 label on the address side.

Article 105

Forms to be attached to the items

1 Apart from the cases provided for in paragraphs 4 and 6, every COD item shall be accompanied by a COD money order form in strong cardboard conforming to the annexed specimens R 3, R 6 or R 8, light green in the case of a letter-post item and conforming to the annexed specimens R 4, R 7 or R 9, white in the case of a parcel. The money order form shall bear the indication of the COD amount in the currency of the country of origin of the item and, as a general rule, show the sender of that item as the payee of the money order.

2 When the amount of the COD money order can be entered to the credit of a postal giro account held in the country of origin of the item, the sender wishing to take advantage of this facility shall give on the instrument, instead of his address, the holder and number of the postal giro account as well as the centre holding this account.

3 Each administration may have money orders relating to items originating in its country addressed to the office of origin of the item or to any other of its offices. In that case, the name of the office shall be given on the R 3, R 4, R 6, R 7, R 8 or R 9 form.

4 If the sender asks for the COD amount to be paid into a postal giro account held in the collecting country, the item shall, in the absence of a special agreement, be accompanied by an inpayment form of the type prescribed by the regulations of that country. This form shall name the holder of the account to be credited and contain any other particulars required by the form apart from the amount to be credited which, after collection, shall be entered by the administration of destination of the item. If the inpayment form has a counterfoil, the sender shall write thereon his name, address and any other particulars he thinks necessary.

5 The money order shall be firmly attached to the item or, in the case of a parcel, to the dispatch note; the same shall apply, where appropriate, to the inpayment form.

6 No form shall be attached to the item or to the dispatch note if the sender, pursuant to article 5, c, of the Agreement, asks for the COD amount to be paid into a postal giro account held in the country of origin of the item or transferred to a postal giro account.

Article 106

Transmission of unregistered letter-post items on which a COD charge is payable

Unregistered letter-post items on which a COD charge is payable shall be inserted in mails in accordance with article 159 of the Detailed Regulations of the Convention.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 107

Cancellation or alteration of the COD amount

1 Every request for cancellation or alteration of the COD amount shall be subject to article 144 of the Detailed Regulations of the Convention.

2 In the case of a telegraphic request, this shall be confirmed by the first post by a postal request accompanied by the facsimile referred to in the above-mentioned article 144, paragraph 1. The collecting office shall hold the item until receipt of this confirmation; the collecting administration may, on its own responsibility, act on the telegraphic request without waiting for confirmation by post.

3 If the COD amount is to be settled by money order, the postal request for alteration shall be accompanied by a new R 3, R 4, R 6, R 7, R 8 or R 9 form, as the case may be, giving the corrected amount. In the case of a telegraphic request, the COD money order shall be replaced by the collecting office under the conditions laid down in article 112, paragraph 2.

Article 108

Redirection

1 Any item on which a COD charge is payable may be redirected if the country of new destination provides, in its relations with the country of origin, the service for items of this type; in that case, the COD money order form shall remain attached to the item.

2 If the sender has asked for settlement by entry to the credit of a postal giro account and if the country of new destination does not allow this form of payment, article 11, paragraph 2, of the Agreement shall apply. The office of new destination shall convert the COD amount into the currency of its country, taking as a basis the rate specified in article 109, paragraph 1.

Chapter IV

Operations at the collecting office

Article 109

Conversion. Treatment of payment instruments

1 In the absence of special agreement, the COD amount expressed in the currency of the country of origin of the item shall be converted into the currency of the collecting country by the postal administration of the latter country; this administration shall use the conversion rate it uses for money orders intended for the country of origin of the item.

2 Immediately after collecting the COD amount, the collecting office or any other office appointed by the collecting administration shall fill in the *"Indications de service"* (Service instructions) part of the COD money order and, after applying its date-stamp, shall send it without charge to the address on it or to its office of exchange, as the case may be.

3 In the case of redirection and subject to article 108, paragraph 2, the administration of new destination shall follow the same procedure as if the items had been sent to it direct.

4 COD money orders and COD inpayment money orders shall be automatically sent by the quickest route (air or surface) to the paying office or to the giro centre responsible for crediting the accounts.

5 If the funds collected are paid into or transferred to a postal giro account, the advice of transfer or inpayment intended for the holder of the account shall bear on the front the word *"Remboursement"* (COD) and, on the back, the category, the number of the COD item and, if applicable, the name of the addressee of the item.

6 Inpayment forms for COD items the amount of which is to be entered to the credit of a postal giro account in the collecting country shall be treated according to the regulations of that country.

Article 110

Treatment of irregularities

1 In case of discrepancy between the indications of the COD amount on the item, on the one hand, and on the money order or dispatch note, on the other, the higher figure shall be collected from the addressee.

2 If the sender refuses to pay that sum, the item may, subject to paragraph 5, be delivered against payment of the lower figure, provided that he pledges to make, if necessary, an additional payment on receipt of information supplied by the administration of origin; if he does not accept this condition, delivery of the item shall be postponed.

3 In every case, a request for information shall be sent immediately, by the quickest route (air or surface), to the service indicated by the administration of origin, which shall reply as soon as possible and by the quickest route (air or surface), stating the exact COD amount and applying, where applicable, article 107, paragraph 3.

4 Dispatch of the COD money order, the inpayment form or the transfer order shall be postponed until receipt of the reply to the request for information.

5 When the addressee is a transient or has to leave, payment of the higher figure shall always be required; in the case of refusal, the item shall not be delivered until receipt of the reply to the request for information.

Article 111

Payment period. Return to origin

1 The COD amount shall be paid within seven days reckoned from the day after the arrival of the item at the collecting office; this period may be extended to one month at most when the legislation of the collecting country so permits.

2 If a letter-post item is involved, it shall be returned to the office of origin upon expiry of the payment period; the sender may, however, ask in a note for the immediate return of the article if the addressee will not pay the COD amount at the first presentation. The article shall also be returned immediately if the addressee, upon presentation, categorically refuses all payment. The reasons for return shall in all cases be indicated on the item, pursuant to article 143 of the Detailed Regulations of the Convention.

3 If a parcel is involved, it shall be treated upon expiry of the payment period in accordance with articles 22, 25, paragraphs 2 and 3, 28 and 29 of the Postal Parcels Agreement; the sender may, however, ask for the instructions given by him by virtue of article 106, paragraph 7, of the Detailed Regulations of the Postal Parcels Agreement to be carried out immediately if the addressee will not pay the COD amount at the first presentation. These instructions shall also be carried out immediately if the addressee, upon presentation, categorically refuses all payment. If, in reply to an advice of non-delivery, the sender has given instructions to the collecting office, the above-mentioned periods shall be reckoned from the day after arrival of these instructions.

Article 112

Destruction or replacement of payment instrument forms

1 The following shall be destroyed by the collecting administration:

a any COD money order form which has become unusable because of discrepancy between the indications of the COD amount or as a result of cancellation or alteration of the amount;

b any inpayment form which has become unusable because of cancellation of the COD amount;

c any COD money order form or inpayment form relating to an item returned to origin for any reason.

2 When forms relating to COD items are mislaid, lost or destroyed before collection, the collecting office shall make duplicates of them on regulation forms.

Article 113

Undelivered or uncollected card money orders

1 COD money orders which it has not been possible to deliver to the payees shall, where applicable after being subjected to the formality of authorization to extend the validity period, be receipted by the administration of origin of the items to which these instruments refer and credited to the account of the administration which issued them.

2 The same shall apply to COD money orders which have been delivered to the rightful owners, but the amount of which has not been collected. Such instruments shall first be replaced by payment authorizations prepared by the administration of origin of the money orders.

Article 114

COD money orders not received by payees

Any issued COD money order that is mislaid, lost or destroyed before payment may be replaced by a payment authorization issued by the collecting administration on a green form conforming to the annexed specimen R 10.

Chapter V

Accounting

Article 115

Preparation and settlement of accounts relating to card money orders

1 In the absence of special agreement, accounts relating to paid COD money orders shall be prepared on a form conforming to the annexed specimen R 5. If necessary, paid money orders shall be summarized on a special list conforming to the annexed specimen R 5bis, which shall be attached to the monthly account prepared in this case on a form conforming to the annexed specimen R 5ter.

2 In the absence of special agreement, R 5 forms may be used for COD money orders relating to letter-post items or parcels.

3 The paid and receipted COD money orders shall accompany the R 5 detailed account. They shall be entered in the alphabetical or numerical order of the issuing offices, as agreed, and according to the numerical order of entry in the registers of those offices, wherever possible in chronological order. The administration preparing the account shall deduct from its total debt the amount of the charges payable to the corresponding administration in accordance with article 17 of the Agreement.

4 The balance of the R 5 account shall be added, wherever possible, to that of the monthly account for money orders prepared for the same period. Verification and settlement of the R 5 account shall be carried out in accordance with the Money Orders and Postal Travellers' Cheques Agreement and its Detailed Regulations.

Chapter VI

Special provisions for COD list money orders

Article 116

Offices of exchange for COD list money orders

"COD list money orders" shall be exchanged only through the intermediary of offices called "offices of exchange" designated by the administration of each of the contracting countries.

Article 117

Preparation and transmission of COD lists

1 Each office of exchange shall prepare, daily or upon agreed dates, MP 2 lists bearing the impression *"Remboursement"* (COD) and summarizing the COD list money orders sent to it by the collecting offices. If the money orders are not attached, the category and number of the COD items shall be noted in the "Remarks" column of the MP 2 list.

2 Every COD money order entered on a list shall bear a serial number called an international number; this number shall be assigned from an annual series beginning, by agreement between the administrations concerned, on 1 January or 1 July.

3 When the numbering changes, the first list which follows shall bear, in addition to its serial number, the last number of the preceding series.

4 The lists themselves shall be numbered according to the natural sequence of numbers, beginning on 1 January and 1 July of each year.

5 The lists shall be transmitted to the corresponding office of exchange by the first post by the quickest route (air or surface) and, in the absence of special agreement, without the COD money orders relating thereto.

6 The corresponding office of exchange shall acknowledge receipt of each list by an appropriate entry on the first list dispatched in the opposite direction.

7 In the absence of special agreement, one list may be used for COD charges relating to letter-post items and parcels.

Article 118

Special COD lists

A special MP 2 list shall be prepared for the money orders exempt from charges referred to in both article 16 of the Convention and article 7 of the Money Orders and Postal Travellers' Cheques Agreement; the list shall be endorsed, at the top, *"Mandats exempts de taxe"* (Money orders exempt from charges).

Article 119

Verification and correction of COD lists

Verification and correction of amounts and entries made in the COD lists as well as the treatment of other irregularities shall be subject to article 127 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.

Article 120

Payment of COD list money orders

Upon receipt of an MP 2 list, the office of exchange of the country of origin of the item shall, by means of a form selected by its administration according to its requirements, pay the payees of the COD list money orders.

Article 121

Undelivered or uncollected money orders

1 COD money orders which have been included in the lists but whose payment instruments it has not been possible to deliver to the payees shall be allocated to the administration of origin of the items.

2 The same shall apply in the case of payment instruments which have been delivered to the rightful owners but the amounts of which have not been collected.

Article 122

Preparation and settlement of accounts

1 Subject to the following special provisions, COD list money orders shall be subject, with regard to the preparation and settlement of accounts, to the provisions relating to list money orders contained in the Money Orders and Postal Travellers' Cheques Agreement.

2 Each administration of origin of COD items shall prepare at the end of each month, for each administration of destination, an R 5 monthly account. The totals of the lists received during the month shall be recapitulated in this account.

3 The administration preparing the account shall deduct from the total the amount of the charges payable to the corresponding administration in accordance with article 17 of the Agreement.

4 Where applicable, the amount of the charge relating to the return by air of COD money orders to be allocated to the collecting country shall be entered on the R 5 form in a special column.

5 The balance of the R 5 account shall be added, wherever possible, to that of the monthly account for money orders prepared for the same period. Verification and settlement of the R 5 account shall be carried out in accordance with the Money Orders and Postal Travellers' Cheques Agreement and its Detailed Regulations.

Chapter VII

Final provisions

Article 123

Entry into force and duration of the Regulations

1 These Regulations shall come into force on the day on which the Cash-on-Delivery Agreement comes into operation.

2 They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

Done at Hamburg, 27 July 1984.

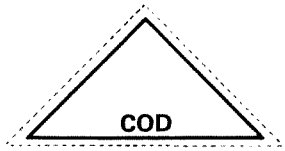
Signatures: sames as on pages 673 to 705.

ANNEXES: FORMS

LIST OF FORMS

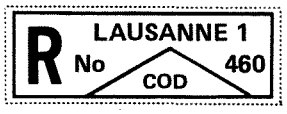
No	Title or nature of form	References
1	2	3
R 1	"COD" label	Art 104, para 1
R 2	"R" label combined with name of office of origin, number of item and triangle bearing the indication "COD"	Art 104, para 1
R 3	International COD money order (Letter-post items)	Art 105, para 1
R 4	International COD money order (Postal parcels)	Art 105, para 1
R 5	Detailed account – COD money orders	Art 115, para 1
R 5bis	Summary list – COD money orders	Art 115, para 1
R 5ter	Detailed account – COD money orders	Art 115, para 1
R 6	International COD inpayment money order (Letter-post items)	Art 105, para 1
R 7	International COD inpayment money order (Postal parcels)	Art 105, para 1
R 8	International COD money order to be filled in by machine (Letter-post items)	Art 105, para 1
R 9	International COD money order to be filled in by machine (Postal parcels)	Art 105, para 1
R 10	Replacement of an international COD money order	Art 114

R 1



COD, Hamburg 1984, art 104, para 1 — Size: base 37 mm, height 18 mm, colour: orange

R 2



COD, Hamburg 1984, art 104, para 1 — Size: 37 x 13 mm, triangle orange

(Front)

COUNTERFOIL

Sender

Amount in arabic figures

Item No

Office

Date of posting

Addressee of item

Stamp of issuing office

INTERNATIONAL COD MONEY ORDER R 3
Letter-post items

Office of posting of item

Amount in arabic figures

Amount in words and roman letters

Name and forenames of payee

Street and No

Place of destination

Country of destination

Stamp of issuing office

Money order No

Issuing office

Signature of the official

Country of destination of item

Item No

Date of posting

Sum collected

Date

Service instructions

COD, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm, colour: light green

(Back)

Space for endorsements, if any

Payee's receipt

Received the sum shown overleaf

Place and date

Signature of payee

In-register

No

Stamp of paying office

(Front)

COUNTERFOIL

Sender

Amount in arabic figures

Parcel No

Office

Date of posting

Addressee of parcel

Stamp of issuing office

INTERNATIONAL COD MONEY ORDER R 4

Postal parcels

Office of posting of parcel

Amount in arabic figures

Amount and currency unit in words and roman letters

Name and forenames of payee

Street and No

Place of destination

Country of destination

Stamp of issuing office

Country of destination of parcel

Parcel No

Date of posting

Sum collected

Money order No

Date

Issuing office

Signature of the official

Service instructions

COD, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm, colour: white

(Back)

Space for endorsements, if any

Payee's receipt

Received the sum shown overleaf

Place and date

Signature of payee

In-register

No

Stamp of paying office

Creditor administration

DETAILED ACCOUNT
COD money orders

R 5

Debtor administration	Date of dispatch	
	Month	Year

Number serial	Number of issue	Date of issue	Issuing office	Amount of money orders		Remarks
1	2	3	4	5		6
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Totals						
Less Remuneration (3 g fr/0.98 SDR per money order)						
Balance to the credit of the creditor administration						

COD, Hamburg 1984, art 115, para 1 — Size: 210 x 297 mm

Creditor administration

R 5bis (Front)

SUMMARY LIST
COD money orders

Debtor administration	Date of dispatch	Number
	Month	Year

Serial No	Issue			Amount of money orders		Remarks
	Date	Office	Number			
1	2	3	4	5		6
		Brought forward				
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						
		☐ Carried forward				
		☐ Totals				

COD, Hamburg 1984, art 115, para 1 — Size: 210 x 297 mm

Serial No	Issue			Amount of money orders		Remarks
	Date	Office	Number			
1	2	3	4	5		6
		Brought forward				
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						
		☐ Carried forward				
		☐ Totals				

Creditor administration

R 5ter

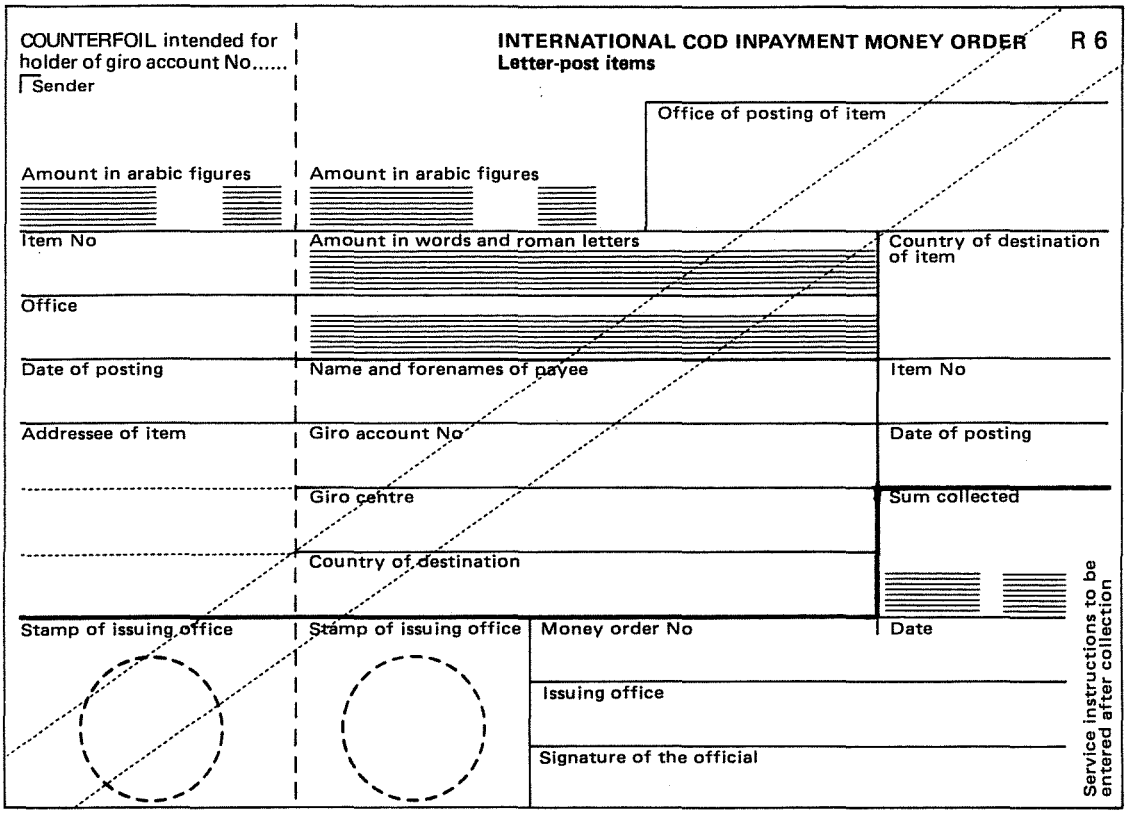
DETAILED ACCOUNT
COD money orders

Debtor administration	Date of dispatch	
	Month	Year

Instrument			Number of money orders	Amount of money orders	
1			2	3	
Money orders (total on R 5bis forms attached)					
Remuneration (3 g fr/0.98 SDR per money order)					
Alterations					
Totals.					
Remuneration to be deducted					
Balance to the credit of the creditor administration					

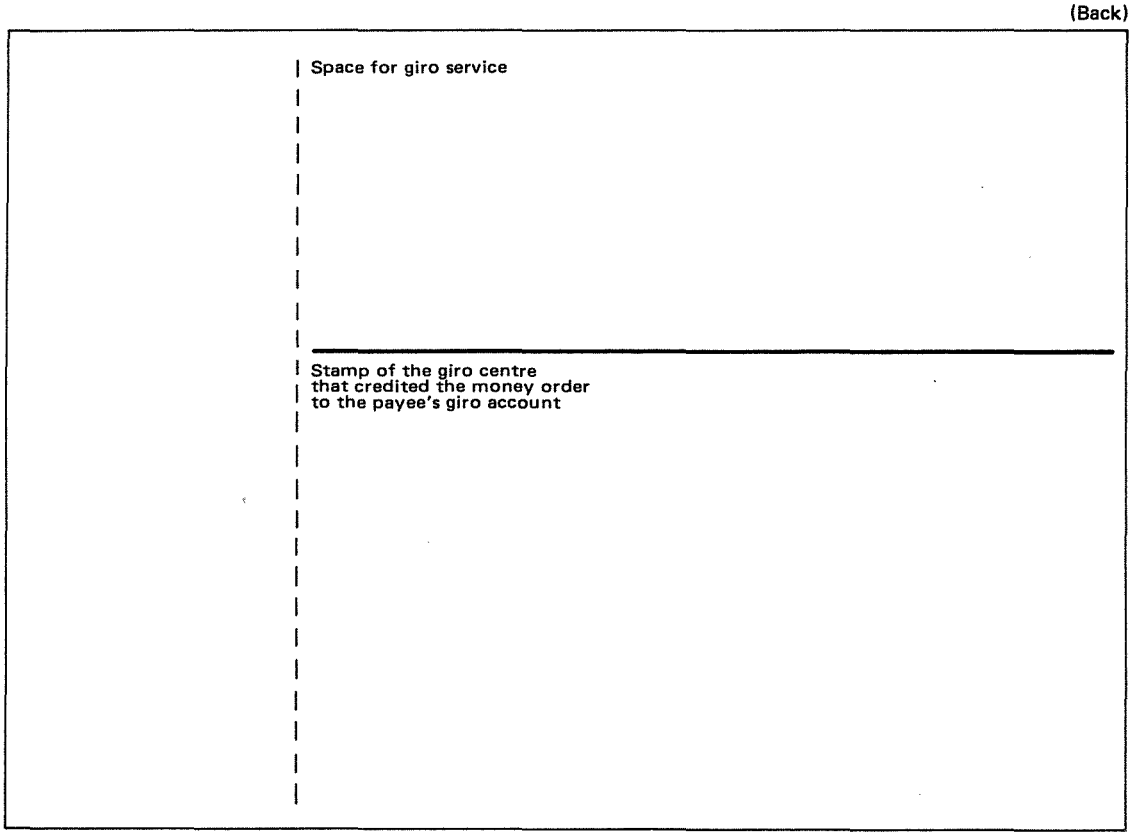
COD, Hamburg 1984, art 115, para 1 — Size: 210 x 297 mm

(Front)

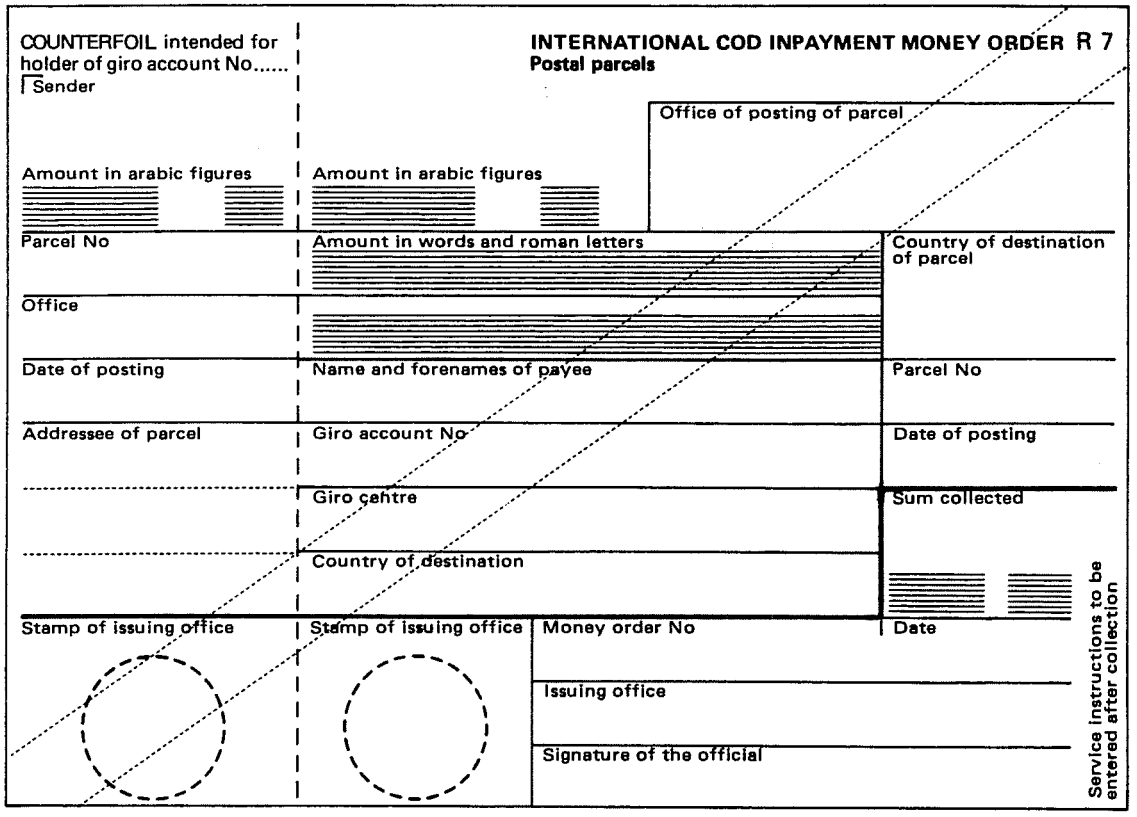


COD, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm, colour: light green with yellow diagonal stripe

(Back)

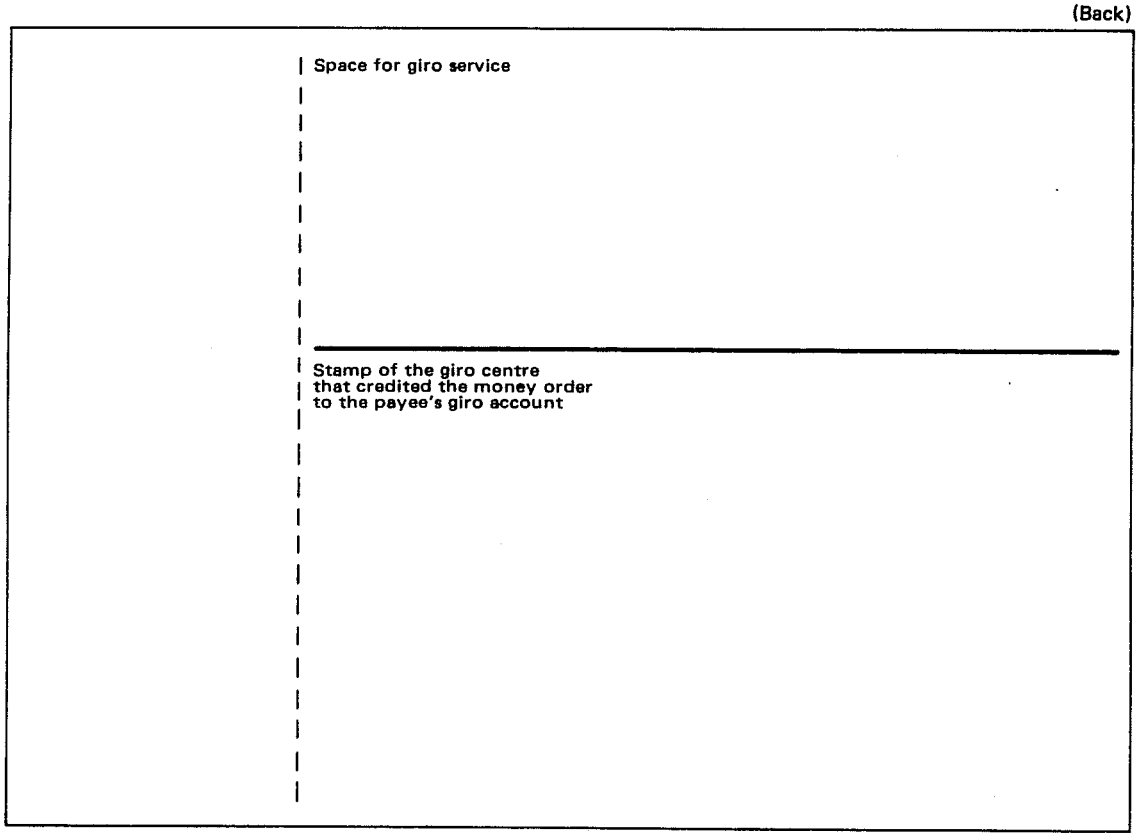


(Front)



COD, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm, colour: white with yellow diagonal stripe

(Back)



(Front)

COUNTERFOIL

Sender

Amount in arabic figures

Item No

Office

Date of posting

Addressee of item

Stamp of issuing office

INTERNATIONAL COD MONEY ORDER R 8
to be filled in by machine
Letter-post items

Office of posting of item

Amount in arabic figures

Amount in words and roman letters

Payee

Stamp of issuing office

Money order No

Issuing office

Signature of the official

Country of destination of item

Item No

Date of posting

Sum collected

Date

Service instructions

COD, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm, colour: light green

(Back)

Space for endorsements, if any

Payee's receipt

Received the sum shown overleaf

Place and date

Signature of payee

In-register

No

Stamp of paying office

(Front)

COUNTERFOIL

Sender

Amount in arabic figures

Parcel No

Office

Date of posting

Addressee of parcel

Stamp of issuing office

INTERNATIONAL COD MONEY ORDER R 9
to be filled in by machine
Postal parcels

Office of posting of parcel

Amount in arabic figures

Amount in words and roman letters

Payee

Stamp of issuing office

Money order No

Issuing office

Signature of the official

Country of destination of parcel

Parcel No

Date of posting

Sum collected

Date

Service instructions

COD, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm, colour: white

(Back)

Space for endorsements, if any

Payee's receipt

Received the sum shown overleaf

Place and date

Signature of payee

In-register

No

Stamp of paying office

(Front)

Number

COUNTERFOIL

Sender

Payment authorization No

REPLACEMENT OF AN INTERNATIONAL COD MONEY ORDER R 10

Postal parcels or letter-post items

File No

Amount in arabic figures

File No

Amount in arabic figures

Office of posting of item

Item No

Office

Amount in words and roman letters

Country of destination of item

Date of posting

Name and forenames of payee

Item No

Addressee of item

Street and No or giro account No

Date of posting

Place of destination or giro centre

Sum collected

Country of destination

Stamp of issuing service

Stamp of issuing service

Money order No

Date

Issuing office

Signature of the official

Service instructions

COD, Hamburg 1984, art 114 — Size: 148 x 105 mm, colour: green

(Back)

Replacement of a COD money order

Space for giro service

Payee's receipt

Received the sum shown overleaf

Place and date

Signature of payee

In-register

No

Stamp of paying office

Collection of Bills Agreement

Agreement
Detailed Regulations
— Forms

COLLECTION OF BILLS AGREEMENT

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COLLECTION OF BILLS AGREEMENT

The undersigned, plenipotentiaries of the Governments of member countries of the Union, having regard to article 22, paragraph 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have, by common consent and subject to the provisions of article 25, paragraph 3, of the Constitution, drawn up the following Agreement:

Chapter I

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the exchange of bills for collection that contracting countries agree to set up in their reciprocal relations.

Article 2

Bills accepted for collection

1 Receipts, invoices, promissory notes, drafts, interest and dividend coupons, redeemed instruments and, in general, any commercial or other securities payable without charge shall be accepted for collection.

2 Administrations shall be entitled to accept for collection only some of the categories of bills mentioned in paragraph 1.

Article 3

Protests. Proceedings

Administrations may agree to have commercial bills protested and legal proceedings brought with regard to debts. They shall, by common consent, draw up the provisions necessary for that purpose.

Article 4

Currency

In the absence of special agreement, the amount of the bills for collection shall be expressed in the currency of the collecting country.

Chapter II

Posting of bills-for-collection items

Article 5

Form and charge of the item

Bills for collection shall be posted in the form of a duly prepaid registered letter sent direct by the sender to the post office assigned to collect the funds.

Article 6

Number of bills per item

The number of bills insertable in one item shall be unlimited. The bills may be for collection from different debtors provided that they are served by the same post office and the collections are made for the benefit of or on behalf of the same person. In addition, the bills inserted in the same item shall be collectable at sight or on the same date.

Article 7

Maximum amount

The total amount to be collected shall not exceed per item the maximum allowed by the collecting administration for the issue of postal money orders intended for the country of origin of the item, unless a higher maximum has been mutually agreed on.

Article 8

Prohibitions

It shall be prohibited:

a to make, on the bills, notes not concerning the article for collection;

b to attach to the bills letters or notes which could represent correspondence between the creditor and the debtor;

c to countersign, on the dispatch note, annotations other than those required by its make-up.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 9

Withdrawal of bills from the post. Correction of statement

The sender may, under the conditions prescribed in article 33 of the Convention, have all or some of the bills withdrawn from the post or, in case of error, have the dispatch statement corrected.

Article 10

Redirection

1 Bills shall be redirected only inside the collecting country and in the following cases:
a the debtor has changed his address;
b the bills are addressed to persons living in a part of the residence served by another office;
c all the debtors are served by another office.

2 No charge shall be collected for redirection.

Chapter IV

Collection of bills. Dispatch of funds collected to the sender. Return

Article 11

Prohibition of part payments

Each bill shall be paid in full and on one occasion, otherwise it shall be regarded as refused.

Article 12

Methods of settling with the sender

The funds relating to one and the same item and intended for the sender of the bills shall be sent to him:
a by collection-of-bills money order;
b if the administrations concerned allow such procedures, by transfer or inpayment to a postal giro account held either in the collecting country or in the country of origin of the bills.

Article 13

Collection-of-bills money orders

1 Collection-of-bills money orders shall be admitted up to the maximum amount adopted by virtue of article 7.

2 Subject to the reservations made in the Regulations, collection-of-bills money orders shall be subject to the Money Orders and Postal Travellers' Cheques Agreement.

Article 14

Methods of exchanging collection-of-bills money orders

The exchange of collection-of-bills money orders may be carried out by cards or lists, as administrations prefer. In the first case, the instruments shall be called "collection-of-bills card money orders" and in the second "collection-of-bills list money orders".

Article 15

Non-payment of payee

Article 11, paragraph 2, of the Cash-on-Delivery Agreement shall apply to collection-of-bills money orders and to inpayments or transfers to giro accounts of the amount of bills collected.

Article 16

Charges and fees

1 Unless paragraph 3 applies, the following charges shall be levied on the amount of bills collected:

a a set charge of 60 centimes (0.20 SDR) per collected bill, called "collection charge";

b a set charge of 60 centimes (0.20 SDR) per uncollected bill, called "presentation charge";

c charges relating to the dispatch of the funds, viz:

i charge relating to money orders, if dispatch takes place by collection-of-bills money order;

ii any internal charge payable on transfers or inpayments when they are made to the credit of a postal giro account held in the collecting country;

iii the charge payable on international transfers or inpayments when they are made to the credit of a postal giro account held in the country of origin of the bills;

d in the absence of special agreement and if the sender asks for the settled collection documents to be sent by air: the air surcharge calculated in relation to the weight;

e any fiscal dues payable on the bills.

2 Bills which it has not been possible to collect as a result of some irregularity or error of address shall not be subject to the collection charge or the presentation charge.

3 If it has not been possible to collect any of the bills in an item or if the sums collected are not sufficient for the full presentation charges to be levied, these charges shall be claimed from the sender of the item.

Article 17

Calculation of certain charges and determination of amounts to be sent

1 The charges mentioned in article 16, paragraph 1, c, shall be calculated on the basis of the sums remaining after deduction of the collection and presentation charges, the air surcharge mentioned in article 16, paragraph 1, d, and the fiscal dues.

2 The amount of the funds to be sent to the sender of the bills shall result from the difference between the sums collected and the charges and fees levied.

Article 18

Return of unpaid, uncollectable or misdirected bills

1 Unless they can be redirected by virtue of article 10 or have to be delivered to an appointed third party, bills uncollected for any reason shall be returned to sender through the intermediary of the office of origin.

2 Return shall take place post-free in the manner and within the time limits prescribed in the Detailed Regulations.

3 The collecting administration shall not be obliged to hold the bills or to take any action to establish the non-payment of the bills.

Chapter V

Liability

Article 19

Principle and extent of liability

1 Postal administrations shall be liable for the loss of bills after the envelopes containing them have been opened either in the collecting country or, in the case of return to sender of uncollected bills, in the country of origin of the bills.

2 The administration of the country in which the loss occurred shall reimburse the sender the actual amount of the loss incurred, although this amount may not exceed that of the indemnity provided for in article 50 of the Convention.

3 Administrations shall assume no liability for delays:

a in the transmission or presentation of the bills for collection;

b in the preparation of protests or the bringing of legal proceedings which they may have taken on themselves in application of article 3.

4 Subject to the above provisions, articles 12 to 16 of the Cash-on-Delivery Agreement relating to the liability of administrations shall apply to the collection-of-bills service, the idea of collection being substituted for that of cash-on-delivery.

Chapter VI

Miscellaneous and final provisions

Article 20

Remuneration of paying administration

Article 28 of the Money Orders and Postal Travellers' Cheques Agreement shall apply in the case of remunerations to be allocated to certain administrations on issue of collection-of-bills money orders.

Article 21

Offices participating in the service

The collection-of-bills service shall be provided by all the post offices participating in the international money orders service.

Article 22

Application of the Convention and certain Agreements

The Convention, the Money Orders and Postal Travellers' Cheques Agreement and the Giro Agreement shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

Article 23

Exception to the application of the Constitution

Article 4 of the Constitution shall not apply to this Agreement.

Article 24

Conditions for approval of proposals concerning this Agreement and its Detailed Regulations

1 To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations shall be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress shall be present at the time of voting.

2 To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations shall obtain:

a unanimity of votes, if they involve the addition of new provisions or amendments to articles 1 to 20 and 22 to 25 of this Agreement and 103 to 107, 110, 111, 113, paragraphs 1 to 6, 114, 115, paragraphs 1, 2 and 4, and 123 of its Detailed Regulations;

b two thirds of the votes, if they involve amendments to the provisions of this Agreement other than those mentioned in the preceding paragraph and of articles 108, 112, 113, paragraph 7, and 115, paragraph 3, of its Detailed Regulations;

c a majority of the votes, if they involve amendments to other articles of the Detailed Regulations or interpretation of the provisions of this Agreement and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

Article 25

Entry into force and duration of the Agreement

This Agreement shall come into force on 1 January 1986 and shall remain in operation until the entry into force of the Acts of the next Congress.

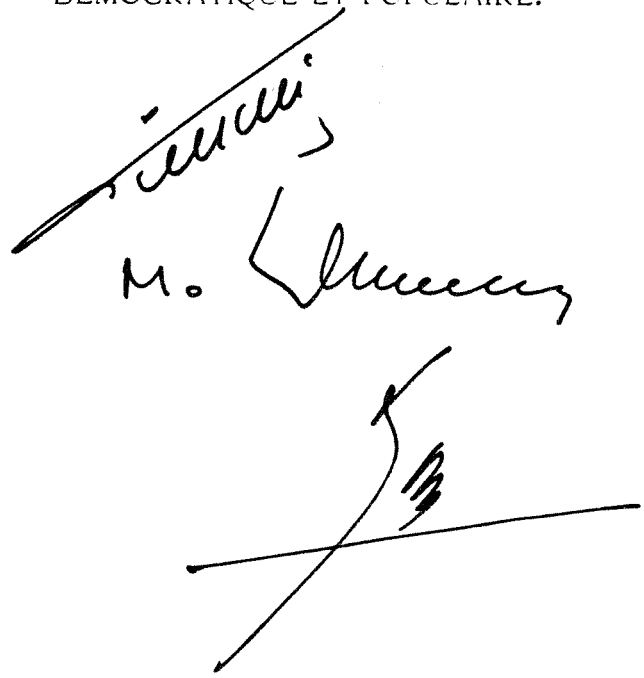
In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original, which shall be deposited in the archives of the Government of the Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Hamburg, 27 July 1984.

See signatures below.

Pour LA RÉPUBLIQUE DÉMOCRATIQUE D'AFGHANISTAN:

Pour LA RÉPUBLIQUE ALGÉRIENNE DÉMOCRATIQUE ET POPULAIRE:



Pour LA RÉPUBLIQUE POPULAIRE SOCIALISTE D'ALBANIE:

Pour LA RÉPUBLIQUE FÉDÉRALE D'ALLEMAGNE:

Pour LES ÉTATS-UNIS D'AMÉRIQUE:

Pour LA RÉPUBLIQUE POPULAIRE D'ANGOLA:

Pour LE ROYAUME DE L'ARABIE SAOUDITE:

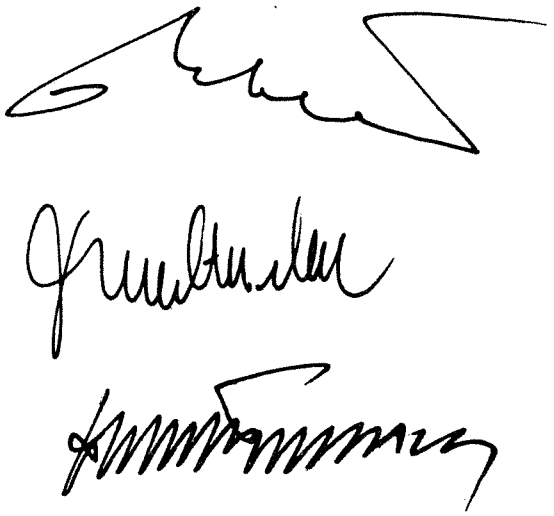
Pour LA RÉPUBLIQUE ARGENTINE:

Pour L'AUSTRALIE:

Pour LE COMMONWEALTH DES BAHAMAS:

Pour L'ÉTAT DE BAHRAIN:

Pour LA RÉPUBLIQUE D'AUTRICHE:



Pour LA RÉPUBLIQUE POPULAIRE DU BANGLADESH:

Pour BARBADE:

Pour LA RÉPUBLIQUE POPULAIRE DU BÉNIN:

J. C. HOUNDADJO

AIDO MONHAN

J. ALINDÉ

Pour LA BELGIQUE:

Pour BELIZE:

Pour LE ROYAUME DE BHOUTAN:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE DE BIÉLORUSSIE:

Pour LA RÉPUBLIQUE DU BOTSWANA:

Pour LA RÉPUBLIQUE SOCIALISTE DE L'UNION DE BIRMANIE:

Pour LA RÉPUBLIQUE FÉDÉRATIVE DU BRÉSIL:

Pour LA RÉPUBLIQUE DE BOLIVIE:

Pour LA RÉPUBLIQUE POPULAIRE DE BULGARIE:

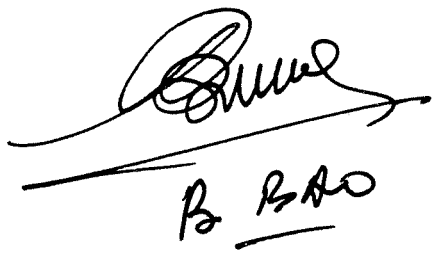
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Pour LA RÉPUBLIQUE DU BURUNDI:

Pour LA RÉPUBLIQUE DU CAP-VERT:

Pour LA RÉPUBLIQUE CENTRAFRICAINE:



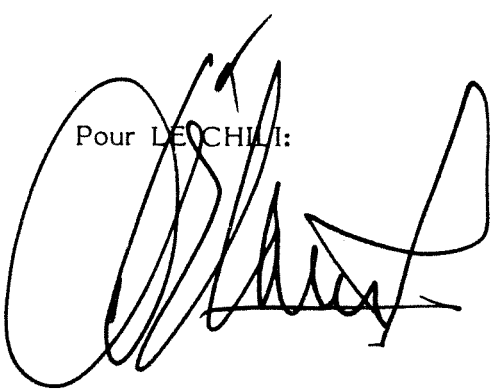
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Pour LA RÉPUBLIQUE DE CHYPRE:



Pour LA RÉPUBLIQUE DE COLOMBIE:

Pour LE CHILI:



Pour LA RÉPUBLIQUE FÉDÉRALE ISLAMIQUE DES COMORES:

Pour LA RÉPUBLIQUE POPULAIRE DU CONGO:

Pour LA RÉPUBLIQUE DE COREE:

Pour LA RÉPUBLIQUE DE COSTA RICA:

Pour LA RÉPUBLIQUE DE CÔTE D'IVOIRE:

Pour LA RÉPUBLIQUE DE CUBA:

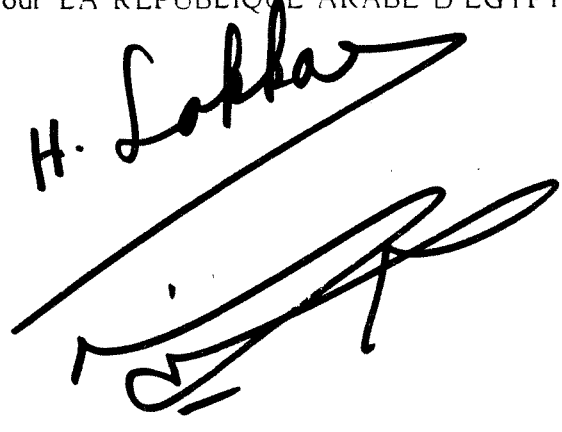
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Pour LA RÉPUBLIQUE DE DJIBOUTI:

Pour LA RÉPUBLIQUE DOMINICAINE:

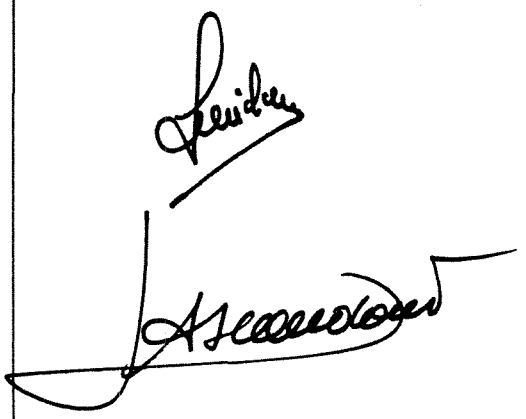
Pour LE COMMONWEALTH DE LA DOMINIQUE:

Pour LA RÉPUBLIQUE ARABE D'ÉGYPTE:



Pour LA RÉPUBLIQUE DE EL SALVADOR:

Pour L'ESPAGNE:



Pour LES ÉMIRATS ARABES UNIS:

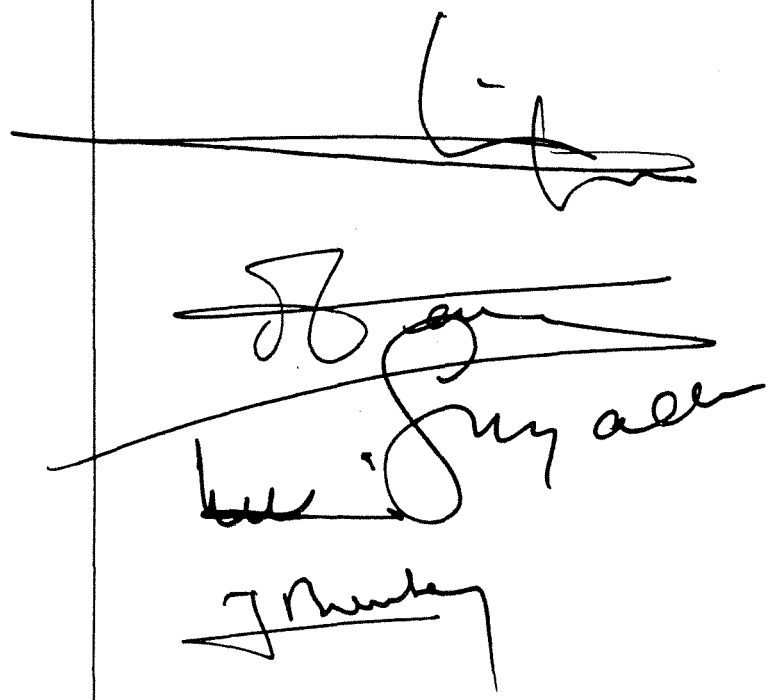
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Pour L'ÉTHIOPIE SOCIALISTE:

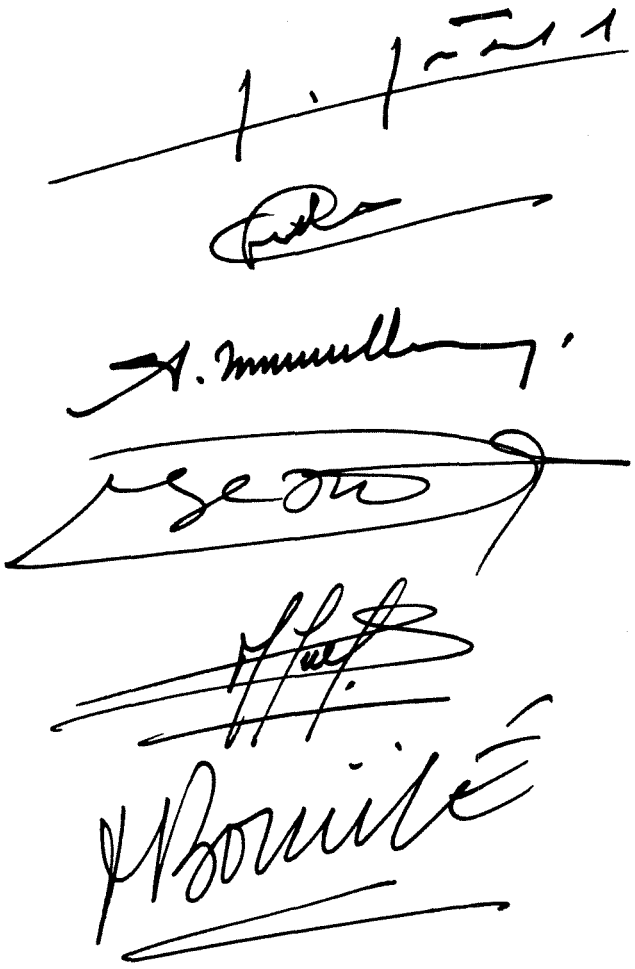
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Pour LA RÉPUBLIQUE FRANÇAISE:



Pour FIDJI:

Pour LA RÉPUBLIQUE GABONAISE:



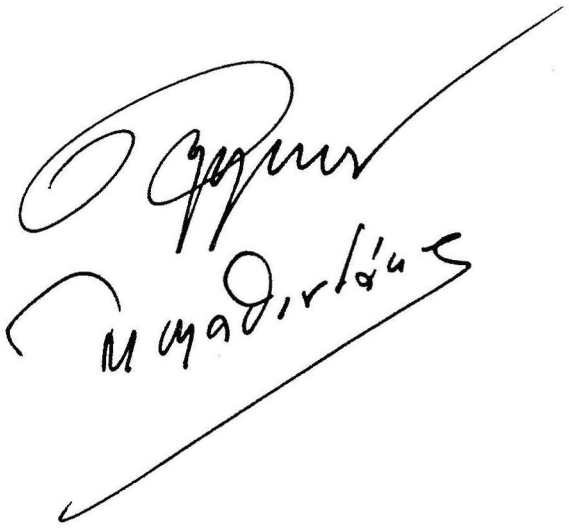
Pour LA RÉPUBLIQUE DE GAMBIE:

Pour LA RÉPUBLIQUE DU GHANA:

Pour LE ROYAUME-UNI DE GRANDE-BRETAGNE ET D'IRLANDE DU NORD, ÎLES DE LA MANCHE ET ÎLE DE MAN:

Pour LES TERRITOIRES D'OUTRE-MER DONT LES RELATIONS INTERNATIONALES SONT ASSURÉES PAR LE GOUVERNEMENT DU ROYAUME-UNI DE GRANDE-BRETAGNE ET D'IRLANDE DU NORD:

Pour LA GRÈCE:



Pour GRENADE:

Pour LA RÉPUBLIQUE DU GUATÉMALA:

Pour LA RÉPUBLIQUE DE GUINÉE:

Pour LA RÉPUBLIQUE DE GUINÉE-BISSAU:

Pour LA RÉPUBLIQUE DE GUINÉE ÉQUATORIALE:

Pour LA GUYANE:

Pour LA RÉPUBLIQUE D'HAÏTI:

Pour LA RÉPUBLIQUE DE HAUTE-VOLTA:





Pour LA RÉPUBLIQUE DU HONDURAS:

Pour LA RÉPUBLIQUE POPULAIRE HONGROISE:

Pour L'INDE:

Pour LA RÉPUBLIQUE D'INDONÉSIE:



Pour LA RÉPUBLIQUE ISLAMIQUE D'IRAN:

Pour LA RÉPUBLIQUE D'IRAQ:

Pour L'IRLANDE:

Pour LA RÉPUBLIQUE D'ISLANDE:

Pour ISRAËL:

Pour (AL) JAMAHIRIYA ARABE LIBYENNE POPULAIRE SOCIALISTE:

Pour LA JAMAÏQUE:

Pour L'ITALIE:

Pour LE JAPON:

Pour KAMPUCHEA DÉMOCRATIQUE:

Pour LA RÉPUBLIQUE DE KENYA:

Pour LE ROYAUME HACHÉMITE DE JORDANIE:

Pour KUWAIT:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE LAO:

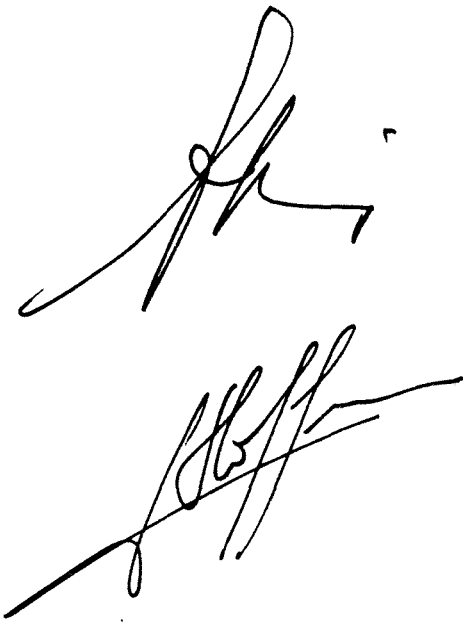
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Pour LA RÉPUBLIQUE DÉMOCRATIQUE DE MADAGASCAR:

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Pour LA RÉPUBLIQUE DU MALI:



Pour MALTE:

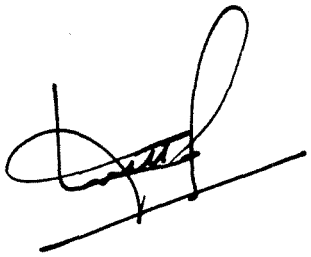
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Pour LES ÉTATS-UNIS DU MEXIQUE:

Pour MAURICE:

Pour LA PRINCIPAUTÉ DE MONACO:



Pour LA RÉPUBLIQUE DE NAURU:

Pour LE NÉPAL:

Pour LA RÉPUBLIQUE DU NICARAGUA:

Pour LA RÉPUBLIQUE POPULAIRE DE MONGOLIE:

Pour LA RÉPUBLIQUE POPULAIRE DU MOZAMBIQUE:

Pour LA RÉPUBLIQUE DU NIGER:



Pour LA RÉPUBLIQUE FÉDÉRALE DE NIGÉRIA:

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Pour LA NORVÈGE:

Pour LE SULTANAT D'OMAN:

Pour L'OUGANDA:

Pour LE PAKISTAN:

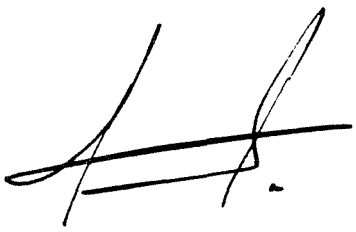
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Pour LA RÉPUBLIQUE DE PARAGUAY:

Pour LES PAYS-BAS:

Pour LES ANTILLES NÉERLANDAISES:



Pour LA RÉPUBLIQUE DU PÉROU:



Pour LA RÉPUBLIQUE DES PHILIPPINES:

Pour LA RÉPUBLIQUE POPULAIRE
DE POLOGNE:

Pour LE PORTUGAL:

Pour L'ÉTAT DE QATAR:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE ALLEMANDE:

Pour LA RÉPUBLIQUE POPULAIRE DÉMOCRATIQUE DE CORÉE:

Pour LA RÉPUBLIQUE SOCIALISTE DE ROUMANIE:

Pour LA RÉPUBLIQUE RWANDAISE:

Pour SAINTE-LUCIE:

Pour LES ÎLES SALOMON:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE
DE SAO TOMÉ-ET-PRINCIPE:

Pour LA RÉPUBLIQUE DE SAINT-MARIN:

Pour LA RÉPUBLIQUE DU SÉNÉGAL:

Pour SAINT-VINCENT-ET-GRENADINES:

Pour LA RÉPUBLIQUE DES SEYCHELLES:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE DU SOUDAN:

Pour LA RÉPUBLIQUE DE SIERRA LEONE:

Pour LA RÉPUBLIQUE SOCIALISTE DÉMOCRATIQUE DE SRI LANKA:

Pour SINGAPOUR:

Pour LA SUÈDE:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE DE SOMALIE:

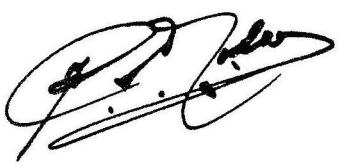
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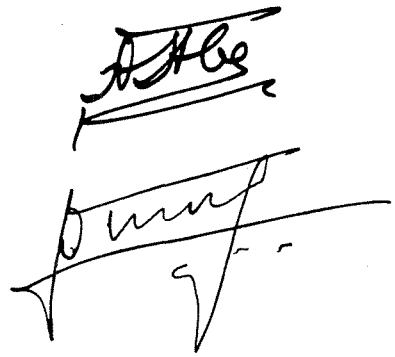


Pour LA RÉPUBLIQUE UNIE DE TANZANIE:

Pour LA THAÏLANDE:



Pour LA RÉPUBLIQUE TOGOLAISE:



Pour LA RÉPUBLIQUE DU TCHAD:

Pour LA RÉPUBLIQUE SOCIALISTE TCHÉCOSLOVAQUE:

Pour LE ROYAUME DES TONGA:

Pour LA RÉPUBLIQUE DE TRINITÉ-ET-TOBAGO:

Pour LA TUNISIE:

Pour LA TURQUIE:

Pour TUVALU:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE D'UKRAINE:

Pour L'UNION DES RÉPUBLIQUES SOCIALISTES SOVIÉTIQUES:

Pour LA RÉPUBLIQUE ORIENTALE
DE L'URUGUAY:

Pour LA RÉPUBLIQUE DE VANUATU:

Pour L'ÉTAT DE LA CITÉ DU VATICAN:

Pour LA RÉPUBLIQUE DE VÉNÉZUÉLA:

Pour LA RÉPUBLIQUE SOCIALISTE
DU VIÊT NAM:

Pour LA RÉPUBLIQUE ARABE DU YÉMEN:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE DU YÉMEN:

Pour LA RÉPUBLIQUE SOCIALISTE FÉDÉRATIVE DE YOUGOSLAVIE:



Pour LA RÉPUBLIQUE DU ZAÏRE:

Pour LA RÉPUBLIQUE DE ZAMBIE:

Pour LE ZIMBABWE:

DETAILED REGULATIONS OF THE COLLECTION OF BILLS AGREEMENT

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ANNEXES: FORMS

DETAILED REGULATIONS OF THE COLLECTION OF BILLS AGREEMENT

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Collection of Bills Agreement:

Chapter I

Preliminary provisions

Article 101

Information to be supplied by administrations

1 Each administration shall transmit to the other administrations, through the intermediary of the International Bureau, an extract from its laws or regulations applicable to the collection-of-bills service, particularly with regard to the collection of interest and dividend coupons and redeemed instruments. At the same time it shall also state whether it carries out the collection of these coupons and instruments.

2 Any amendment shall be notified without delay.

Article 102

Forms for the use of the public

For the purpose of applying article 10, paragraph 4, of the Convention, the following shall be considered as forms for the use of the public:
RP 1 (Statement of bills for collection),
RP 2 ("Collection-of-Bills" envelope).

Chapter II

Posting of items

Article 103

Conditions to be met by bills

To be eligible for collection, each bill shall:

a set forth the sum to be collected in roman letters if it is written in full, and in arabic numerals if it is expressed in figures;

b give the name and address of the debtor;

c show the date and place where the bill was drawn;

d in the case of a bill of exchange, a cheque or a promissory note, bear the signature of the drawer;
e have the stamp duty paid on it in the country of origin, if it is subject to that duty;
f have at least the minimum dimensions laid down for letters in article 19, paragraph 1 (table, col 7), of the Convention.

Article 104

Make-up of dispatches of bills

1 Bills for collection forming one item shall be described on a statement in the form of the annexed specimen RP 1.

2 Interest or dividend coupons relating to instruments of the same category for collection at the same address shall be noted beforehand on a special bill; they shall then be regarded as one instrument.

3 If the sender asks for the settled collection documents to be returned by air, he shall indicate this on the RP 1 statement in the space provided.

4 The instruments together with any vouchers in support (invoices, bills of lading, accounts of re-exchange, deeds of protest, etc) shall be inserted, with the dispatch statement, in an envelope in the form of the annexed specimen RP 2. This envelope shall bear, in addition to the name and full address of the sender, the name of the collecting office; annexes shall be attached to the instrument to which they refer.

5 Any item the amount of which is to be paid into a postal giro account in the collecting country shall be accompanied, in the absence of special agreement, by an inpayment form of the type prescribed by the regulations of that country. This form shall name the holder of the account to be credited and contain any other particulars required by the form, apart from the amount which shall be entered by the collecting office after collection. If the inpayment form has a counterfoil, the sender shall write thereon his name, address and any other particulars he thinks necessary. The inpayment form shall be inserted in the RP 2 envelope.

6 When the amount of a collection-of-bills money order can be entered to the credit of a postal giro account held in the country of origin of the item, the sender wishing to take advantage of this facility shall give, on the RP 1 statement, the holder and number of the postal giro account as well as the centre holding this account.

7 The particulars prescribed in paragraph 6 shall also be entered on the RP 1 statement when the giro service intervenes in operations carried out by transfers or inpayments if the administrations concerned allow such procedures.

Article 105

Posting

1 The RP 2 envelope containing the documents mentioned in article 104, paragraph 4, shall be sealed by the sender and posted at the counter.

2 If the item is found in a box, duly prepaid, it shall be treated as if it had been posted at the counter. Unpaid or underpaid items shall not be forwarded.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 106

Withdrawal of bills from the post. Correction of statement

1 Subject to paragraphs 2 to 4, article 144 of the Detailed Regulations of the Convention shall apply to requests for withdrawal of bills from the post and requests for correction of the dispatch statement.

2 Every request for correction of a statement shall be accompanied by a duplicate of the statement.

3 If the request is sent by telegraph, it shall be confirmed by the first post by a postal request; the duplicate mentioned in paragraph 2 shall be attached to that request. Upon receipt of the telegram, the collecting office shall hold the item and wait for confirmation by post to act on the request.

4 However, the collecting administration may, on its own responsibility, act on the telegraphic request without waiting for such confirmation.

Article 107

Redirection

1 If all the bills for collection in one item are redirected, the statement shall be endorsed *"Réexpédié par le bureau de ..."* (Redirected by the office of ...). The office required to collect the bills shall follow the same procedure as if they had been sent direct to it by the sender.

2 If only some of the bills for collection in one item are redirected, the office collecting these bills shall send, without deducting any charge, the sums collected to the office to which the statement was sent by the sender; it shall also return to that office any unpaid bills. The latter office shall remain the only one in charge of settling accounts with the sender.

Article 108

Inquiries

Inquiries shall be subject to articles 147 and 148 of the Detailed Regulations of the Convention. A duplicate of the statement which accompanied the bills shall be supplied by the sender, to be sent to the collecting office with the inquiry.

Chapter IV

Operations at the collecting office

Article 109

Verification of items

1 The collecting office shall verify the bills making up the item, check each of them off against the corresponding entries in the statement and enter the result of the verification in the statement.

2 Regular bills found in an item but not mentioned in the statement shall be automatically entered thereon.

3 If bills entered in the statement are missing, the collecting office shall immediately inform the office of origin, which shall advise the sender.

4 If bills are entered in the statement with inexact amount or if they are irregular, they shall immediately be returned to the sender via the office of origin, accompanied by a slip giving the reason for non-presentation and also stating that settlement of the account of the bills retained will be made later; a slip recalling the earlier return of the non-presented bills shall be attached to the RP 1 statement (part 2).

5 Bills other than those mentioned in paragraphs 3 and 4 shall be collected normally.

6 If none of the bills in an item can be collected, they shall be returned together with an explanatory note and part 2 of the statement.

7 Bills which it has not been possible to collect shall be returned in an envelope in the form of the annexed specimen RP 3; the envelope shall be automatically registered.

Article 110

Treatment of items containing prohibited annotations or messages

1 Prohibited annotations or notes made on the statement shall be ignored. Separate notes or letters shall be treated as unpaid letters from the country of origin and, if the bills are collected, delivered to the addressees against collection of the charge payable. If payment of this charge is refused, these notes or letters shall be regarded as undeliverable items and returned to the office of origin in support of the statement.

2 When prohibited annotations are made on the bills themselves, the latter shall be collected and delivered against payment of their amount and of the charge on an unpaid letter from the country of origin. If payment of this charge is refused, the bills may be collected, but the charge payable shall be deducted from the sums collected; an explanatory note shall be attached to the RP 1 statement (part 2).

Article 111

Presentation. Payment period

1 The bills shall be presented to debtors on the day of maturity, where applicable, or as soon as possible.

2 Bills unpaid on presentation and payment of which has not been categorically refused by the debtors in person shall be held at the disposal of those concerned for a period of seven days reckoned from the day after the day of presentation; this period may be extended to one month at most by administrations obliged to do so by their legislation. Debtors shall be advised that they may come and settle the account at the office during this period; the sender may however ask in a note on the statement for the instruments to be returned to him immediately after unsuccessful presentation or delivered to persons named for that purpose.

3 The vouchers in support mentioned in article 104, paragraph 4, shall be delivered to the debtor only against payment of the bills to which they relate.

Chapter V

Operations after presentation

Article 112

Settlement of account

The collecting office shall prepare the settlement of account of the RP 1 statement (part 2), taking care to mention any particulars that the sender may have omitted and deleting those which are inapplicable.

Article 113

Dispatch of funds by money order

1 The card money order, endorsed *"Recouvrement"* (Collection of bills) on the front, shall be sent in an RP 3 envelope to the office of posting of the bills accompanied by the RP 1 statement (part 2) and any uncollected bills.

2 When the amount of the collection-of-bills money orders can be paid into a postal giro account held in the country of origin of the item and the sender has asked to take advantage of this facility, the preparation of the money order, return of the uncollected bills and return of the RP 1 form (part 2) shall be carried out in accordance with article 114, paragraphs 2 and 3.

3 In relations where the money order service requires the intervention of offices of exchange, the envelope shall be sent to the relevant office of exchange.

4 If the sender has asked for the settled collection documents to be returned by air, the envelope, bearing a *"Par avion"* label and, if applicable, the postage representing the air surcharge authorized by article 16, paragraph 1, d, of the Agreement, shall be sent by the first airmail.

5 The envelopes mentioned in paragraphs 1 to 4 shall be registered if they contain uncollected bills. The particulars printed on the RP 3 envelope shall be supplemented accordingly.

6 When charges are to be collected from the sender either in application of article 16, paragraph 3, of the Agreement, or under article 110 of these Regulations, the RP 3 envelope shall be endorsed with the T stamp and the amount of charges to be collected given in bold figures on the front of the envelope.

7 When the name and address of the sender appear neither on the envelope, on the statement nor on the bills themselves, the office of destination, if it has been unable to obtain this information from the debtor or debtors, shall advise the office of origin of the fact, act according to the provisions set out above and name the latter office as payee in the collection-of-bills money order.

Article 114

Settlement by inpayment or transfer to a postal giro account

1 If the funds are paid into or transferred to a postal giro account, the advice of credit or transfer intended for the holder of the account shall be endorsed *"Recouvrement"* (Collection of bills).

2 When the internal organization of the collecting office does not permit the transfer of the sums collected to a postal giro account abroad, the funds shall be sent by collection-of-bills money order; but, instead of the full address of the sender, the instrument shall bear the name of the holder of the account followed by the words *"Compte courant postal No ... tenu par le bureau de ..."* (Postal giro account No ... held by the centre of ...). The money order shall be sent direct to the giro centre concerned.

3 After the operations mentioned in paragraphs 1 and 2 above have been carried out, the RP 1 statement (part 2) accompanied by any uncollected bills shall be returned to the office of origin as laid down in article 113, paragraphs 1 to 6.

Article 115

Miscellaneous operations

1 Uncollected bills, attached where applicable to the money order issued in settlement of the collected bills, shall be returned automatically registered in an RP 3 envelope under the conditions laid down in article 113, paragraphs 1 to 6.

2 The reason for non-collection shall be given, with no further statement, in the form prescribed in article 143, paragraphs 1 to 3, of the Detailed Regulations of the Convention either in a slip attached to the instruments or by means of the RP 1 statement (part 2).

3 Missing or irregular RP 1 statements (part 2) shall be either inquired about or returned direct from office to office.

4 Article 113 of the Detailed Regulations of the Cash-on-Delivery Agreement shall apply to collection-of-bills money orders.

Chapter VI

Special provisions for collection-of-bills list money orders

Article 116

Offices of exchange for collection-of-bills list money orders

"Collection-of-bills list money orders" shall be exchanged only through the intermediary of offices called "offices of exchange", designated by the administration of each of the contracting countries.

Article 117

Preparation and transmission of collection-of-bills lists

1 Each office of exchange shall prepare, daily or upon agreed dates, MP 2 lists bearing the impression *"Recouvrements"* (Collection of bills) recapitulating the bills collected by the collecting office.

2 Every collection-of-bills money order entered on a list shall bear a serial number called an international number; this number shall be assigned from an annual series beginning, by agreement between the administrations concerned, on 1 January or 1 July.

3 When the numbering changes, the first list which follows shall bear, in addition to its serial number, the last number of the preceding series.

4 The lists themselves shall be numbered, according to the natural sequence of the numbers, beginning on 1 January or on 1 July of each year.

5 The lists shall be transmitted to the corresponding office of exchange by the first post by the quickest route (air or surface), together with the RP 1 statements (part 2) to which shall be attached any uncollected bills.

6 The corresponding office of exchange shall acknowledge receipt of each list by an appropriate entry on the first list dispatched in the opposite direction.

Article 118

Special collection-of-bills lists

A special MP 2 list, endorsed *"Recouvrements"* (Collection of bills), shall be prepared for each of the following categories of money orders:

a money orders exempt from charges referred to in both article 16 of the Convention and article 7 of the Money Orders and Postal Travellers' Cheques Agreement; the list shall be endorsed, at the top, *"Mandats exempts de taxe"* (Money orders exempt from charges);

b money orders which the sender of the bill has asked to be sent by air; the list shall be endorsed *"Mandats par avion"* (Money orders by airmail) and shall be forwarded by the first airmail.

Article 119

Verification and correction of collection-of-bills lists

Verification and correction of amounts and entries made in the collection-of-bills lists as well as the treatment of other irregularities shall be subject to article 127 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.

Article 120

Payment of collection-of-bills list money orders

Upon receipt of an MP 2 list, the office of exchange of the country of posting of the bills shall, by means of a form selected by its administration according to its requirements, pay the payees of the collection-of-bills list money orders.

Article 121

Undelivered or uncollected money orders

1 Collection-of-bills money orders included in the lists but whose payment instruments it has not been possible to deliver to the payees shall be allocated to the administration of posting of the items.

2 The same shall apply in the case of payment instruments delivered to the rightful owners but the amounts of which have not been collected.

Article 122

Preparation and settlement of accounts

1 Subject to the following special provisions, collection-of-bills list money orders shall be subject, with regard to the preparation and settlement of accounts, to the provisions relating to list money orders contained in the Money Orders and Postal Travellers' Cheques Agreement.

2 Each administration of origin of collection-of-bills items shall prepare at the end of each month, for each collecting administration, an MP 5 monthly account bearing the impression *"Recouvrements"* (Collection of bills). The totals of the lists received during the month shall be recapitulated in this account.

3 The administration preparing the account shall add to the total the amount of the remunerations payable to it in accordance with article 20 of the Agreement.

4 The balance of the MP 5 account shall be added, wherever possible, to that of the monthly account for money orders prepared for the same period. Verification and settlement of the MP 5 account shall be carried out in accordance with the Money Orders and Postal Travellers' Cheques Agreement and its Detailed Regulations.

Chapter VII

Final provisions

Article 123

Entry into force and duration of the Regulations

1 These Regulations shall come into force on the day on which the Collection of Bills Agreement comes into operation.

2 They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 741 to 773.

ANNEXES: FORMS

LIST OF FORMS

No	Title or nature of form	References
1	2	3
RP 1	Statement of bills for collection	Art 104, para 1
RP 2	"Collection-of-bills" envelope	Art 104, para 4
RP 3	"Uncollected bills" . . . . . / "Money order for settlement of collected bills" . . . . . envelope	Art 109, para 7

Postal administration of origin

RP 1 (Part 1)

Office of posting

STATEMENT
Bills for collection

Sender. Name and full address	Date of statement

Notes. Bills for different debtors, 5 at most per statement, must be collectable by the same office and have the same date of maturity. The amounts of the bills, unless the administrations concerned agree otherwise, must be expressed in the currency of the collecting country.

Serial number	Names and full addresses of debtors	Amount of bills		Date of maturity	Remarks	Result of verification by office of destination
1	2	3		4	5	6
1						
2						
3						
4						
5						
Total						

Method of settlement chosen

☐ By collection-of-bills money order to the address given above,

sent by ☐ surface ☐ air

☐ By collection-of-bills money order to be credited to the postal giro account given below

☐ By transfer to be credited to the postal giro account given below

☐ By inpayment to be credited to the postal giro account given below

Giro account No

Name of payee

Name of giro centre

Place and date	Stamp of office of destination Signature of official
Signature of sender	

Collection of Bills, Hamburg 1984, art 104, para 1 — Size: 210 x 297 mm

Postal administration

RP 1 (Part 2)

Collecting office

STATEMENT
To be returned to sender

Sender. Name and full address (To be completed by the sender)	Date of dispatch of bills
	Office of posting

If the documents are to be returned by air, affix a "Par avion" label or impression on the right

Serial number	Names of debtors (To be completed by the sender)	Amount of bills not collected	Amount of bills collected
1	2	3	4
1			
2			
3			
4			
5			
Total of bills collected			
Less	Collection charge		
	Presentation charge for unpaid bills		
	Stamp duty		
	Charge for the ☐ money order ☐ inpayment ☐ transfer		
	Charge for the return by air of the settlement documents		
Total deductions			
Sender's credit			

Method of settlement

Money order No

☐ By the attached money order

☐ By transfer credited to the postal giro account given below

☐ By inpayment credited to the postal giro account given below

Giro account No

Name of payee

Name of giro centre

Stamp of the collecting office

Number of bills not collected

The uncollected bills are attached to this statement

Postal administration of origin

RP 2

Postage

REGISTERED

BILLS FOR COLLECTION	Office of destination
Sender	**POST OFFICE**
	of
	Country of destination

Collection of Bills, Hamburg 1984, art 104, para 4 — Size: 114 x 162 mm or 125 x 176 mm

Postal administration

On postal service RP 3

☐ **UNCOLLECTED BILLS**

☐ **MONEY ORDER FOR SETTLEMENT of collected bills**

Notes

Stick the "Par avion" label in the space provided for this purpose in the top left-hand corner when the settlement money order is to be sent by air, and cover the corresponding air surcharge.

If the item contains uncollected bills, register it officially.

Office of destination

POST OFFICE

of

Country of destination

Collection of Bills, Hamburg 1984, art 109, para 7 — Size: 114 x 162 mm or 125 x 176 mm

International Savings Agreement

Agreement
Detailed Regulations
— Forms

INTERNATIONAL SAVINGS AGREEMENT

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3 Extent of the service

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INTERNATIONAL SAVINGS AGREEMENT

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, paragraph 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have by common consent and subject to the provisions of article 25, paragraph 3, of the Constitution, drawn up the following Agreement:

Chapter I

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the savings service that contracting countries agree to set up in their reciprocal relations.

Article 2

Operation of the service and participation

1 Contracting countries shall be entitled to provide the service for only one or several of the types of operation governed by this Agreement, namely deposits, withdrawals and transfers.

2 Any national savings bank under the direct control of the postal administration or which operates throughout the country through post offices may take part in the savings service.

3 The postal administrations of countries in which the national savings bank taking part in the international service comes under an administration other than the postal administration shall come to an agreement with that administration to ensure full implementation of all the provisions of the Agreement. The postal administration shall serve as intermediary in the bank's relations with the postal administrations of the other contracting countries and with the International Bureau.

Article 3

Extent of the service

Savings banks shall agree to serve as intermediary for opening savings books, replacing or renewing books, entering interest in the books and sending all the documents normally necessary for the smooth running of the international savings service.

Chapter II

General provisions

Article 4

Transmission of funds

1 The transmission of funds in implementation of a savings transaction shall be done by international money order or giro transfer. It shall be subject to the conditions governing the method used.

2 The costs of sending the funds shall be borne by the saver.

Article 5

Interest

Subject to article 17 relating to transfers, the date for calculating interest shall be established in relation to the receipt or dispatch of the funds by the savings bank which holds the account credited or debited.

Article 6

Transmission of books and various documents

1 The post offices of contracting countries shall assist one another in the withdrawal of books to be settled or verified.

2 The books as well as correspondence and documents normally necessary for the smooth running of the international savings service shall be admitted post-free when they are sent by the administration or bank of a contracting country to the administration or bank of another contracting country. Envelopes containing books shall also be admitted post-free when they are sent by the administration or bank of a contracting country to the holders of the books.

3 Transmissions shall be made by the most favourable means.

4 Costs entailed by any rapid transmission (by air, for instance) at the saver's request may be charged to him.

Article 7

Provisions common to deposits and transfers

Funds deposited or transferred shall, particularly with regard to the rate and calculation of interest as well as the conditions of withdrawal, be subject to the laws, decrees, ordinances and regulations governing the service of the bank for which the funds are intended.

Chapter III

Deposits

Article 8

Paying in of deposits

1 Any holder of a current savings account may make deposits into his account by paying in the funds at the savings bank or post office of the place where he is.

2 In the absence of special agreement, the book shall be produced.

3 Any person residing in a contracting country may make a deposit at the savings bank of that country or in a post office to open a book in the savings bank of another contracting country.

Article 9

Maximum amount

1 Each administration may set a minimum and a maximum for the deposits which may be entered in the book.

2 The savings bank holding the account shall reserve the right to refuse all or part of the deposit which would bring the credit of the account over the maximum limit fixed by its regulations.

3 In the country recording the deposit, the amount of the deposit may be limited to the portion of the funds which may be exported.

Article 10

Rounding off to currency unit

Deposits, expressed in the currency of the country holding the account, shall not include fractions of the currency unit.

Article 11

Return of book

1 After entry of the deposit, the book, if it has been produced, shall be returned direct to the saver by officially registered letter.

2 If it is a book made out following an initial deposit, it shall be sent to the holder in the same way.

Chapter IV

Withdrawals

Article 12

Withdrawal applications

1 Any holder of a savings book may withdraw all or part of his credit by sending, through the intermediary of the savings bank of the contracting country where he is, an application to the bank holding his account.

2 The sum for which withdrawal is requested shall be expressed in the currency of the country holding the account; in case of partial withdrawal, it shall not include fractions of the currency unit.

3 In relations between countries whose postal administrations have reached agreement on this, savers may send at their own expense their withdrawal applications direct to the bank holding their account.

Article 13

Withdrawal authorizations

1 Withdrawal authorizations shall be prepared by the bank holding the account in the currency of the country where the saver resides and for the net sum to be paid. They shall be sent, with the corresponding funds, to the bank which is due to make the withdrawal.

2 The bank which prepares a withdrawal authorization shall determine the conversion rate of the currency of its country into the currency of the country where the saver resides.

Article 14

Withdrawals

1 Withdrawals shall not be subject to any limitation as to amount other than those resulting from the legislation of the contracting countries.

2 They shall be paid into the hands of the person or persons empowered to give a receipt under the terms of the savings contract and named in the authorization.

3 The sum to be paid shall be that shown on the authorization in the currency of the paying country without any deduction on behalf of the paying bank. However, when the legislation of the country to which the paying service belongs so requires, this service may ignore fractions of the currency unit or round the sum off to the currency unit.

Article 15

Telegraph withdrawals

In relations between countries whose postal administrations have reached agreement on this, savers may, at their own expense, request and obtain withdrawals by telegraph. The administrations themselves shall lay down the rules for implementing the service.

Article 16

Other withdrawal procedures

In relations between countries whose postal administrations have reached agreement on this, withdrawals may be made without observing the formalities relating to withdrawal applications and authorizations.

Chapter V

Transfers

Article 17

General principles applicable to transfers

1 Any holder of a savings account may have all or part of his credit transferred to another savings bank of his choice. The transfer application may be made at any bank or post office in the contracting countries.

2 In the absence of special agreement, the saver shall deposit his book in support of his application.

3 In relations between countries whose postal administrations have reached agreement on this, savers may send at their own expense direct to the bank holding their account their transfer applications drawn up according to internal regulations and accompanied where applicable by the book.

4 Interest on the sums transferred shall be paid by the bank originally holding the funds (called "bank of origin") up to the end of the month during which the account is debited and by the bank receiving the transfer (called "recipient bank") from the first day of the following month.

Chapter VI

Liability

Article 18

Extent of liability

1 The sums converted into an international postal money order or giro transfer to carry out a savings transaction shall be subject to the guarantees prescribed for the method selected for transmission of funds.

2 Savings banks shall be liable for errors of conversion, errors in entering transactions in the current accounts and, generally, for any errors which they might make in preparing documents relating to the international savings service.

3 The savings banks through which withdrawals are made shall be liable for the funds they have received and for the correctness of payment transactions.

4 Savings banks shall assume no liability for delays which may occur in the transmission of funds.

5 Savings banks shall assume no liability for any inaccuracy discovered in the information supplied by users for carrying out the transactions mentioned in article 3.

Article 19

Determination of liability

1 Liability shall rest with the savings bank in whose service the error occurred.

2 If the error is attributable to both banks or if liability cannot be established, the banks shall share the settlement equally.

Article 20

Reconstitution of the savings account

Reconstitution of the savings account shall be borne by the savings bank holding it, subject to its right of recourse against the administration which was liable.

Article 21

Reimbursing the creditor savings bank

1 The savings bank which was liable shall reimburse the bank which settled the account within four months of notification of reconstitution of the account.

2 Reimbursement of the creditor savings bank shall be made without charge for that bank. After the four-month period, the amount due to the creditor bank shall be chargeable with interest at the rate of 6 percent per annum, reckoned from the date of expiry of that period.

Chapter VII

Miscellaneous and final provisions

Article 22

Application of the Convention and certain Agreements

The Convention, the Money Orders and Postal Travellers' Cheques Agreement and the Giro Agreement shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

Article 23

Exception to the application of the Constitution

Article 4 of the Constitution shall not apply to this Agreement.

Article 24

Conditions for approval of proposals concerning this Agreement and its Detailed Regulations

1 To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations shall be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress shall be present at the time of voting.

2 To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations shall obtain:

a two thirds of the votes, if they involve the addition of new provisions or amendments to the provisions of this Agreement and its Detailed Regulations;

b a majority of the votes, if they involve interpretation of this Agreement and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

Article 25

Entry into force and duration of the Agreement

This Agreement shall come info force on 1 January 1986 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original, which shall be deposited in the archives of the Government of the Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Hamburg, 27 July 1984.

See signatures below.

Pour LA RÉPUBLIQUE DÉMOCRATIQUE D'AFGHANISTAN:

Pour LA RÉPUBLIQUE ALGÉRIENNE DÉMOCRATIQUE ET POPULAIRE:

Pour LA RÉPUBLIQUE POPULAIRE SOCIALISTE D'ALBANIE:

Pour LA RÉPUBLIQUE FÉDÉRALE D'ALLEMAGNE:

Pour LES ÉTATS-UNIS D'AMÉRIQUE:

Pour LA RÉPUBLIQUE POPULAIRE D'ANGOLA:

Pour LE ROYAUME DE L'ARABIE SAOUDITE:

Pour LA RÉPUBLIQUE ARGENTINE:

Pour L'AUSTRALIE:

Pour LE COMMONWEALTH DES BAHAMAS:

Pour L'ÉTAT DE BAHRAIN:

Pour LA RÉPUBLIQUE D'AUTRICHE:

Pour LA RÉPUBLIQUE POPULAIRE DU BANGLADESH:

Pour BARBADE:

Pour LA BELGIQUE:

Pour BELIZE:

Pour LA RÉPUBLIQUE POPULAIRE DU BÉNIN:

L.C. HOUNDADJO

J. ALINDÉ

Pour LE ROYAUME DE BHOUTAN:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE DE BIÉLORUSSIE:

Pour LA RÉPUBLIQUE SOCIALISTE DE L'UNION DE BIRMANIE:

Pour LA RÉPUBLIQUE DE BOLIVIE:

Pour LA RÉPUBLIQUE DU BOTSWANA:

Pour LA RÉPUBLIQUE FÉDÉRATIVE DU BRÉSIL:

Pour LA RÉPUBLIQUE POPULAIRE
DE BULGARIE:

Pour LA RÉPUBLIQUE DU CAMEROUN:

J.B. Nkolo

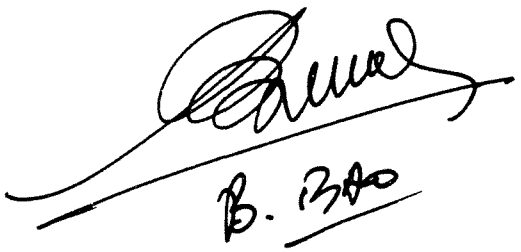
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Pour LA RÉPUBLIQUE DU BURUNDI:

Pour LA RÉPUBLIQUE DU CAP-VERT:

Pour LA RÉPUBLIQUE POPULAIRE DE CHINE:

Pour LA RÉPUBLIQUE CENTRAFRICAINE:



Pour LA RÉPUBLIQUE DE CHYPRE:



Pour LA RÉPUBLIQUE DE COLOMBIE:

Pour LE CHILI:



Pour LA RÉPUBLIQUE FÉDÉRALE ISLAMIQUE DES COMORES:



Pour LA RÉPUBLIQUE POPULAIRE DU CONGO:

Pour LA RÉPUBLIQUE DE CORÉE:

Pour LA RÉPUBLIQUE DE COSTA RICA:

Pour LA RÉPUBLIQUE DE CÔTE D'IVOIRE:

Pour LA RÉPUBLIQUE DE CUBA:

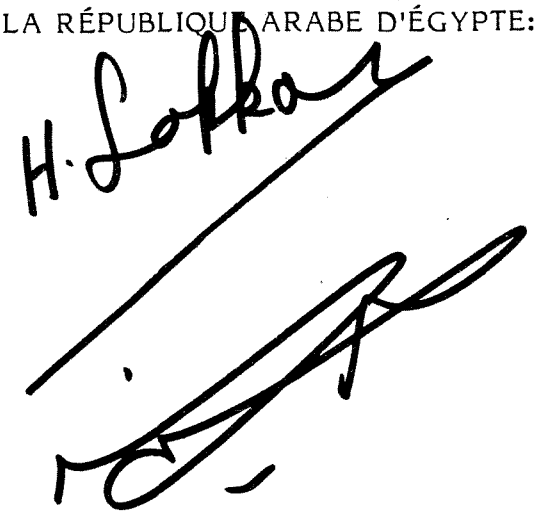
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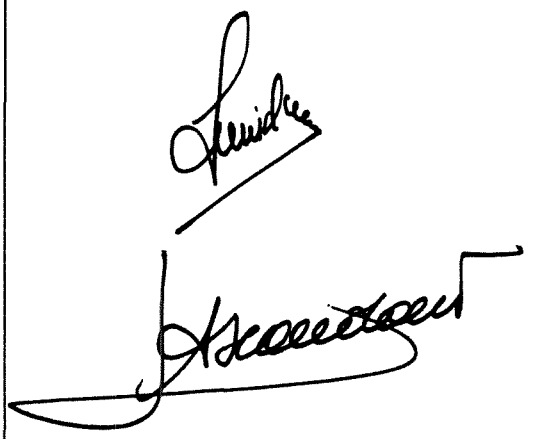
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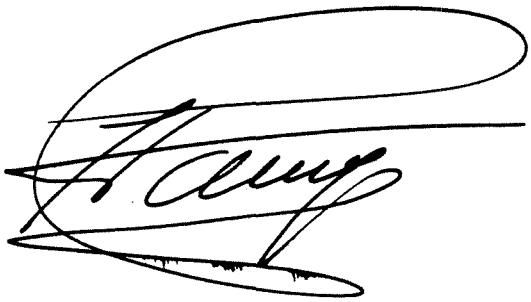
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Pour L'ÉTHIOPIE SOCIALISTE:

Pour FIDJI:

Pour LA FINLANDE:

Pour LA RÉPUBLIQUE FRANÇAISE:

Pour LA RÉPUBLIQUE GABONAISE:

Pour LA RÉPUBLIQUE DU GHANA:

Pour LE ROYAUME-UNI DE GRANDE-BRETAGNE ET D'IRLANDE DU NORD, ÎLES DE LA MANCHE ET ÎLE DE MAN:

Pour LA RÉPUBLIQUE DE GAMBIE:

Pour LES TERRITOIRES D'OUTRE-MER DONT LES RELATIONS INTERNATIONALES SONT ASSURÉES PAR LE GOUVERNEMENT DU ROYAUME-UNI DE GRANDE-BRETAGNE ET D'IRLANDE DU NORD:

Pour LA GRÈCE:

Pour GRENADE:

Pour LA RÉPUBLIQUE DU GUATÉMALA:

Pour LA RÉPUBLIQUE DE GUINÉE:

Pour LA RÉPUBLIQUE DE GUINÉE-BISSAU:

Pour LA RÉPUBLIQUE DE GUINÉE ÉQUATORIALE:

Pour LA GUYANE:

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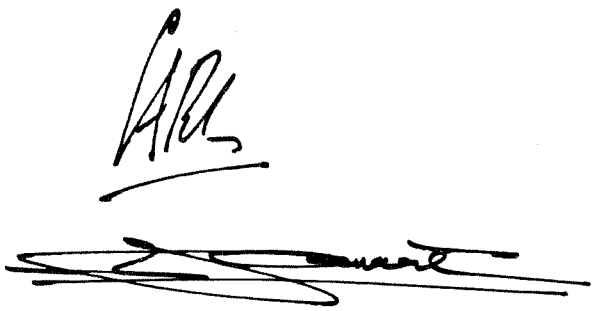
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Pour L'IRLANDE:

Pour LA RÉPUBLIQUE ISLAMIQUE D'IRAN:

Pour LA RÉPUBLIQUE D'IRAQ:

Pour LA RÉPUBLIQUE D'ISLANDE:

Pour ISRAËL:

Pour (AL) JAMAHIRIYA ARABE LIBYENNE POPULAIRE SOCIALISTE:

Pour LA JAMAÏQUE:

Pour L'ITALIE:

Pour LE JAPON:

Pour KAMPUCHEA DÉMOCRATIQUE:

Pour LA RÉPUBLIQUE DE KENYA:

Pour LE ROYAUME HACHÉMITE DE JORDANIE:

Pour KUWAIT:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE LAO:

Pour LE ROYAUME DU LESOTHO:

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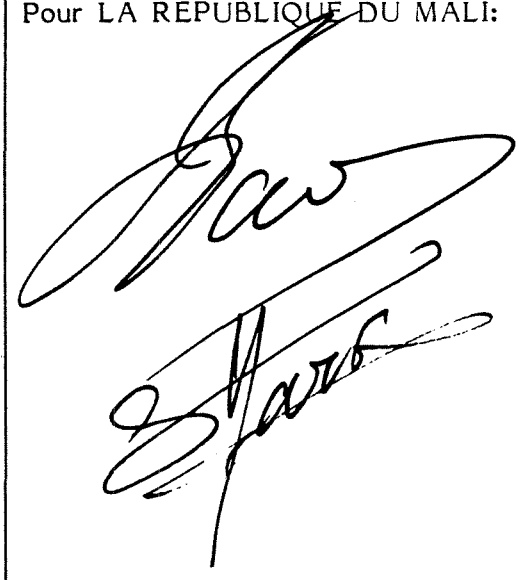
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Pour MALTE:

Pour LE ROYAUME DU MAROC:

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Pour LES ÉTATS-UNIS DU MEXIQUE:

Pour MAURICE:

Pour LA PRINCIPAUTÉ DE MONACO:

Pour LA RÉPUBLIQUE DE NAURU:

Pour LE NÉPAL:

Pour LA RÉPUBLIQUE DU NICARAGUA:

Pour LA RÉPUBLIQUE POPULAIRE DE MONGOLIE:

Pour LA RÉPUBLIQUE POPULAIRE DU MOZAMBIQUE:

Pour LA RÉPUBLIQUE DU NIGER:

Pour LA RÉPUBLIQUE FÉDÉRALE DE NIGÉRIA:

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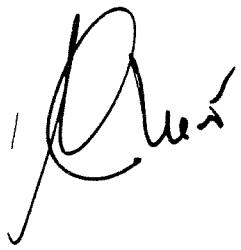
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Pour LES ANTILLES NÉERLANDAISES:

Pour LA RÉPUBLIQUE DU PÉROU:



Pour LA RÉPUBLIQUE DES PHILIPPINES:

Pour LA RÉPUBLIQUE POPULAIRE
DE POLOGNE:

Pour LE PORTUGAL:

Pour L'ÉTAT DE QATAR:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE ALLEMANDE:

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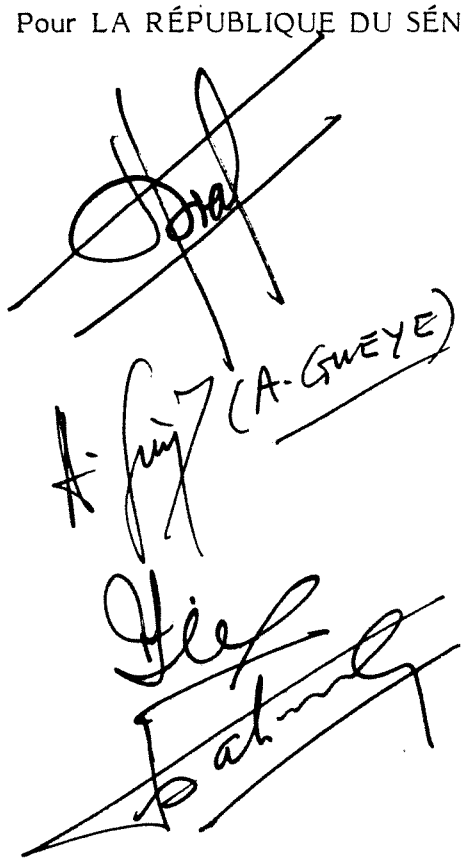
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Pour LA RÉPUBLIQUE DU SÉNÉGAL:



Pour SAINT-VINCENT-ET-GRENADINES:

Pour LA RÉPUBLIQUE DES SEYCHELLES:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE DU SOUDAN:

Pour LA RÉPUBLIQUE DE SIERRA LEONE:

Pour LA RÉPUBLIQUE SOCIALISTE DÉMOCRATIQUE DE SRI LANKA:

Pour SINGAPOUR:

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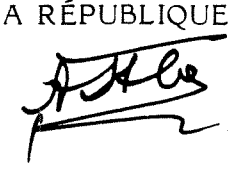
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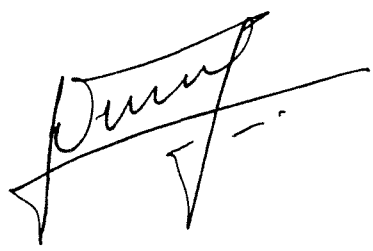
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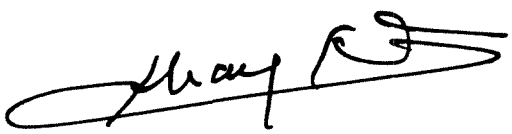
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Pour LA RÉPUBLIQUE TOGOLAISE:





Pour LA RÉPUBLIQUE DU TCHAD:



Pour LA RÉPUBLIQUE SOCIALISTE TCHÉCOSLOVAQUE:

Pour LE ROYAUME DES TONGA:

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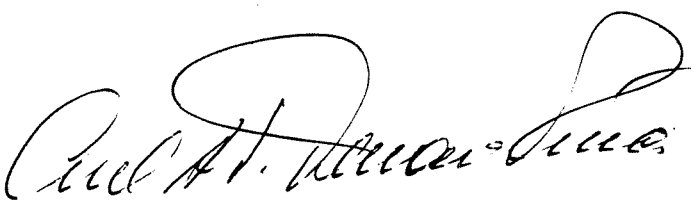


Pour TUVALU:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE D'UKRAINE:

Pour L'UNION DES RÉPUBLIQUES SOCIALISTES SOVIÉTIQUES:

Pour LA RÉPUBLIQUE ORIENTALE
DE L'URUGUAY:



Pour LA RÉPUBLIQUE DE VANUATU:

Pour L'ÉTAT DE LA CITÉ DU VATICAN:

Pour LA RÉPUBLIQUE DE VÉNÉZUÉLA:

Pour LA RÉPUBLIQUE SOCIALISTE
DU VIÊT NAM:

Pour LA RÉPUBLIQUE ARABE DU YÉMEN:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE DU YÉMEN:

Pour LA RÉPUBLIQUE SOCIALISTE FÉDÉRATIVE DE YOUGOSLAVIE:



Pour LA RÉPUBLIQUE DU ZAÏRE:

Pour LA RÉPUBLIQUE DE ZAMBIE:

Pour LE ZIMBABWE:

DETAILED REGULATIONS OF THE INTERNATIONAL SAVINGS AGREEMENT

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ANNEXES: FORMS

DETAILED REGULATIONS OF THE INTERNATIONAL SAVINGS AGREEMENT

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the International Savings Agreement:

Chapter I

Preliminary provisions

Article 101

Information to be supplied by administrations

1 Each administration shall transmit to the other administrations, through the intermediary of the International Bureau, the following information:

a the operations which it carries out;

b whether it takes part or not in the telegraph withdrawal service;

c the maximum and minimum admitted for deposit, withdrawal and transfer respectively;

d operations for which production of the book is required.

2 Each administration shall inform the other administrations direct:

a whether it admits direct transmission, by the saver to the bank holding his account, of withdrawal and transfer applications;

b whether it centralizes or not deposit forms and withdrawal applications.

3 Any amendment to the information mentioned above shall be notified without delay.

4 Each administration may, in addition, ask the other administrations direct to inform it of the methods of authentication of documents exchanged and, where applicable, specimen books and seals used in the banks as well as a list of specimen signatures of the officials who are authorized in those banks to sign the summary lists and withdrawal authorizations mentioned in articles 105, 111 and 114.

5 In cases of amendment of the list mentioned in paragraph 4, a complete new list shall be sent to the corresponding administration; however, if it is just a question of cancelling one of the listed signatures, it shall be sufficient to have it struck off the existing list which shall continue to be used.

Article 102

Forms for the use of the public

For the purpose of applying article 10, paragraph 4, of the Convention, the following shall be considered as forms for the use of the public:
CE 1 (Savings deposit form),
CE 3 (Withdrawal application),
CE 6 (Transfer application).

Article 103

Postage-free correspondence

Correspondence admitted post-free under the terms of article 6, paragraph 2, of the Agreement shall bear the name of the bank holding the savings accounts and the words *"Service des postes"* (On postal service).

Chapter II

Deposits

Article 104

Paying in of deposits

1 The holder of a savings bank book who wishes to make a deposit shall hand in at the savings bank or in a post office in his country of residence, against a receipt issued free of charge, the book, a savings deposit form made out on a form conforming to the annexed specimen CE 1, the amount of the funds and the cost of sending such funds.

2 If a deposit is made to open a new book, the savings deposit forms shall mention the place and date of birth of the saver and his marital status. This information shall be confirmed by means of an identity document.

3 The bank or post office which receives the deposit shall complete the form filled in by the saver and indicate the method of transmission of the funds, noting the corresponding dispatch costs. The savings deposit form shall then be endorsed with the impression of the bank's seal or post office's date-stamp.

4 The savings deposit form and the book, if there already is one, shall be sent to the savings bank of destination.

Article 105

Summary list

1 Savings banks may centralize savings deposit forms.

2 In that case, the forms shall be described in part one of the summary list in the form of the annexed specimen CE 2 sent to the savings bank of destination. Part two shall certify that the funds have been sent to the bank concerned by postal money order or giro transfer.

3 The grand total of the attestation shall be written out in full and in figures; this total may however be written in figures only if a cheque protection machine is used to write it. The attestation shall bear the impression of the stamp of the service of origin and the signature of the representative of that service.

4 The savings books shall, where applicable, be attached to the summary list.

Article 106

Transmission of books and service documents

The books, the savings deposit forms which shall remain attached to the books to which they refer, and the summary lists shall be sent under officially registered cover to the savings bank of destination.

Article 107

Exception with regard to production of the book

Notwithstanding articles 104 to 106, a contracting country may decide not to require production of the book on deposit of funds, provided that it informs the other contracting countries in advance through the intermediary of the International Bureau.

Article 108

Refusal of all or part of a deposit

1 In case of refusal of all or part of a deposit, the refused sum shall be returned to the saver by either postal money order or giro transfer, with an explanatory note, through the intermediary of the bank or post office which received the deposit.

2 If the refusal is the result of a service error, the costs of returning shall be borne by the bank or administration in whose service the error was committed. If not, they shall be borne by the saver.

Article 109

Return of book

1 After entry of the deposit in the book, the latter shall, where applicable, be returned to the saver by officially registered letter.

2 The same shall apply in the case of a new book.

Chapter III

Withdrawals

Article 110

Drafting and depositing of withdrawal applications

1 Withdrawal applications shall be made on forms conforming to the annexed specimen CE 3.

2 Subject to article 12, paragraph 3, of the Agreement, the saver shall make his withdrawal application at the bank of the country where he resides or in the corresponding post offices of this bank. The service receiving the application may verify the title and identity of the depositor thereof.

3 Banks may agree that applications shall be centralized by the bank of the country where the saver resides and that that bank shall forward them to their destinations after making them up into groups. They may then agree on verification being carried out before they are sent to the bank holding the funds.

4 The bank required to authorize withdrawal may require the book to be produced when the withdrawal application is made, either merely to check the balance in the book or for the book to be attached to the withdrawal application. In that case, the contracting country concerned shall inform the other countries in advance through the intermediary of the International Bureau. If production of the book is required only to check the balance, the official on duty shall certify on the CE 3 form that the balance given by the holder corresponds to the balance entered in the book.

Article 111

Withdrawal authorizations

1 Withdrawal authorizations shall be prepared on forms conforming to the annexed specimen CE 4. They shall comprise:

a the number of the savings book and the designation of its holder;

b the exact designation of the person or persons empowered to give a receipt according to article 14, paragraph 2, of the Agreement;

c the amount to be paid, expressed in figures and letters in the currency of the paying country; it shall suffice to express this amount in figures only, if a cheque protection machine is used to write it;

d the amount to be written in the book, expressed in figures in the currency in which the savings book is held and, if applicable, the credit before and after withdrawal;

e details of the money order or bulk or individual transfer sent to the bank of the paying country or to the paying post office.

2 A document bearing specimen signatures of the person or persons mentioned in paragraph 1, b, may be attached to the CE 4 withdrawal authorization.

3 The withdrawal authorizations shall be sent:

a either separately to the bank or paying post office;

b or collectively to the paying bank; in that case, they shall be described in part one of the summary list in the form of the annexed specimen CE 5 and show, in the currency of the paying country, the total net amounts to be paid. Part two of the summary list shall certify that the funds have been sent to the bank concerned by postal money order or giro transfer. The grand total of the attestation shall be written out in full and in figures; this total may however be written in figures only if a cheque protection machine is used to write it. The attestation shall bear the impression of the stamp of the service of origin and the signature of the representative of that service.

4 The costs of sending the funds to that bank shall be deducted from the saver's credit.

Article 112

Treatment of the book

If production of the book is required when the application is made, the bank which authorizes the withdrawal shall note in the book the amount to be withdrawn plus the dispatch costs. If the whole credit is withdrawn, it shall retain the book. If, however, only part is withdrawn, it shall send the book direct to the saver by officially registered letter, unless that book is to be deposited.

Article 113

Payment of withdrawals

1 Withdrawals shall be paid into the hands of the person or persons empowered to give a receipt according to article 14, paragraph 2, of the Agreement, on production of the book, unless it has been produced beforehand, and in accordance with the proofs of identity prescribed by the regulations of the paying bank.

2 Except when the withdrawal has already been noted in the book by the bank which prepared the withdrawal authorization, the amount withdrawn, as given in the authorization in the currency of the country where the account is held, plus the dispatch costs, shall be entered in the book and deducted from the available credit. In either case, the entry shall be supported by the stamp or seal of the paying service. In case of part withdrawal, the book, unless it is to be deposited, shall be returned direct to the saver by officially registered letter.

3 The receipt of the payee shall be given on the CE 4 withdrawal authorization. The signature shall match the specimen which may be attached to the form.

4 When the available credit is lower than the amount to be withdrawn or when there is a discrepancy between the new credit left in the book after withdrawal and that entered by the bank of origin in the withdrawal authorization, the transaction shall be postponed and instructions requested from the bank which prepared the CE 4 form.

5 If the paying bank so desires, it may have a second receipt made on a duplicate authorization which it prepares itself.

6 Banks may not make the withdrawals until they have cashed the money orders or giro transfers transferring the corresponding funds.

Article 114

Validity of authorizations

1 Banks shall agree on the conditions of validity and authenticity of the withdrawal authorizations which they exchange. They may agree in particular that only authorizations bearing a signature or impression of a seal, a specimen of which has been communicated beforehand, shall be valid.

2 In the absence of special agreement, the validity period of withdrawal authorizations shall expire at the end of the month following their preparation.

Article 115

Return of receipted authorizations

The CE 4 withdrawal authorizations, duly provided with the receipt of the payee, shall be returned, where applicable in support of the settled books, to the bank which prepared them.

Article 116

Unused authorizations

1 Withdrawal authorizations which for any reason are not acted on shall be returned with an appropriate note to the bank which prepared them. Where applicable, they shall be accompanied by the corresponding book.

2 The corresponding funds, less costs, shall be returned to that bank by one of the means prescribed in article 4, paragraph 1, of the Agreement. The banks may however agree on their being simply deducted from the next CE 5 summary list.

3 These costs shall be borne by the saver, unless the return is the result of an error made by one of the banks. In that case, they shall be borne by the bank which committed the error.

Article 117

Other withdrawal procedures

The procedures concerning withdrawals made without carrying out the formalities relating to withdrawal applications and authorizations shall be drawn up by common consent between the administrations of the countries which have agreed to set up such simplified procedures.

Chapter IV

Transfers

Article 118

Depositing of applications

1 Subject to article 17, paragraph 3, of the Agreement, transfer applications prepared in duplicate on a form conforming to the annexed specimen CE 6 shall be deposited at the savings bank or post office in the place where the holder of the account is. The book shall accompany the transfer application unless it is held at the bank which issued it.

2 A receipt for the deposited documents shall be issued to the holder of the book free of charge.

3 Books subject to special conditions of withdrawal may be transferred, unless express reservations in this respect were made on issue of the book or the bank of destination does not accept such conditions.

4 After verifying the identity and, where applicable, the credentials of the signatory or signatories, the two copies of the application and the book, if applicable, shall be sent to the savings bank of origin.

Article 119

Treatment of transfer applications

1 Transfer applications shall be subject to the rules observed by the savings bank of origin with regard to withdrawal applications.

2 In the case of total transfer, the amount transferred shall comprise the balance of the depositor's account and the interest calculated as prescribed in article 17, paragraph 4, of the Agreement.

3 In the case of partial transfer, the interest on the amount transferred shall accrue on behalf of the depositor on the account held by the bank of origin up to the end of the month during which the account was debited and on the account held by the bank of destination from the first day of the following month.

4 After verifying the book, the savings bank of origin shall enter the transaction therein and complete the back of the transfer application.

5 The funds corresponding to the transfer requested shall be sent to the recipient bank as prescribed in article 4 of the Agreement.

6 One copy of the transfer application duly completed by the bank of origin shall be attached to the CE 5 summary list; the second copy shall be retained by the bank of origin. Any special conditions of withdrawal applied shall be mentioned by the latter bank on the back of the transfer application so that they can be reproduced on the account and on the book to be issued by the recipient bank.

Article 120

Issue of new book

1 Immediately after receipt of the funds and documents mentioned in article 119, the recipient bank shall issue a book in the name of the holder to the amount of the sum received from the bank of origin.

2 Unless it is to be deposited, the book shall be sent direct to the saver by officially registered letter.

Article 121

Transfer to an existing account

1 If the saver requesting the transfer already has a book of the bank to which funds are to be transferred, he shall attach it to the dossier formed or declare that the book is deposited at the bank which issued it.

2 The bank of origin shall attach the book to the transfer application, which it shall forward to the recipient bank. After making the transfer and entering the amount transferred in the book, the recipient bank shall send the book direct to the holder by officially registered letter, unless the holder deposits it.

Article 122

Treatment of original book after transfer

1 In case of total transfer to either a new account or an existing account, the book from which the amount transferred has been deducted shall be retained by the bank of origin.

2 Unless it is to be deposited, the book, in the case of partial transfer, shall be returned direct to the saver by officially registered letter.

Chapter V

Sundry operations

Article 123

Replacement of books

1 The bank or post office receiving a book for replacement shall give the depositor a receipt.

2 The book shall be sent by that bank or post office to the savings bank concerned.

3 The new book shall be sent direct to the saver by officially registered letter.

Article 124

Calculation of interest

The amount of interest relating to each transaction shall be calculated according to the rules in force in the bank holding the account.

Article 125

Depositing of book for entry of interest

The book shall be deposited, against issue of a receipt free of charge, at the savings bank or post office of the country where the holder resides; that bank or office shall send the book to the savings bank concerned.

Article 126

Return of book after entry of interest

After entering the interest, the bank holding the account shall return the book direct to the saver by officially registered letter.

Chapter VI

Final provisions

Article 127

Entry into force and duration of the Regulations

1 These Regulations shall come into force on the day on which the International Savings Agreement comes into operation.

2 They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 799 to 831.

ANNEXES: FORMS

LIST OF FORMS

No	Title or nature of form	References
1	2	3
CE 1	Savings deposit form	Art 104, para 1
CE 2	Summary list of savings deposit forms	Art 105, para 2
CE 3	Withdrawal application	Art 110, para 1
CE 4	Withdrawal authorization	Art 111, para 1
CE 5	Summary list of savings withdrawal and transfer authorizations	Art 111, para 3, b
CE 6	Transfer application	Art 118, para 1

INTERNATIONAL SAVINGS SERVICE

CE 1

SAVINGS DEPOSIT FORM

Savings bank	Date of dispatch

To be completed by the saver

Bank holding (or which will hold) the account	No of account (if there is one)

Holder

Name and forenames

Present address

To be completed if an account is to be opened

Place of birth | Date

Marital status

Amount to be credited

In the currency of the country where the account is held and without fractions of the currency unit

In arabic figures

In words and roman letters

Book

The book is

☐ attached ☐ deposited

Return of book

Address to which the book is to be returned

Place and date
Signature of depositor

To be completed by the bank or post office receiving the deposit

Amount deposited

In the currency of the country in which the deposit is made

Exchange rate

Dispatch costs

Transmission of amount

No No

☐ Money order ☐ Giro transfer

☐ Individual ☐ Bulk

Date of issue

Place, date and signature

Stamp of service of origin

Occupation of signatory

Savings, Hamburg 1984, art 104, para 1 — Size: 210 x 297 mm

INTERNATIONAL SAVINGS SERVICE

SUMMARY LIST
Savings deposit forms

CE 2

Savings bank	Date of dispatch
	Note. Amounts in the currency of the country where the account is held

Part one

Bank or post office which received the funds	Title of account to be credited		Deposits	
	Numbers	Names and forenames	Date	Amounts
Total amounts				
Number of attachments	Deposit forms		Books	

Part two

I, the undersigned, certify dispatch of the following sum representing the amount of the savings deposits described above

Amount	In figures In words
Transfer of the amount	☐ Money order ☐ Giro transfer Number Date of dispatch Bank or post office of destination

Place, date and signature

Stamp of service of origin

Occupation of signatory

Savings, Hamburg 1984, art 105, para 2 — Size: 210 x 297 mm

(Front)

CE 3

INTERNATIONAL SAVINGS SERVICE

WITHDRAWAL APPLICATION

Savings bank holding the account | Date

Holder (name and forenames)

Place of birth | Date

Address where the holder wishes to draw the funds

Amount to be withdrawn[1] | In arabic figures

In words and roman letters

☐ Total withdrawal (capital and interest) | No of book

Credit[2] | The book is ☐ attached ☐ deposited

The undersigned certifies that the credit shown conforms to the balance entered in the book

Signature of the official

Place and date

Signature of the holder

1 2 See notes overleaf.

Savings, Hamburg 1984, art 110, para 1 — Size: 148 x 105 mm

(Back)

Notes

1 The amount to be withdrawn must be shown in the currency of the country where the account is held. Fractions of a currency unit are not allowed.

2 The credit need be shown and certified only when the book has to be produced for the balance to be checked.

INTERNATIONAL SAVINGS SERVICE

CE 4

WITHDRAWAL AUTHORIZATION

Savings bank	Date of authorization Number of authorization
Paying savings bank	Paying post office / Number of book
Name and forenames of holder	

Amounts to be entered in the book (in the currency of the country where the account is held). To be filled in only if the book has not been handed to the holding bank

Credit before withdrawal		
Withdrawal		
Costs		
Total to be deducted		
New credit		

Amount to be paid (in the currency of the paying country)

In figures / Exchange rate

In words

Persons empowered to give a receipt

Name and forenames

Street and No

Locality

Observations by the savings bank of origin

Transmission of amount

No	No
☐ Money order	☐ Giro transfer
☐ Individual	☐ Bulk

Date of issue

Place, date and signature

Stamp of the savings bank of origin

Occupation of signatory

RECEIPT

The undersigned certifies that he has received the sum shown above

Place and date

Signature of payee

Place and date
Signature of paying official

Service stamp

Savings, Hamburg 1984, art 111, para 1 — Size: 210 x 297 mm

INTERNATIONAL SAVINGS SERVICE

SUMMARY LIST
Savings withdrawal and transfer authorizations

CE 5

Savings bank	Date of dispatch

Part one

Number	Names of recipients of authorizations	Amounts (in the currency of the paying country)
Total of amounts		

	Withdrawals	Transfers
Number of authorizations		

Part two

I, the undersigned, certify dispatch of the following sum representing the amount of the withdrawal and transfer authorizations described above

Amount	In figures In words
Transmission of the amount	☐ Money order ☐ Giro transfer Number Date of dispatch Bank or post office of destination

Place, date and signature

Stamp of service of origin

Occupation of signatory

Savings, Hamburg 1984, art 111, para 3, b — Size: 210 x 297 mm

INTERNATIONAL SAVINGS SERVICE

TRANSFER APPLICATION
To be made out in duplicate

CE 6 (Front)

To be completed by the saver

Bank from which the transfer takes place

Date of application

Bank receiving the transfer

Holder

Name and forenames (maiden and married names, where applicable)

Nationality

Profession

Place of birth

Date

Address (street, number, locality, country)

Transfer

☐ Total transfer (capital and interest)

☐ Partial transfer

Amount (in arabic figures)

Account to be debited — Book No — The book is ☐ attached ☐ deposited

Account to be credited — Book No — The book is ☐ attached ☐ deposited

The debited book should be ☐ returned to holder ☐ deposited

The credited book should be ☐ sent to holder ☐ deposited

Address to which the debited book is to be sent

Address to which the credited book is to be sent

Signatures

Signature(s)

Occupation of signatory or signatories

Service notes

Proof of identity

Stamp of the service receiving the application

Signature of the official receiving the application

Savings, Hamburg 1984, art 118, para 1 — Size: 210 x 297 mm

Part reserved for the bank holding the savings account

Details of the account (in the currency of the country of origin)

Total amount of credit

Dispatch costs borne by saver

Sum to be transferred

Total to be entered

New credit

Amount of transfer (in the currency of the country of destination)

In figures

Exchange rate

In words

Interest

The interest has been credited (total transfer) up to — Date

The interest has been credited to the original account (partial transfer) up to — Date

Special conditions of withdrawal to which the transferred funds are subject (to be completed where applicable)

Transmission of the amount

☐ Money order — No

☐ Giro transfer — No

☐ Individual

☐ Bulk

Date of issue

Place, date and signature

Stamp of the savings bank of origin

Occupation of signatory

Subscriptions to Newspapers and Periodicals Agreement

Agreement
Detailed Regulations
— Forms

SUBSCRIPTIONS TO NEWSPAPERS AND PERIODICALS AGREEMENT

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4 Continuation of subscriptions on termination of the service

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6 Delivery prices
7 Conversion rates
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SUBSCRIPTIONS TO NEWSPAPERS AND PERIODICALS AGREEMENT

The undersigned, plenipotentiaries of the Governments of member countries of the Union, having regard to article 22, paragraph 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have, by common consent and subject to article 25, paragraph 3, of the Constitution, drawn up the following Agreement:

Chapter I

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the subscriptions to newspapers and periodicals service that contracting countries agree to set up in their reciprocal relations.

Chapter II

Subscriptions

Article 2

Subscriptions

1 Post offices in each country shall accept subscriptions by the public to newspapers published in the various contracting countries for which the publishers have accepted the services of the Post in the international subscription service.

2 They may also accept subscriptions to newspapers of any other country which postal administrations are able to supply.

3 In pursuance of article 36 of the Convention, each country may refuse subscriptions to newspapers debarred from transport or delivery on its territory.

Article 3

Subscription periods. Late applications for subscriptions

1 Subscriptions may be made for periods of three, six or twelve months. They shall begin on the first day of the month requested by the subscriber and may, with the consent of the publishers, be extended beyond the end of the current year.

2 Administrations may also agree to accept subscriptions for one or two months on condition that the newspaper is published at least four times per month.

3 Subscribers who have not subscribed in time shall not be entitled to numbers issued before the beginning of the subscription period. However, administrations may help the subscribers to obtain such numbers if possible.

Article 4

Continuation of subscriptions on termination of the service

When a country ceases to be a party to the Agreement, current subscriptions shall be fulfilled on the terms laid down until expiry of the period for which they were made.

Chapter III

Charges and prices. Payment and transmission of funds

Article 5

Charges

1 Administrations shall establish for newspapers which are addressed to the contracting countries and for which the subscription has been made in accordance with this Agreement or obtained by the publishers in another way a special charge ranging from 40 to 100 percent of the ordinary charge for printed papers.

2 In the event of late subscription referred to in article 3, paragraph 3, the special charge mentioned in paragraph 1 shall be applicable to the dispatch of the numbers which have appeared since the beginning of the subscription period.

3 Each administration may fix, within the limits of the charge mentioned in paragraph 1, special weight steps and make any changes in rates that will enable it to adapt the international charge to its method of calculating domestic newspaper charges.

Article 6

Delivery prices

1 Each administration shall publish the prices at which it delivers newspapers to other administrations, based on the delivery prices indicated by the publishers and including the charge provided for in article 5, paragraph 1.

2 The delivery prices for airmail subscriptions may be published in the same way.

3 The delivery prices shall be quoted in the currency used for postal money orders addressed to the country of publication.

Article 7

Conversion rates

The administration of destination shall convert the delivery price into the currency of its country according to the rate applicable to postal money orders.

Article 8

Subscription price

1 The administration of destination shall establish the price payable by the subscriber, adding to the delivery price:

a the charge for the subscription order fixed, according to the method of settlement, in accordance with article 6 or article 37 of the Money Orders and Postal Travellers' Cheques Agreement;

b the commission charge it considers appropriate which shall not, however, exceed the commission charge it collects, if any, for domestic subscriptions;

c the stamp duty, if any, payable under the legislation of its country.

2 The subscription price shall be payable at the time of subscription and for the entire period of subscription.

Article 9

Changes in delivery prices

1 Changes in delivery prices shall take effect only from 1 January, 1 April, 1 July and 1 October.

2 In order to be taken into consideration, notifications of changes in delivery prices must reach the central administration of the country of destination or a specially designated office no later than 20 November, 20 February, 20 May or 20 August.

Article 10

Printed enclosures

1 Price lists, prospectuses, advertisements, etc, that are inserted in but are not an integral part of the newspaper shall be subject, in principle, to the international service rate for printed papers. If the conditions of admission for these insertions do not conflict with the corresponding regulations of the internal service, a lower charge, which may not be lower than the rate for inserted papers in the internal service, may be collected; this charge may, at the discretion of the administration of origin, be recorded or represented either on the wrapper or envelope or on the newspaper itself by means of one of the franking methods provided for in the Convention.

2 Subscription order forms, whether completed or not, that are inserted in the newspapers shall be regarded as an integral part thereof.

Article 11

Methods of transmitting funds to publishers

Funds intended for publishers shall be sent by subscription money order or subscription inpayment order, both types being called "subscription orders".

Article 12

Subscription orders

Subject to the reservations made in the Detailed Regulations, the provisions of the Money Orders and Postal Travellers' Cheques Agreement shall apply to subscription orders.

Chapter IV

Miscellaneous provisions

Article 13

Changes of address

1 A subscriber who changes his address may, for a period not exceeding the duration of his subscription, have the newspaper sent direct to his new address in the original country of destination, in another contracting country, including the country of publication, or in a non-contracting country.

2 Requests for changes of address shall be made out on the form provided for that purpose and shall be subject to the charge for postcards. This charge shall be paid by the sender. If the subscriber wishes the request for a change of address to be forwarded by air, he shall also pay the air surcharge.

3 Changes of address under the terms laid down in paragraph 1 may also be made for newspapers subscribed to in the country of publication that have to be sent to a new address in another country. The charge payable shall be fixed by the administration of the country of publication.

Article 14

Claims

Administrations shall be bound to satisfy, without costs for the subscriber, any justified claim concerning delays or irregularities of any kind in the subscription service.

Article 15

Liability

Administrations shall not be liable for any responsibilities or obligations of the publishers. They shall not be bound to refund any amount if the publication of a newspaper is stopped or interrupted during a subscription.

Article 16

Allocation of charges and fees

All charges and fees shall be kept by the administration that collected them, with the exception of the charge for subscription money orders collected under article 8, paragraph 1, a, which shall be allocated in accordance with article 28 of the Money Orders and Postal Travellers' Cheques Agreement.

Chapter V

Final provisions

Article 17

Application of the Convention and certain Agreements

The Convention and the Money Orders and Postal Travellers' Cheques Agreement shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

Article 18

Exception to the application of the Constitution

Article 4 of the Constitution shall not apply to this Agreement.

Article 19

Conditions for approval of proposals concerning this Agreement and its Detailed Regulations

1 To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations must be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress shall be present at the time of voting.

2 To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations must be approved by:

a unanimity of votes if they involve new provisions or amendments of substance to articles 1 to 10 and 14 to 20 of the Agreement or articles 101 to 105 and 112 of the Detailed Regulations;

b two thirds of the votes if they involve amendments of substance to articles 106, 108, 109 and 111 of the Detailed Regulations;

c a majority of the votes if they involve:

i amendments of substance to other articles of the Agreement and its Detailed Regulations or interpretation of the provisions of the Agreement and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution;

ii drafting amendments to any of the provisions of the Agreement and its Detailed Regulations.

Article 20

Entry into force and duration of the Agreement

This Agreement shall come into force on 1 January 1986 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original which shall be deposited in the archives of the Government of the Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Hamburg, 27 July 1984.

See signatures below.

Pour LA RÉPUBLIQUE DÉMOCRATIQUE D'AFGHANISTAN:

Pour LA RÉPUBLIQUE ALGÉRIENNE DÉMOCRATIQUE ET POPULAIRE:

Pour LA RÉPUBLIQUE POPULAIRE SOCIALISTE D'ALBANIE:

Pour LA RÉPUBLIQUE FÉDÉRALE D'ALLEMAGNE:

Pour LES ÉTATS-UNIS D'AMÉRIQUE:

Pour LA RÉPUBLIQUE POPULAIRE D'ANGOLA:

Pour LE ROYAUME DE L'ARABIE SAOUDITE:

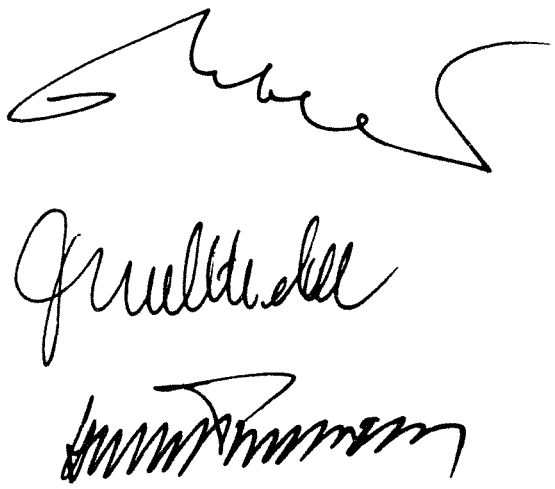
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Pour L'AUSTRALIE:

Pour LE COMMONWEALTH DES BAHAMAS:

Pour L'ÉTAT DE BAHRAIN:

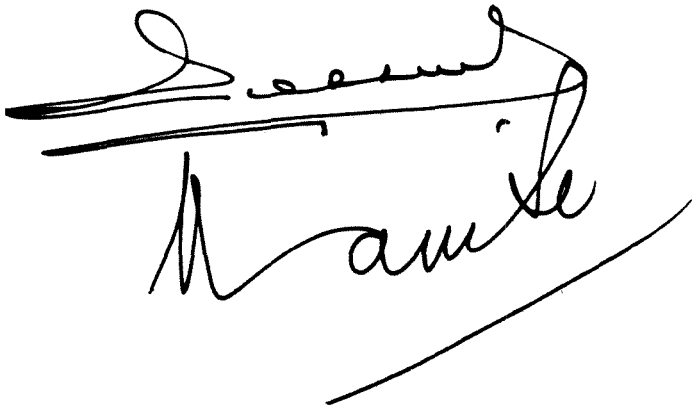
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Pour LA RÉPUBLIQUE POPULAIRE DU BANGLADESH:

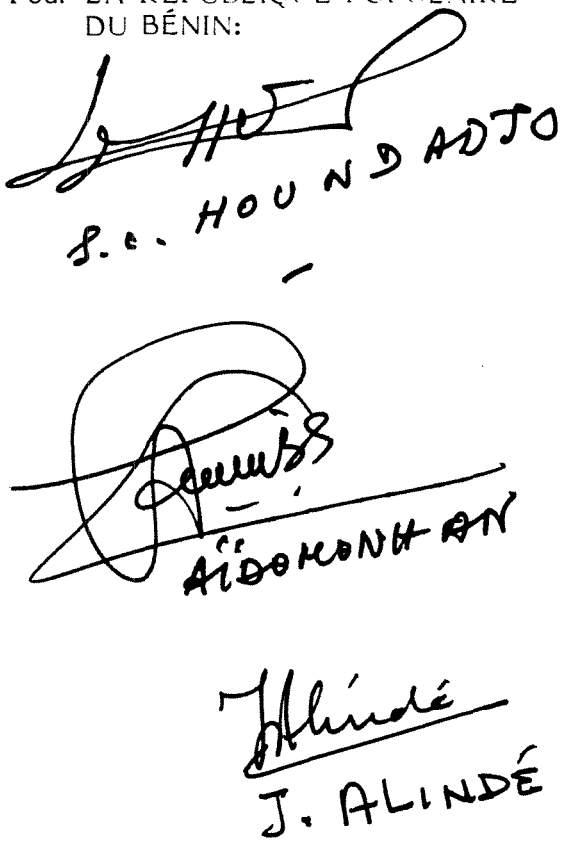
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Pour LA BELGIQUE:



Pour BELIZE:

Pour LA RÉPUBLIQUE POPULAIRE DU BÉNIN:



Pour LE ROYAUME DE BHOUTAN:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE DE BIÉLORUSSIE:

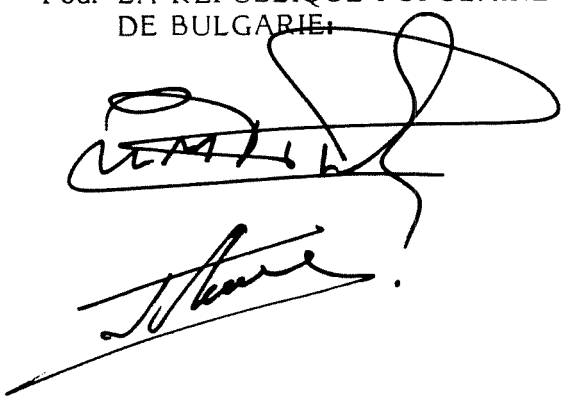
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Pour LA RÉPUBLIQUE DE BOLIVIE:

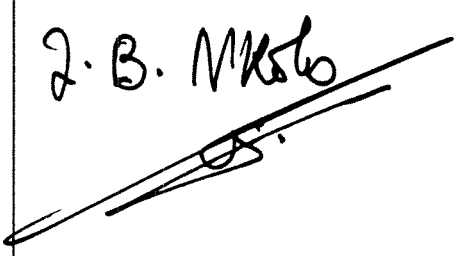
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Pour LA RÉPUBLIQUE FÉDÉRATIVE DU BRÉSIL:

Pour LA RÉPUBLIQUE POPULAIRE DE BULGARIE:



Pour LA RÉPUBLIQUE DU CAMEROUN:



Pour LE CANADA:

Pour LA RÉPUBLIQUE DU BURUNDI:

Pour LA RÉPUBLIQUE DU CAP-VERT:

Pour LA RÉPUBLIQUE CENTRAFRICAINE:

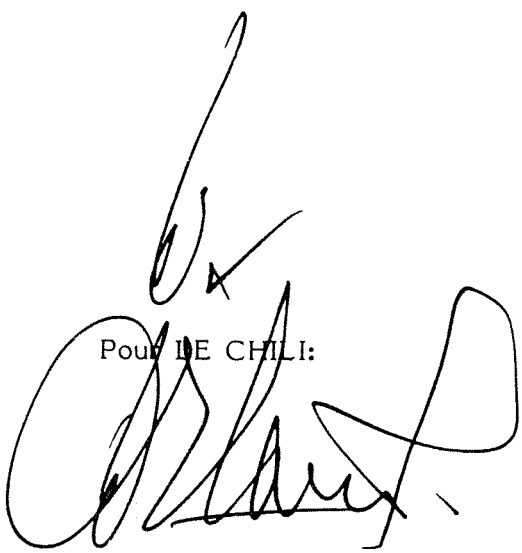
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Pour LA RÉPUBLIQUE DE CHYPRE:



Pour LA RÉPUBLIQUE DE COLOMBIE:

Pour LE CHILI:



Pour LA RÉPUBLIQUE FÉDÉRALE ISLAMIQUE DES COMORES:

Pour LA RÉPUBLIQUE POPULAIRE DU CONGO:

Pour LA RÉPUBLIQUE DE CORÉE:

Pour LA RÉPUBLIQUE DE COSTA RICA:

Pour LA RÉPUBLIQUE DE CÔTE D'IVOIRE:

Pour LA RÉPUBLIQUE DE CUBA:

Pour LA RÉPUBLIQUE DE DJIBOUTI:

Pour LE ROYAUME DE DANEMARK:

Pour LA RÉPUBLIQUE DOMINICAINE:

Pour LE COMMONWEALTH DE LA DOMINIQUE:

Pour LA RÉPUBLIQUE ARABE D'ÉGYPTE:

Pour LA RÉPUBLIQUE DE EL SALVADOR:

Pour L'ESPAGNE:

Pour LES ÉMIRATS ARABES UNIS:

Pour LA RÉPUBLIQUE DE L'ÉQUATEUR:

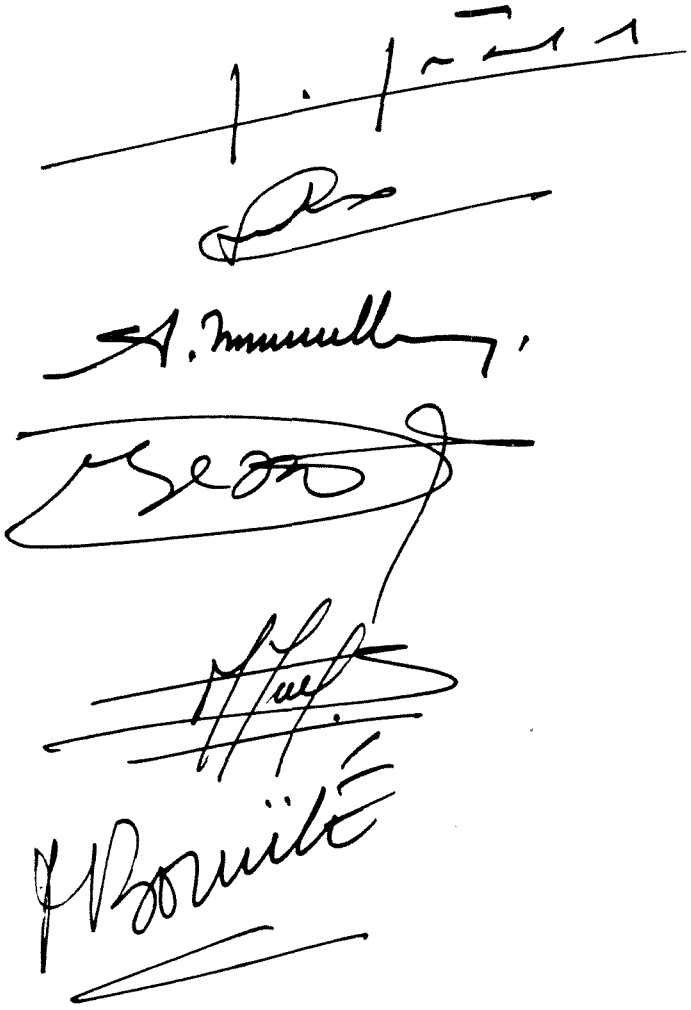
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Pour FIDJI:

Pour LA FINLANDE:

Pour LA RÉPUBLIQUE FRANÇAISE:

Pour LA RÉPUBLIQUE GABONAISE:



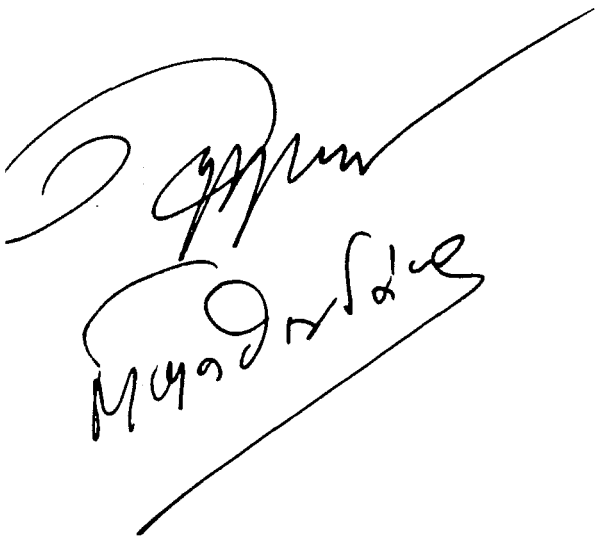
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Pour LA RÉPUBLIQUE DU GHANA:

Pour LE ROYAUME-UNI DE GRANDE-BRETAGNE ET D'IRLANDE DU NORD, ÎLES DE LA MANCHE ET ÎLE DE MAN:

Pour LES TERRITOIRES D'OUTRE-MER DONT LES RELATIONS INTERNATIONALES SONT ASSURÉES PAR LE GOUVERNEMENT DU ROYAUME-UNI DE GRANDE-BRETAGNE ET D'IRLANDE DU NORD:

Pour LA GRÈCE:



Pour GRENADE:

Pour LA RÉPUBLIQUE DU GUATÉMALA:

Pour LA RÉPUBLIQUE DE GUINÉE:

Pour LA RÉPUBLIQUE DE GUINÉE-BISSAU:

Pour LA RÉPUBLIQUE DE GUINÉE ÉQUATORIALE:

Pour LA GUYANE:

Pour LA RÉPUBLIQUE D'HAÏTI:

Pour LA RÉPUBLIQUE DE HAUTE-VOLTA:

Pour LA RÉPUBLIQUE DU HONDURAS:

Pour LA RÉPUBLIQUE POPULAIRE HONGROISE:

Pour L'INDE:

Pour LA RÉPUBLIQUE D'INDONÉSIE:



Pour LA RÉPUBLIQUE ISLAMIQUE D'IRAN:

Pour LA RÉPUBLIQUE D'IRAQ:

Pour L'IRLANDE:

Pour LA RÉPUBLIQUE D'ISLANDE:

Pour ISRAËL:

Pour (AL) JAMAHIRIYA ARABE LIBYENNE POPULAIRE SOCIALISTE:

Pour LA JAMAÏQUE:

Pour L'ITALIE:

Pour LE JAPON:

Pour KAMPUCHEA DÉMOCRATIQUE:

Pour LA RÉPUBLIQUE DE KENYA:

Pour LE ROYAUME HACHÉMITE DE JORDANIE:

Pour KUWAIT:

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Pour LE ROYAUME DU LESOTHO:

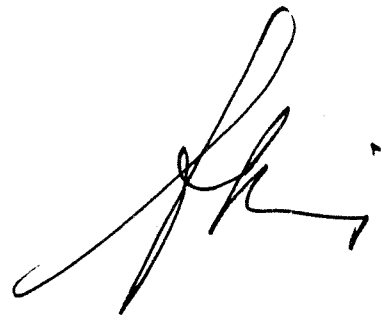
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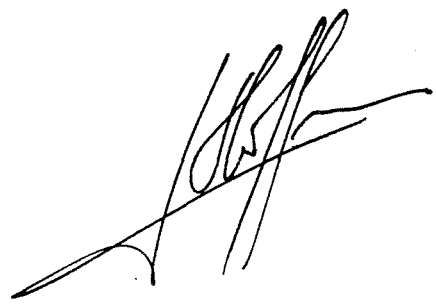
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Pour LA PRINCIPAUTÉ DE
LIECHTENSTEIN:



Pour LE LUXEMBOURG:





Pour LA RÉPUBLIQUE DÉMOCRATIQUE
DE MADAGASCAR:

Pour LA MALAISIE:

Pour MALAWI:

Pour LA RÉPUBLIQUE DES MALDIVES:

Pour LA RÉPUBLIQUE DU MALI:

Pour MALTE:

Pour LE ROYAUME DU MAROC:

Pour LA RÉPUBLIQUE ISLAMIQUE DE MAURITANIE:

Pour LES ÉTATS-UNIS DU MEXIQUE:

Pour MAURICE:

Pour LA PRINCIPAUTÉ DE MONACO:

Pour LA RÉPUBLIQUE DE NAURU:

Pour LE NÉPAL:

Pour LA RÉPUBLIQUE DU NICARAGUA:

Pour LA RÉPUBLIQUE POPULAIRE DE MONGOLIE:

Pour LA RÉPUBLIQUE POPULAIRE DU MOZAMBIQUE:

Pour LA RÉPUBLIQUE DU NIGER:

Pour LA RÉPUBLIQUE FÉDÉRALE DE NIGÉRIA:

Pour LA NOUVELLE-ZÉLANDE:

Pour LA NORVÈGE:

Pour LE SULTANAT D'OMAN:

Pour L'OUGANDA:

Pour LE PAKISTAN:

Pour LA RÉPUBLIQUE DE PANAMA:

Pour LA PAPOUASIE - NOUVELLE-GUINÉE:

Pour LA RÉPUBLIQUE DE PARAGUAY:

Pour LES PAYS-BAS:

Pour LES ANTILLES NÉERLANDAISES:

Pour LA RÉPUBLIQUE DU PÉROU:



Pour LA RÉPUBLIQUE DES PHILIPPINES:

Pour LA RÉPUBLIQUE POPULAIRE
DE POLOGNE:

Pour LE PORTUGAL:

Pour LA RÉPUBLIQUE POPULAIRE DÉMOCRATIQUE DE CORÉE:

Pour LA RÉPUBLIQUE SOCIALISTE DE ROUMANIE:

Pour L'ÉTAT DE QATAR:

Pour LA RÉPUBLIQUE RWANDAISE:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE ALLEMANDE:

Pour SAINTE-LUCIE:

Pour LES ÎLES SALOMON:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE
DE SAO TOMÉ-ET-PRINCIPE:

Pour LA RÉPUBLIQUE DE SAINT-MARIN:

Pour LA RÉPUBLIQUE DU SÉNÉGAL:

Pour SAINT-VINCENT-ET-GRENADINES:

Pour LA RÉPUBLIQUE DES SEYCHELLES:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE DU SOUDAN:

Pour LA RÉPUBLIQUE DE SIERRA LEONE:

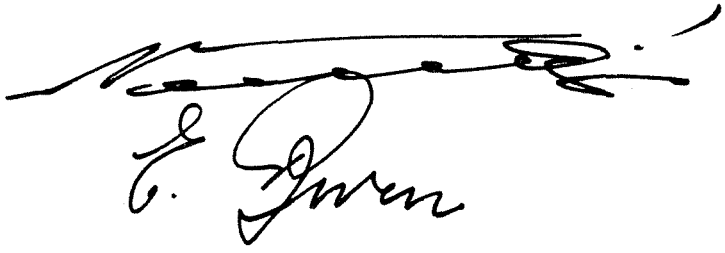
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Pour SINGAPOUR:

Pour LA SUÈDE:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE DE SOMALIE:

Pour LA CONFÉDÉRATION SUISSE:



Pour LE ROYAUME DU SWAZILAND:

Pour LA RÉPUBLIQUE ARABE SYRIENNE:

Pour LA RÉPUBLIQUE DU SURINAME:

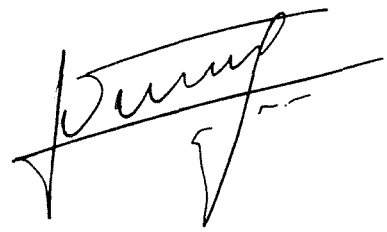
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Pour LA THAÏLANDE:



Pour LA RÉPUBLIQUE TOGOLAISE:





Pour LA RÉPUBLIQUE DU TCHAD:

Pour LA RÉPUBLIQUE SOCIALISTE TCHÉCOSLOVAQUE:

Pour LE ROYAUME DES TONGA:

Pour LA RÉPUBLIQUE DE TRINITÉ-ET-TOBAGO:

Pour LA TUNISIE:

Pour LA TURQUIE:

Pour TUVALU:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE D'UKRAINE:

Pour L'UNION DES RÉPUBLIQUES SOCIALISTES SOVIÉTIQUES:

Pour LA RÉPUBLIQUE ORIENTALE
DE L'URUGUAY:

Pour LA RÉPUBLIQUE DE VANUATU:

Pour L'ÉTAT DE LA CITÉ DU VATICAN:

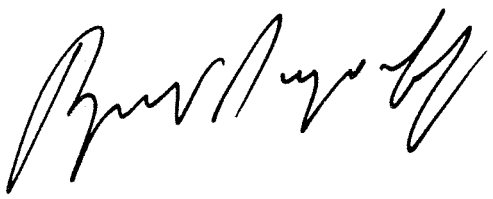
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Pour LA RÉPUBLIQUE SOCIALISTE
DU VIÊT NAM:

Pour LA RÉPUBLIQUE ARABE DU YÉMEN:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE DU YÉMEN:

Pour LA RÉPUBLIQUE SOCIALISTE FÉDÉRATIVE DE YOUGOSLAVIE:



Pour LA RÉPUBLIQUE DU ZAÏRE:

Pour LA RÉPUBLIQUE DE ZAMBIE:

Pour LE ZIMBABWE:

DETAILED REGULATIONS OF THE SUBSCRIPTIONS TO NEWSPAPERS AND PERIODICALS AGREEMENT

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ANNEXES: FORMS

DETAILED REGULATIONS OF THE SUBSCRIPTIONS TO NEWSPAPERS AND PERIODICALS AGREEMENT

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Subscriptions to Newspapers and Periodicals Agreement:

Chapter I

General provisions

Article 101

Information to be supplied by administrations

1 Each administration shall transmit to the other administrations, through the intermediary of the International Bureau:

a a list of the countries with which it maintains a service for subscriptions to newspapers under the Agreement;

b the newspaper rate applicable in the international service;

c the commission charge and the stamp duty, if any, collected under article 8, paragraph 1, b and c, of the Agreement;

d its decision regarding the option of putting the addresses on the newspapers themselves as provided for in article 106, paragraph 3;

e an extract from the provisions of its laws or regulations applicable to the subscription service;

f the offices, if any, designated to deal with matters for which otherwise the central administration is responsible.

2 Any subsequent amendment shall be notified without delay.

Article 102

Forms for the use of the public

For the purpose of applying article 10, paragraph 4, of the Convention, the following shall be considered as forms for the use of the public:
AP 4 (Claim concerning a newspaper),
AP 5 (International subscription money order),
AP 5bis (International subscription money order, wide counterfoil),
AP 6 (International subscription inpayment order),
AP 6bis (International subscription inpayment order, wide counterfoil),
AP 9 (Change of address for a newspaper).

Article 103

List of newspapers. Prohibited newspapers

1 Each administration shall transmit to the other administrations a list of newspapers that may be subscribed to in accordance with the Agreement. This list shall be made out on a form conforming to the annexed specimen AP 1 and shall reach the administrations concerned not later than 20 November, 20 February, 20 May or 20 August. Administrations shall ensure that the names and addresses of the newspapers are brought completely up to date at the very latest in the list transmitted by 20 August.

2 Any subsequent change in subscription conditions shall be valid only if the relevant communication is made within the time specified in paragraph 1. Otherwise the change shall become effective beginning the following quarter.

3 Each administration shall also transmit to the other administration a list of prohibited newspapers.

Article 104

General newspaper tariff

Each administration shall draw up, from the lists supplied under article 103, a general tariff indicating by country the newspapers, the subscription conditions, the delivery prices, and the charges and fees payable.

Chapter II

Execution of subscriptions

Article 105

Subscription to a newspaper

1 Subscriptions to a newspaper mentioned in the general tariff provided for in article 104 shall be made by the subscriber on a subscription order form conforming to the annexed specimen AP 5, AP 5bis, AP 6 or AP 6bis.

2 The particulars required on the form shall be typed or printed by hand and checked by the issuing office. The order shall then be treated as an ordinary money order or inpayment order.

3 If the orders are exchanged by means of lists, separate MP 2 lists marked *"Mandats-abonnement"* (Subscription orders) shall be used. They shall be accompanied by the counterfoils of AP 5, AP 5bis, AP 6 or AP 6bis order forms, as the case may be, for subsequent transmission to the payee.

4 The charge and the duty mentioned in article 8, paragraph 1, b and c, may be represented on the subscription order by postage stamps or franking impressions.

Article 106

Posting and dispatch of newspapers

1 The newspapers shall be posted by the publisher in wrappers or open envelopes bearing the address of the subscriber.

2 The administration of origin shall decide, according to its operational requirements, whether the newspapers in wrappers or envelopes shall be sent:

a individually to the address of the subscribers; or

b in packets addressed to the office of destination, in which case the packets shall be prepared by the publisher.

3 Administrations may agree to permit the subscriber's address to be written on the newspaper itself, in which case the newspapers shall be grouped in packets bearing the address of the office of destination and prepared by the publisher.

4 The wrappers, envelopes, and packets shall be marked *"Abonnement-poste"* (Postal subscription).

5 These items shall be stamped in accordance with one of the franking methods mentioned in article 28, paragraph 1, e, of the Convention.

Chapter III

Special cases

Article 107

Changes of address

Any change of address shall be sent by the subscriber to the publisher. A form conforming to the annexed specimen AP 9 may be used for this purpose.

Article 108

Irregularities

1 Irregularities in the subscription service shall be reported either to the office of origin or, when it so requests, to the central administration.

2 When a subscriber makes a claim for separate numbers of a newspaper which have not reached him, the office of destination shall notify the publisher by means of a form conforming to the annexed specimen AP 4.

Article 109

Interrupted or discontinued publication

When publication of a newspaper is interrupted or discontinued, administrations shall assist the subscribers in obtaining, as far as possible, the refund of the subscription price for the period during which the newspaper has not been supplied. The same shall apply to newspapers that have been prohibited.

Article 110

Subscriptions to newspapers not on the list

When an application is made for a subscription to a newspaper not included in the list which administrations transmit to one another under article 103, paragraph 1, the administration concerned shall help to obtain the necessary information from the administration of origin.

Chapter IV

Accounting

Article 111

Preparation of accounts

1 The accounts relating to paid subscription money orders (cards or lists) and subscription inpayment orders (cards or lists) shall be drawn up according to the provisions of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement. However, separate forms marked *"Mandats-abonnement"* (Subscription orders) shall be used for such accounts.

2 Administrations may agree to add the total amount of such accounts to the amount of the monthly account for money orders drawn up for the same period.

Chapter V

Final provisions

Article 112

Entry into force and duration of the Regulations

1 These Regulations shall come into force on the day on which the Subscriptions to Newspapers and Periodicals Agreement comes into operation.

2 They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 861 to 893.

ANNEXES: FORMS

LIST OF FORMS

No	Title or nature of form	References
1	2	3
AP 1	List of prices and delivery conditions of newspapers	Art 103, para 1
AP 4	Claim concerning a newspaper	Art 108, para 2
AP 5	International subscription money order	Art 105, para 1
AP 5bis	International subscription money order (large size)	Art 105, para 1
AP 6	International subscription inpayment order	Art 105, para 1
AP 6bis	International subscription inpayment order (large size)	Art 105, para 1
AP 9	Change of address for a newspaper	Art 107

LIST
Prices and delivery conditions of newspapers

Name of newspaper	Address of newspaper[1]	Frequency	Sub-scription period	Delivery price[2]	Remarks[3]
1	2	3	4	5	6
			Number of months		

[1] Where applicable, address of transport service responsible for dispatching and accounting and entry of giro a/c No.
[2] In currency used for money orders for country providing list.
[3] The post office of origin of the newspaper and the names of publishers who accept subscriptions beyond the end of the current year may be inserted in this column.

(Front)

Postal administration

CLAIM
Newspaper

AP 4

Delivery office	Country

Name of newspaper	Number

Place of publication	Date

The undermentioned subscriber states that he did not receive this number. He requests you to send it to him free, as soon as possible, accompanied by this card

Subscriber's name and full address

Date and signature of delivery office official

Subscriptions, Hamburg 1984, art 108, para 2 — Size: 148 x 105 mm

(Back)

Postal administration

On postal service

CLAIM

Newspaper

Name and address of publisher

Street and number

Place of destination

Country of destination

(Front)

COUNTERFOIL to be filled in by typewriter or in block capitals (see overleaf)

Postal administration

AP 5

INTERNATIONAL SUBSCRIPTION MONEY ORDER

Exchange rate[1]

Delivery price in arabic figures

Amount in arabic figures

Sum paid[1]

Space for postage stamps or indication of charge collected if applicable

Subscriber's name

Amount in words and roman letters

Street and No

Name of publisher

Street and No

Place

Place of destination

Country

Country of destination

[1] To be entered by the paying administration when effecting the conversion.

Stamp of issuing office

Stamp of issuing office

Indications of issuing office

Money order No

Sum deposited

Office

Date

Signature of the official

Subscriptions, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm

(Back)

Counterfoil may be detached by payee

Name of newspaper

Publisher

Period of subscription from Number of months to

Renewal

New subscription

Space for endorsements, if any

Payee's receipt

Received the sum shown overleaf

Place and date

Signature of payee

In-register

No

Stamp of paying office

(Front)

COUNTERFOIL to be filled in by typewriter or in block capitals

Postal administration

INTERNATIONAL SUBSCRIPTION MONEY ORDER

AP 5bis

Delivery price in arabic figures

Exchange rate[1]

Amount in arabic figures

Sum paid[1]

Space for postage stamps or indication of charge collected if applicable

Subscriber's name

Amount in words and roman letters

Street and No

Place of destination

Name of publisher

Country of destination

Street and No

Name of newspaper

Place of destination

Publisher

Country of destination

[1] To be entered by the paying administration when effecting the conversion.

Period of subscription

From

To

No of months

☐ New subscription

☐ Renewal

Stamp of issuing office

Stamp of issuing office

Indications of issuing office

Money order No

Sum deposited

Office

Date

Signature of the official

Subscriptions, Hamburg 1984, art 105, para 1 — Size: 210 x 105 mm

Counterfoil may be detached by payee

Space for endorsements, if any

Payee's receipt

Received the sum shown overleaf

Place and date

Signature of payee

Stamp of paying office

In-register No

(Front)

COUNTERFOIL intended for holder of giro account No .....

To be filled in by typewriter or in block capitals (see overleaf)

Delivery price in arabic figures

Subscriber's name

Street and No

Place

Country

Postal administration

AP 6

INTERNATIONAL SUBSCRIPTION INPAYMENT ORDER

Exchange rate[1]

Amount in arabic figures

Sum credited[1]

Space for postage stamps or indication of charge collected if applicable

Amount in words and roman letters

Name of publisher

Giro a/c No

Giro centre

Country of destination

[1] To be entered by the paying administration when effecting the conversion.

Stamp of issuing office

Stamp of issuing office

Indications of issuing office

Money order No

Sum deposited

Office

Date

Signature of the official

Subscriptions, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm

(Back)

Counterfoil may be detached by payee

Name of newspaper

Publisher

Period of subscription from to

Number of months

New subscription

Renewal

Space for endorsements, if any

Stamp of giro centre crediting the money order to payee's giro account

(Front)

COUNTERFOIL intended for holder of giro account
To be filled in by typewriter or in block capitals

No

Postal administration

AP 6bis

INTERNATIONAL SUBSCRIPTION INPAYMENT ORDER

Delivery price in arabic figures

Exchange rate[1]

Amount in arabic figures

Sum paid[1]

Space for postage stamps or indication of charge collected if applicable

Subscriber's name

Amount in words and roman letters

Street and No

Place of destination

Name of publisher

Country of destination

Giro a/c No

Name of newspaper

Giro centre

Publisher

Country of destination

[1] To be entered by the paying administration when effecting the conversion.

Period of subscription

From

To

No of months

☐ New subscription

☐ Renewal

Stamp of issuing office

Stamp of issuing office

Indications of issuing office

Money order No

Sum deposited

Office

Date

Signature of the official

Subscriptions, Hamburg 1984, art 105, para 1 — Size: 210 x 105 mm

Counterfoil to be sent to payee

Space for giro service

Stamp of giro centre
crediting the money order
to payee's giro account

(Front)

Postal administration

CHANGE OF ADDRESS FOR A NEWSPAPER

AP 9

Name of newspaper

Publisher | Place of publication

Number of copies | Subscription expires

Subscriber's name and forenames

Present address in full

Period of change of address | from | to

New address in full

Date and subscriber's signature

Subscriptions, Hamburg 1984, art 107 — Size: 148 x 105 mm

(Back)

Postal administration

Postage stamp

CHANGE OF ADDRESS
FOR A NEWSPAPER

Name of newspaper

Street and number

Place of destination

Country of destination

Decisions other than those amending the Acts

CLASSIFICATION KEY

1	General affairs of the Union
1.1	Member countries
1.2	Political questions
1.3	Miscellaneous
2	Acts of the UPU
2.1	General
2.2	Constitution
2.3	General Regulations
2.3.1	Rules of Procedure
2.4	Convention
2.4.1	Questions common to the various international postal services
2.4.2	Letter post
2.4.3	Transit charges and terminal dues
2.4.4	Airmail
2.5	Postal parcels
2.6	Postal financial services
2.6.1	Postal money orders
2.6.2	Giro
2.6.3	Cash-on-delivery
2.6.4	Collection of bills
2.6.5	Savings
2.6.6	Subscriptions to newspapers and periodicals
3	UPU bodies
3.1	General
3.2	Congress
3.2.1	Rules of Procedure
3.2.2	Organization and functioning
3.2.3	Miscellaneous
3.3	Executive Council (EC)
3.3.1	Rules of Procedure
3.3.2	Organization and functioning
3.3.3	Comprehensive report on the work of the EC
3.3.4	Miscellaneous
3.4	Consultative Council for Postal Studies (CCPS)
3.4.1	Rules of Procedure
3.4.2	Organization and functioning
3.4.3	Comprehensive report on the work of the CCPS
3.4.4	Miscellaneous
3.5	International Bureau
3.5.1	Organization and functioning
3.5.2	Staff
3.5.2.1	Staff Regulations and Rules
3.5.2.2	UPU Provident Scheme
3.5.2.3	Social Fund
3.5.3	Documents and publications
3.5.4	Film library
3.5.5	Offset printing service
3.5.6	Building
3.5.7	Translation services
3.5.7.1	English Service
3.5.7.2	Arabic Service
3.5.7.3	Spanish Service
3.5.7.4	Other languages
3.5.8	Director-General's report
3.5.9	Miscellaneous
4	Finance
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4.4	Ceiling of annual expenditure
4.5	Miscellaneous
5	Technical cooperation
5.1	General
5.2	Projects and other activities
5.2.1	Consultants
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5.3	United Nations Development Programme (UNDP)
5.4	UPU Special Fund
6	External relations
6.1	Restricted Unions
6.2	United Nations (UN)
6.2.1	UN-UPU Agreements
6.2.2	Postal administration
6.2.3	United Nations Joint Inspection Unit
6.2.4	Miscellaneous
6.3	United Nations specialized agencies and the International Atomic Energy Agency (IAEA)
6.3.1	General
6.3.2	International Civil Aviation Organization (ICAO)
6.3.3	International Telecommunication Union (ITU)
6.3.4	World Health Organization (WHO)
6.4	Other organizations
6.4.1	International Air Transport Association (IATA)
6.4.2	Customs Co-operation Council (CCC)
6.4.3	Organization of African Unity (OAU)
6.4.4	National liberation movements
6.4.5	League of Arab States
6.4.6	Miscellaneous
6.5	Public information

TABLE OF CONTENTS OF THE RESOLUTIONS, DECISIONS, RECOMMENDATIONS, FORMAL OPINIONS, ETC OF THE 1984 HAMBURG CONGRESS

Classification key		Subject	Type and number of decision
1	General affairs of the Union		
1.1	Member countries	Exclusion of the Republic of South Africa from the UPU	Resolution C 7
1.2	Political questions	Exclusion of the Republic of South Africa from the UPU	Resolution C 7
		Implementation by the specialized agencies of the Declaration on the Granting of Independence to Colonial Countries and Peoples	Decision C 9
1.3	Miscellaneous	Declaration of Hamburg on the role of the UPU in the integration of national postal networks	–
2	Acts of the UPU		
2.1	General	Exchange value in SDR of amounts expressed in gold francs and gold centimes in the Acts of the UPU	Resolution C 52
		Definition of the terms "documentation", "document" and "publication"	Decision C 64
		Reservations to the Acts of the Union	Resolution C 73
		Summary of the main amendments to the UPU Acts and of the major decisions taken by Congress	Resolution C 74
		Study on international postal regulations	Resolution C 56
		Entry into force of the Acts of the 1984 Hamburg Congress	Decision C 84
2.2	Constitution	Jurisdiction of the Union – Interpretation of article 3, b, of the Constitution	Decision C 72
2.3	General Regulations		
2.3.1	Rules of Procedure	Provisions concerning the quorum and conditions of approval of proposals	Decision C 2
		Credentials of delegates to Congress	Decision C 88
2.4	Convention		
2.4.1	Questions common to the various international postal services	Technical assistance with regard to international payments	Recommendation C 23
		International high-speed mail service (EMS)	Resolution C 25
		Postal monopoly	Resolution C 26
		Choice of themes for postage stamps	Recommendation C 27
		Quality control	Resolution C 30
		Customs treatment of postal items: International Convention on the Simplification and Harmonization of Customs Procedures (Kyoto Convention)	Formal opinion C 40

Classification key		Subject	Type and number of decision
2.4.2	Letter Post	Scientific specimens of hazardous substances	Resolution C 15
		Shipping infectious substances by post	Formal opinion C 16
		Advance application of the provisions concerning the external marking of items containing radioactive materials	Resolution C 17
		Packaging used for the conveyance of postal items	Recommendation C 20
		Packaging used for the conveyance of postal items	Resolution C 21
		Closed mails in transit suspected of containing narcotics or psychotropic substances	Formal opinion C 55
		Rate-fixing for combined items	Decision C 59
		Rate-fixing on the principle of priority/non-priority mail	Decision C 60
		Receptacles used for conveying mail (bags, trays, intra-container modules, etc)	Decision C 61
		Rate-fixing and conditions for the acceptance of letter-post items	Resolution C 62
		Study on the international registered and insured services and the introduction of an international recorded delivery service	Resolution C 65
		Bundling of standardized items	Recommendation C 68
		Make-up of mails	Resolution C 69
		Checking of mails and use of verification notes	Formal opinion C 76
		Receptacles other than bags used for mail conveyance	Formal opinion C 77
		Manufacture and use of international service forms	Formal opinion C 78
		Study with a view to establishing basic charges for letter-post items	Resolution C 79
		Address area on the layout key for trade documents	Resolution C 83
2.4.3	Transit charges and terminal dues	Principles and method for the calculation of transit charge scales	Resolution C 41
		Study on terminal dues	Resolution C 42
		Revision of transit charges	Resolution C 50
		Note on forms C 18 and C 18bis allowing them to be supplemented if necessary	Resolution C 75
		Implementation of the decisions taken by the Hamburg Congress with regard to statistics of transit charges and terminal dues	Resolution C 80
2.4.4	Airmail	Principle and method of calculating internal air conveyance dues	Resolution C 14
		Maximizing the air conveyance of mail	Resolution C 18
		Airmail correspondence in transit à découvert: number of average rates per group of countries of destination	Recommendation C 43
		Speeding up of airmail in transit à découvert	Recommendation C 44
		Basic airmail conveyance rate	Resolution C 45
		Direct transhipment of airmails between different airlines	Resolution C 70
		Settlement of airmail accounts	Recommendation C 71
		Redirection and return to origin of correspondence by air	Resolution C 82

Classification key		Subject	Type and number of decision
2.5	Postal parcels	Advance application of the provisions concerning the external marking of parcels containing radioactive materials	Resolution C 19
		Revision of land and sea rates	Resolution C 22
		Acceptance of advices of non-delivery	Recommendation C 48
		Return to origin of undelivered parcels	Resolution C 86
		Possible introduction of a control mechanism for exceptional inward land rates	Resolution C 89
2.6	Postal financial services	Consideration of the Agreements concerning the postal financial services (including the Subscriptions to Newspapers and Periodicals Agreement)	Resolution C 10
		Introduction by the UPU and the International Telegraph and Telephone Consultative Committee (CCITT) of the telegraph service indication "POSTFIN" for postal financial service telegrams	Resolution C 11
		Introduction by the UPU and the International Telegraph and Telephone Consultative Committee (CCITT) of the telegraph service indication "POSTFIN" for postal financial service telegrams	Resolution C 12
		Development of the postal financial services, particularly the international postal money order service	Recommendation C 13
		Provisions concerning the issue and payment of postcheques	Decision C 28
		Forms of the Agreements concerning the postal financial services	Resolution C 81
2.6.1	Postal money orders	Development of the postal financial services, particularly the international postal money order service	Recommendation C 13
		Technical characteristics and information concerning the use of the MP 1bis and MP 12bis forms deposited with the International Bureau	Resolution C 24
2.6.2	Giro	Provisions concerning the issue and payment of postcheques	Decision C 28
		Technical characteristics of the postcheque form and postcheque guarantee card deposited with the International Bureau	Resolution C 51
2.6.3	Cash-on-delivery		
2.6.4	Collection of bills		
2.6.5	Savings		
2.6.6	Subscriptions to newspapers and periodicals	Consideration of the Agreements concerning the postal financial services (including the Subscriptions to Newspapers and Periodicals Agreement)	Resolution C 10
3	UPU bodies		
3.1	General		
3.2	Congress		
3.2.1	Rules of Procedure	Congress Committees	Resolution C 1
		Provisions concerning the quorum and conditions of approval of proposals	Decision C 2
		Preparation of reports instead of minutes at the meetings of Congress Committees	Resolution C 3

Classification key		Subject	Type and number of decision
3.2.2	Organization and functioning	Congress Committees	Resolution C 1
		Provisions concerning the quorum and conditions of approval of proposals	Decision C 2
		Preparation of reports instead of minutes at the meetings of Congress Committees	Resolution C 3
		Credentials of delegates to Congress	Decision C 88
3.2.3	Miscellaneous	Duration of Congress	Resolution C 53
		Venue of the 20th Universal Postal Congress	Decision C 90
3.3	Executive Council (EC)		
3.3.1	Rules of Procedure		
3.3.2	Organization and functioning	Non-attendance of members of the EC and the CCPS at meetings of those bodies	Decision C 46
		Immediate application of the provisions adopted by Congress relating to the Executive Council (EC) and the Consultative Council for Postal Studies (CCPS)	Resolution C 87
		Geographical distribution of EC seats	Decision C 91
3.3.3	Comprehensive report on the work of the EC	Approval of the "Comprehensive report on the work of the Executive Council 1979–1984"	Decision C 4
3.3.4	Miscellaneous		
3.4	Consultative Council for Postal Studies (CCPS)		
3.4.1	Rules of Procedure		
3.4.2	Organization and functioning	Greater participation of the developing countries in the work of the Consultative Council for Postal Studies	Recommendation C 29
		CCPS work programme for 1984–1989	Resolution C 31
		Non-attendance of members of the EC and the CCPS at meetings of those bodies	Decision C 46
		Immediate application of the provisions adopted by Congress relating to the Executive Council (EC) and the Consultative Council for Postal Studies (CCPS)	Resolution C 87
3.4.3	Comprehensive report on the work of the CCPS	Approval of the "Comprehensive report on the work of the Consultative Council for Postal Studies 1979–1984"	Decision C 5
3.4.4	Miscellaneous		
3.5	International Bureau		
3.5.1	Organization and functioning		
3.5.2	Staff	Election of the Director-General and the Deputy Director-General of the International Bureau of the Universal Postal Union	Decision C 47
3.5.2.1	Staff Regulations and Rules		
3.5.2.2	UPU Provident Scheme		
3.5.2.3	Social Fund		

Classification key		Subject	Type and number of decision
3.5.3	Documents and publications	Publication of one or more books dealing with the influence of the Post in Art	Resolution C 33
		New edition of certain Union publications	Resolution C 35
		Amendment of the presentation of the List of Prohibited Articles	Resolution C 54
3.5.4	Film library		
3.5.5	Offset printing service		
3.5.6	Building		
3.5.7	Translation services		
3.5.7.1	English Service		
3.5.7.2	Arabic Service		
3.5.7.3	Spanish Service		
3.5.7.4	Other languages	Reproduction of documents in Chinese, German, Portuguese and Russian	Resolution C 63
3.5.8	Director-General's report	Approval of the International Bureau Director-General's report 1980–1984	Decision C 6
3.5.9	Miscellaneous		
4	Finance		
4.1	Financial Regulations		
4.2	Budget	Limits of Union expenditure	Decision C 85
4.3	Accounts	Clearing up of arrears by means of the International Bureau's clearing system	Recommendation C 36
		Choice of contribution class	Resolution C 39
		Approval of the Union's accounts for 1979–1983	Resolution C 57
4.4	Ceiling of annual expenditure		
4.5	Miscellaneous	Aid provided by the Government of the Swiss Confederation in the area of the Union's finances	Resolution C 58
5	Technical cooperation		
5.1	General	Technical assistance with regard to international payments	Recommendation C 23
		Financing UPU technical assistance activities	Resolution C 37
		UPU technical assistance priorities and principles	Resolution C 38
		UPU action on behalf of the least-developed countries (LDCs)	Resolution C 66
		Technical cooperation among developing countries (TCDC)	Resolution C 67
5.2	Projects and other activities		
5.2.1	Consultants		
5.2.2	Experts		
5.2.3	Fellows		

Classification key		Subject	Type and number of decision
5.3	United Nations Development Programme (UNDP)		
5.4	UPU Special Fund		
6	External relations		
6.1	Restricted Unions		
6.2	United Nations (UN)	Implementation by the specialized agencies of the Declaration on the Granting of Independence to Colonial Countries and Peoples	Decision C 9
		Relations with the United Nations and other international organizations	Decision C 8
6.2.1	UN-UPU Agreements		
6.2.2	Postal administration		
6.2.3	United Nations Joint Inspection Unit		
6.2.4	Miscellaneous		
6.3	United Nations specialized agencies and the International Atomic Energy Agency (IAEA)		
6.3.1	General		
6.3.2	International Civil Aviation Organization (ICAO)		
6.3.3	International Telecommunication Union (ITU)		
6.3.4	World Health Organization (WHO)		
6.4	Other organizations		
6.4.1	International Air Transport Association (IATA)		
6.4.2	Customs Co-operation Council (CCC)	Customs treatment of postal items: International Convention on the Simplification and Harmonization of Customs Procedures (Kyoto Convention)	Formal opinion C 40
		Reconstitution of the CCC–UPU (Customs Co-operation Council–Universal Postal Union) Contact Committee	Resolution C 49
6.4.3	Organization of African Unity (OAU)		
6.4.4	National liberation movements		
6.4.5	League of Arab States		
6.4.6	Miscellaneous	Contacts with international organizations representing customers of the postal services	Resolution C 34
6.5	Public information	World Post Day	Resolution C 32

LIST OF RESOLUTIONS, DECISIONS, RECOMMENDATIONS, FORMAL OPINIONS, ETC

(in numerical order)

Nature and number of the decision		Title
	—	Declaration of Hamburg on the role of the UPU in the integration of national postal networks
Resolution	C 1	Congress Committees
Decision	C 2	Provisions concerning the quorum and conditions of approval of proposals
Resolution	C 3	Preparation of reports instead of minutes at the meetings of Congress Committees
Decision	C 4	Approval of the "Comprehensive report on the work of the Executive Council 1979–1984"
Decision	C 5	Approval of the "Comprehensive report on the work of the Consultative Council for Postal Studies 1979–1984"
Decision	C 6	Approval of the International Bureau Director-General's report 1980–1984
Resolution	C 7	Exclusion of the Republic of South Africa from the UPU
Decision	C 8	Relations with the United Nations and other international organizations
Decision	C 9	Implementation by the specialized agencies of the Declaration on the Granting of Independence to Colonial Countries and Peoples
Resolution	C 10	Consideration of the Agreements concerning the postal financial services (including the Subscriptions to Newspapers and Periodicals Agreement)
Resolution	C 11	Introduction by the UPU and the International Telegraph and Telephone Consultative Committee (CCITT) of the telegraph service indication "POSTFIN" for postal financial service telegrams
Resolution	C 12	Introduction by the UPU and the International Telegraph and Telephone Consultative Committee (CCITT) of the telegraph service indication "POSTFIN" for postal financial service telegrams
Recommendation	C 13	Development of the postal financial services, particularly the international postal money order service

Nature and number of the decision	Title	
Resolution	C 14	Principle and method of calculating internal air conveyance dues
Resolution	C 15	Scientific specimens of hazardous substances
Formal opinion	C 16	Shipping infectious substances by post
Resolution	C 17	Advance application of the provisions concerning the external marking of items containing radioactive materials
Resolution	C 18	Maximizing the air conveyance of mail
Resolution	C 19	Advance application of the provisions concerning the external marking of parcels containing radioactive materials
Recommendation	C 20	Packaging used for the conveyance of postal items
Resolution	C 21	Packaging used for the conveyance of postal items
Resolution	C 22	Revision of land and sea rates
Recommendation	C 23	Technical assistance with regard to international payments
Resolution	C 24	Technical characteristics and information concerning the use of the MP 1bis and MP 12bis forms deposited with the International Bureau
Resolution	C 25	International high-speed mail service (EMS)
Resolution	C 26	Postal monopoly
Recommendation	C 27	Choice of themes for postage stamps
Decision	C 28	Provisions concerning the issue and payment of postcheques
Recommendation	C 29	Greater participation of the developing countries in the work of the Consultative Council for Postal Studies
Resolution	C 30	Quality control
Resolution	C 31	CCPS work programme for 1984–1989
Resolution	C 32	World Post Day
Resolution	C 33	Publication of one or more books dealing with the influence of the Post in Art
Resolution	C 34	Contacts with international organizations representing customers of the postal services
Resolution	C 35	New edition of certain Union publications
Recommendation	C 36	Clearing up of arrears by means of the International Bureau's clearing system
Resolution	C 37	Financing UPU technical assistance activities

Nature and number of the decision	Title	
Resolution	C 38	UPU technical assistance priorities and principles
Resolution	C 39	Choice of contribution class
Formal opinion	C 40	Customs treatment of postal items: International Convention on the Simplification and Harmonization of Customs Procedures (Kyoto Convention)
Resolution	C 41	Principles and method for the calculation of transit charge scales
Resolution	C 42	Study on terminal dues
Recommendation	C 43	Airmail correspondence in transit à découvert: number of average rates per group of countries of destination
Recommendation	C 44	Speeding up of airmail in transit à découvert
Resolution	C 45	Basic airmail conveyance rate
Decision	C 46	Non-attendance of members of the EC and the CCPS at meetings of those bodies
Decision	C 47	Election of the Director-General and the Deputy Director-General of the International Bureau of the Universal Postal Union
Recommendation	C 48	Acceptance of advices of non-delivery
Resolution	C 49	Reconstitution of the CCC–UPU (Customs Co-operation Council–Universal Postal Union) Contact Committee
Resolution	C 50	Revision of transit charges
Resolution	C 51	Technical characteristics of the postcheque form and postcheque guarantee card deposited with the International Bureau
Resolution	C 52	Exchange value in SDR of amounts expressed in gold francs and gold centimes in the Acts of the UPU
Resolution	C 53	Duration of Congress
Resolution	C 54	Amendment of the presentation of the List of Prohibited Articles
Formal opinion	C 55	Closed mails in transit suspected of containing narcotics or psychotropic substances
Resolution	C 56	Study on international postal regulations
Resolution	C 57	Approval of the Union's accounts for 1979–1983
Resolution	C 58	Aid provided by the Government of the Swiss Confederation in the area of the Union's finances
Decision	C 59	Rate-fixing for combined items

Nature and number of the decision	Title	
Decision	C 60	Rate-fixing on the principle of priority/non-priority mail
Decision	C 61	Receptacles used for conveying mail (bags, trays, intra-container modules, etc)
Resolution	C 62	Rate-fixing and conditions for the acceptance of letter-post items
Resolution	C 63	Reproduction of documents in Chinese, German, Portuguese and Russian
Decision	C 64	Definition of the terms "documentation", "document" and "publication"
Resolution	C 65	Study on the international registered and insured services and the introduction of a simplified international recorded delivery service
Resolution	C 66	UPU action on behalf of the least developed countries (LDCs)
Resolution	C 67	Technical cooperation among developing countries (TCDC)
Recommendation	C 68	Bundling of standardized items
Resolution	C 69	Make-up of mails
Resolution	C 70	Direct transhipment of airmails between different airlines
Recommendation	C 71	Settlement of airmail accounts
Decision	C 72	Jurisdiction of the Union — Interpretation of article 3, b, of the Constitution
Resolution	C 73	Reservations to the Acts of the Union
Resolution	C 74	Summary of the main amendments to the UPU Acts and of the major decisions taken by Congress
Resolution	C 75	Note on forms C 18 and C 18bis allowing them to be supplemented if necessary
Formal opinion	C 76	Checking of mails and use of verification notes
Formal opinion	C 77	Receptacles other than bags used for mail conveyance
Formal opinion	C 78	Manufacture and use of international service forms
Resolution	C 79	Study with a view to establishing basic charges for letter-post items
Resolution	C 80	Implementation of the decisions taken by the Hamburg Congress with regard to statistics of transit charges and terminal dues
Resolution	C 81	Forms of the Agreements concerning the postal financial services
Resolution	C 82	Redirection and return to origin of correspondence by air
Resolution	C 83	Address area on the layout key for trade documents

Nature and number of the decision	Title	
Decision	C 84	Entry into force of the Acts of the 1984 Hamburg Congress
Decision	C 85	Limits of Union expenditure
Resolution	C 86	Return to origin of undelivered parcels
Resolution	C 87	Immediate application of the provisions adopted by Congress relating to the Executive Council (EC) and the Consultative Council for Postal Studies (CCPS)
Decision	C 88	Credentials of delegates to Congress
Resolution	C 89	Possible introduction of a control mechanism for exceptional inward land rates
Decision	C 90	Venue of the 20th Universal Postal Congress
Decision	C 91	Geographical distribution of EC seats

DECISIONS OF THE 1984 HAMBURG CONGRESS OTHER THAN THOSE AMENDING THE ACTS (RESOLUTIONS, DECISIONS, RECOMMENDATIONS, FORMAL OPINIONS, ETC)

Declaration of Hamburg on the role of the UPU in the integration of national postal networks

Congress,

In view of
- the general discussion held in Hamburg on 26 and 27 June 1984 on "Changes in the Post in view of the development of the communications market";
- the need to improve the standard and speed of international mail circulation and postal exchanges;
- the role which the UPU can play with a view to solving common problems,

Whereas
- the member countries of the Union comprise a single postal territory for the reciprocal exchange of letter-post items;
- the aim of the UPU is to secure the organization and improvement of the postal services and to promote in this sphere the development of international collaboration;
- the UPU takes an active part in technical cooperation;
- the Post is an essential factor in the economic, social and cultural development of member countries,

Considering
- the growing competition which administrations have to face particularly in sectors not protected by the postal monopoly;
- the need to adapt postal services better to the development of customer needs bearing in mind the possibilities offered by the new technologies particularly in telecommunications;
- the need to develop and reinforce relations between the Post and its clientele in order to retain or gain its trust and improve the Post's image;
- the interdependence of national postal networks and the need to integrate them better, with a view to making mail circulation and postal exchanges throughout the world more efficient, faster and more reliable,

Aware
of the advantages and possibilities residing in:
- an extensive potential market for the Post, a market which might be further expanded by modernization and rationalization, by the use of new technologies, by the introduction of new services (eg, international high-speed mail) and by improving the standard of the traditional postal services;
- the existence of a vast network of post offices and offices of exchange covering the whole world;
- the very close links often existing between the Post and telecommunications;
- the provision by a number of postal administrations of financial and banking services,

Formally declares

that the UPU must actively participate in strengthening the international postal service as a whole and in improving the standard and speed of international mail circulation and postal exchanges by taking the following specific measures:

- collecting information on the standard of the postal service on a world scale, making a permanent analysis of the situation, establishing and keeping up to date documentation identifying the weak points of the world postal network and possibly giving rise to recommendations calculated to improve the situation;
- strengthening solidarity and cooperation among all administrations, promoting concerted action and pooling information on the standard and regularity of international mail circulation and postal exchanges;
- intervening, in case of necessity, with postal administrations, other national authorities and carriers with a view to improving the situation;
- taking into consideration, as applicable, the weak points discovered in the postal network as the basis for concerted technical cooperation;
- making governments and users more aware of the need to make the Post a dynamic undertaking which contributes to the smooth running of the economy, and giving it the structural and financial means necessary for its conversion;
- expanding the UPU's field of activity and also taking part in establishing new services through the annual work of its bodies (EC and CCPS);
- introducing more flexibility into international postal regulations with a view to facilitating the rapid adaptation of postal services to the new needs, in relation with the study assigned for that purpose to the EC by Congress;
- contacting a number of other international organizations or bodies and strengthening, in particular, cooperation with the ITU in the field of new transmission techniques,

Invites

administrations and the Restricted Unions to make every effort towards the attainment of the above-mentioned objectives,

Instructs

the Executive Council, the Consultative Council for Postal Studies and the International Bureau to take, without delay, within the framework of their own responsibilities, the appropriate practical measures to attain the above-mentioned objectives, and to report to the next Congress on the results and experience gained and submit to it appropriate proposals, as applicable.

(Congress – Doc 101/Rev 1, 20th plenary meeting)

Resolution C 1

Congress Committees

Congress,

In view of
article 9 of the Rules of Procedure of Congresses concerning the number of Congress Committees and their functions,

In view of
article 11, paragraph 1, of the said Rules of Procedure, by virtue of which the member countries represented in Congress shall, as of right, be members of the Committees responsible for studying proposals relating to the Constitution, the General Regulations, the Convention and its Detailed Regulations,

In view of
paragraph 2 of the above-mentioned article 11, stating among other things, that member countries represented in Congress which are parties to one or more of the optional Agreements shall, as of right, be members of the Committee or Committees responsible for the revision of these Agreements,

Taking account
of the decision of the Executive Council to abolish Committee 3 (CCPS) and to split the Letter Post Committee into two Committees, one (Committee 4) dealing with the regulatory aspects of the letter post and the other (Committee 5) with rate fixing and interadministration payments and related matters (statistics, accounting, forms, etc),

Taking account also
of the specific measures already taken by the International Bureau in implementation of this study,

Decides

to constitute the following ten Committees with the composition and functions given opposite each of them:

Committee		*Composition*	*Functions*
1	Credentials	Eleven member countries	To consider whether the credentials of delegates are drafted in due form and what their scope is
2	Finance	All member countries represented at Congress	Examination of the accounts for the years which have elapsed since the preceding Congress. Assessment of the maximum amount of the Union's expenditure for submission to Congress for the period during which the Acts of that Congress will be in force and, within this framework, examination of any other questions which could have an effect on Union finances
3	General	All member countries represented at Congress	Consideration of general matters which Congress assigns to this Committee and – apart from the proposals to be dealt with by Committees 2 and 9 – consideration of proposals relating to the Constitution and General Regulations
4	Letter Post (Regulatory aspects)*	All member countries represented at Congress	Consideration of proposals relating to the regulatory aspects of the letter post (surface)

* Proposals shall be split between Committees 4 and 5 as follows (Acts of the 1979 Rio de Janeiro Congress):

	Committee 4 Letter Post – Regulatory aspects	*Committee 5* Letter Post – Rate-fixing and payments
Convention, articles	1 to 6, 9 to 18, 20 to 23, 27 to 29, 31, 36, 37, 39, 41, 43, 45, 46, 50 to 59, 85 and 86	7, 8, 19, 24 to 26, 30, 32 to 35, 38, 40, 42, 44, 47 to 49, 60 to 66
Conv, Final Prot, arts	I, II, V to VIII, XI to XIII	III, IV, IX, X, XIV to XVII, XIX, XXII to XXIV
Conv, Det Regs, arts	101 to 103, 105 to 116, 118 to 134, 137, 149 to 169, 186 to 194 and 220	104, 117, 135, 136, 138 to 148, 170 to 185
Conv, Det Regs, Forms	C 1, C 2, C 4, C 10 to C 14, C 18, C 18bis, C 22 to C 28, C 29 to C 31, VD 1 to VD 4	C 3/CP 4, C 5 to C 9bis, C 15 to C 17bis, C 19 to C 21bis, C 28bis, C 32, AV 3bis, AV 5bis, AV 12

Committee		*Composition*	*Functions*
5	Letter Post (Rate-fixing and payments)*	All member countries represented at Congress	Consideration of proposals relating to questions of rate-fixing and interadministration payments and related matters (statistics, accounting, forms, etc)
6	Airmail	All member countries represented at Congress	Consideration of proposals relating to part III of the Convention and its Detailed Regulations and to articles XVIII, XX, XXI and XXV of the Final Protocol to the Agreement
7	Parcel Post	Member countries parties to the Postal Parcels Agreement	Consideration of proposals relating to the Postal Parcels Agreement and its Detailed Regulations
8	Postal Financial Services	Member countries parties to the Agreements concerning postal financial services	Consideration of proposals relating to the Agreements concerning postal financial services (Money Orders, Giro, COD, Collection of Bills, International Savings and Subscriptions)
9	Technical Cooperation	All member countries represented at Congress	Consideration of proposals to amend the Acts relating to technical cooperation as well as any other matters affecting this important field
10	Drafting	Twelve member countries, including some French-speaking delegates	Consideration of drafting proposals and consideration from a drafting point of view of any amendments made to the Acts and of any draft decisions to be submitted for the approval of Congress

(Proposal 010, 2nd plenary meeting; Congress – Doc 75, 16th plenary meeting)

* Proposals shall be split between Committees 4 and 5 as follows (Acts of the 1979 Rio de Janeiro Congress):

	Committee 4 Letter Post – Regulatory aspects	*Committee 5* Letter Post – Rate-fixing and payments
Convention, articles	1 to 6, 9 to 18, 20 to 23, 27 to 29, 31, 36, 37, 39, 41, 43, 45, 46, 50 to 59, 85 and 86	7, 8, 19, 24 to 26, 30, 32 to 35, 38, 40, 42, 44, 47 to 49, 60 to 66
Conv, Final Prot, arts	I, II, V to VIII, XI to XIII	III, IV, IX, X, XIV to XVII, XIX, XXII to XXIV
Conv, Det Regs, arts	101 to 103, 105 to 116, 118 to 134, 137, 149 to 169, 186 to 194 and 220	104, 117, 135, 136, 138 to 148, 170 to 185
Conv, Det Regs, Forms	C 1, C 2, C 4, C 10 to C 14, C 18, C 18bis, C 22 to C 28, C 29 to C 31, VD 1 to VD 4	C 3/CP 4, C 5 to C 9bis, C 15 to C 17bis, C 19 to C 21bis, C 28bis, C 32, AV 3bis, AV 5bis, AV 12

Decision C 2

Provisions concerning the quorum and conditions of approval of proposals

Congress

Instructs

the Executive Council to study proposals 1719.1 and 1721.2.

(Proposals 1719.1 and 1721.2, 4th plenary meeting; Congress – Doc 75, 16th plenary meeting)

Resolution C 3

Preparation of reports instead of minutes at the meetings of Congress Committees

Congress,

In view of
article 24, paragraph 2, of the Rules of Procedure of Congresses,

Whereas
replacing minutes by reports for the meetings of most of the Committees has proved very successful at previous Congresses,

Considering
that it would be desirable to continue with this practice at the 1984 Hamburg Congress, and even to extend it to the Committee responsible for the regulatory aspects of the letter post (surface), as a measure of economy and to facilitate the work of the delegates and the Secretariat,

Decides

that Committees 1, 2, 4, 6, 7, 8 and 9 shall prepare reports instead of minutes.

(Proposal 011, 5th plenary meeting; Congress – Doc 75, 16th plenary meeting)

Decision C 4

Approval of the "Comprehensive report on the work of the Executive Council 1979–1984"

Congress

Decides

to approve the "Comprehensive report on the work of the Executive Council 1979–1984".

(Congress – Doc 1, 8th plenary meeting; Congress – Doc 75, 16th plenary meeting)

Decision C 5

Approval of the "Comprehensive report on the work of the Consultative Council for Postal Studies 1979–1984"

Congress

Decides

to approve the "Comprehensive report on the work of the Consultative Council for Postal Studies 1979–1984".

(Congress – Doc 2, 8th plenary meeting; Congress – Doc 75, 16th plenary meeting)

Decision C 6

Approval of the International Bureau Director-General's report 1980–1984

Congress

Decides

to approve the International Bureau Director-General's report 1980–1984.

(Congress – Doc 3, 8th plenary meeting; Congress – Doc 75, 16th plenary meeting)

Resolution C 7

Exclusion of the Republic of South Africa from the UPU

Congress,

In view of
resolution C 2 of the 1974 Lausanne Congress concerning the exclusion of the Republic of South Africa from the 17th Congress of the UPU and from all other Congresses and meetings of the Universal Postal Union,

In view of
resolution C 6 of the 1979 Rio de Janeiro Congress concerning the expulsion of the Republic of South Africa from the UPU,

In view of
International Bureau circular 200 of 29 June 1981 announcing the accession of the Republic of South Africa to the UPU in application of article 11, paragraph 1, of the Constitution of the Union,

Considering
that the said country is still applying its obnoxious policy of apartheid contrary to the unanimous will of all free nations,

Reaffirms

its unqualified condemnation of the obnoxious policy practised by the racist, minority government of the Republic of South Africa,

Reaffirms

the validity of resolution C 6 of the 1979 Rio de Janeiro Congress,

Confirms

that the Republic of South Africa is excluded from the Union until a future Congress of the UPU decides otherwise,

Decides

that the Republic of South Africa cannot take advantage of its status as a member of the United Nations to obtain readmission to the Union as long as it continues to practise its policy of apartheid.

(Proposal 024, 8th plenary meeting; Congress – Doc 75, 16th plenary meeting)

Decision C 8

Relations with the United Nations and other international organizations

Congress

Decides

- to approve the report by the Director-General of the International Bureau on relations with the United Nations and other international organizations;
- to request the Director-General of the International Bureau:
  - a to continue to follow the development of the questions outlined in the said report;
  - b to take whatever action he may deem necessary in the interests of the Union and its members;
  - c to report to an appropriate extent to the Executive Council every year on the action taken.

(Congress – Doc 5 and Add 1, 13th plenary meeting; Congress – Doc 75, 16th plenary meeting)

Decision C 9

Implementation by the specialized agencies of the Declaration on the Granting of Independence to Colonial Countries and Peoples

Congress

Decides

to take note of the conclusions of the report by the Director-General of the International Bureau on the implementation by the specialized agencies of the Declaration on the Granting of Independence to Colonial Countries and Peoples, thus accepting that the UPU should continue to contribute, in line with the practice followed in recent years, to resolving the problem of decolonization, within the limits of its powers.

(Congress – Doc 15, 13th plenary meeting; Congress – Doc 75, 16th plenary meeting)

Resolution C 10

Consideration of the Agreements concerning the postal financial services (including the Subscriptions to Newspapers and Periodicals Agreement)

Congress,

Taking note
of the results of the study carried out by the Executive Council in accordance with resolution C 12 of the 1979 Rio de Janeiro Congress on ways of introducing postal financial services, particularly the postal money order service, in all Union countries,

Noting
that certain administrations prefer, for reasons of flexibility, to operate the services on the basis of bilateral agreements rather than to accede to the UPU Agreements,

Anxious
to encourage the largest possible number of administrations to operate the viable financial services on the basis of the Agreements in question,

Aware
that the provisions of the Agreements do not always take account of the development of the different services in practice and of the needs of the public,

Noting moreover
that the Collection of Bills, International Savings, and Subscriptions to Newspapers and Periodicals Agreements are implemented by only a very small number of administrations, and that some provisions of other Agreements concerning postal financial services, such as those relating to postal travellers' cheques, are no longer of current relevance,

Instructs

the Executive Council:

i to undertake:
  a a study on the usefulness of the Agreements concerning postal financial services and of the Subscriptions to Newspapers and Periodicals Agreement;
  b a substantive revision of the Agreements whose usefulness is established, with a view to bringing them up to date, making them more flexible and simplifying them by endeavouring to keep only the most general provisions;

ii to submit to the next Congress the necessary draft proposals for amending the Acts.

(Proposal 6000.3, Committee 8, 2nd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 11

Introduction by the UPU and the International Telegraph and Telephone Consultative Committee (CCITT) of the telegraph service indication "POSTFIN" for postal financial service telegrams

Congress,

Having adopted
proposal 7518.3 concerning the introduction by the UPU and the CCITT of the telegraph service indication "POSTFIN" for telegraph transfers,

Assuming that
the CCITT of the ITU will take similar measures at its October 1984 meeting,

Decides

to incorporate this amendment into the final Acts of the Hamburg Congress provided that the ITU follows suit at its next meeting,

Recommends

postal administrations to formulate giro transfer telegrams as stated in proposal 7518.3 as from the date of application of the revised CCITT regulations if they are applied at a date other than that fixed for the entry into force of the Acts of the Hamburg Congress,

Instructs

the EC to take appropriate measures if the CCITT of the ITU takes a different decision from that of the UPU,

Instructs

the International Bureau to ensure the necessary coordination with the CCITT Secretariat in order to inform postal administrations as soon as possible of the definitive adoption of these texts and of the date of their implementation by the CCITT.

(Proposal 7500.3, Committee 8, 2nd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 12

Introduction by the UPU and the International Telegraph and Telephone Consultative Committee (CCITT) of the telegraph service indication "POSTFIN" for postal financial service telegrams

Congress,

Having adopted
proposals 6530.4 and 6543.3 concerning the introduction by the UPU and the CCITT of the telegraph service indication "POSTFIN" for telegraph money orders,

Assuming that
the CCITT of the ITU will take similar measures at its October 1984 meeting,

Decides

to incorporate this amendment into the final Acts of the Hamburg Congress provided that the ITU follows suit at its next meeting,

Recommends

postal administrations to formulate telegraph money orders as stated in proposals 6530.4 and 6543.3 as from the date of application of the revised CCITT regulations if they are applied at a date other than that fixed for the entry into force of the Acts of the Hamburg Congress,

Instructs

the EC to take appropriate measures if the CCITT of the ITU takes a different decision from that of the UPU,

Instructs

the International Bureau to ensure the necessary coordination with the CCITT Secretariat in order to inform postal administrations as soon as possible of the definitive adoption of these texts and of the date of their implementation by the CCITT.

(Proposal 6500.2, Committee 8, 2nd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Recommendation C 13

Development of the postal financial services, particularly the international postal money order service

Congress,

Basing itself on
resolution C 12 of the 1979 Rio de Janeiro Congress which instructs the Executive Council to carry out a study on defining ways of introducing or developing postal monetary articles services, particularly the postal money order service, in all Union countries,

Bearing in mind
the results of the study carried out on this matter,

Considering
that the reasons which prevent administrations from introducing or developing postal financial services are due for the most part to legal, economic or institutional difficulties peculiar to each country,

Noting
that a large number of administrations have succeeded in overcoming these difficulties by adapting their services to the requirements of the legal or financial authorities,

Convinced
that administrations still experiencing difficulties of the same kind in introducing financial services can be guided by similar methods and initiatives,

Aware
that the development of the postal financial services can make a major contribution to the economic development of countries,

Recommends

i administrations which have not yet introduced postal financial services internationally, to make the necessary approaches to the appropriate national authorities in order to convince them of the need and the usefulness of allowing funds to be transferred through the post;
ii administrations which operate the postal money order service at national level only to agree to pay postal money orders issued in other countries to payees in their country;
iii all administrations to take appropriate steps to promote the postal money order service internationally by all available means, while improving the quality of these services and speeding up the settlement of interadministration accounts.

(Proposal 6000.1, Committee 8, 2nd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 14

Principle and method of calculating internal air conveyance dues

Congress,

Aware
of the study carried out by the Executive Council as a result of resolutions C 31 and C 39 passed at the 1979 Rio de Janeiro Congress,

Noting
that the results of this study showed a majority of countries consulted to be in favour in principle of the abolition of the right to collect internal air conveyance dues,

Considering
that the arguments advanced in favour of resolutions C 31 and C 39 remain valid,

Taking account
of the fact that, in some administrations, the relative cost of air transport compared with surface transport has narrowed substantially over the years,

Instructs

the Executive Council:

a to continue the study of the question of internal air conveyance dues to see whether the continuance of the right to collect such dues remains justified;

b if it decides that continuation is justified to study again the methods of calculation to be employed with the aim of introducing a system which will enable the administration of destination to meet the actual costs relating to such transport and the administration of origin to verify effectively the bases of calculating any dues claimed.

(Proposal 4000.8, Committee 6, 2nd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 15

Scientific specimens of hazardous substances

Congress,

Considering

a that article 36 of the Convention prohibits the entry of all hazardous and dangerous substances (other than perishable biological materials and radioactive materials) into the international mail system;

b that under current regulations no distinction is made between large and small quantity shipments of such substances;

c that perishable biological substances (including etiologic agents) and radioactive materials are currently admissible into the international mails, under the provisions of article 21 of the Convention, without adverse impact on public health and safety,

Recognizing
that recent improvements in packaging and shipping techniques have established a basis for the safe transmission of specimens of hazardous substances,

Taking into account
the anticipated adoption of technical regulations by the International Civil Aviation Organization that will allow for the shipment of a very small quantity of certain types of hazardous substances under carefully controlled conditions,

Given that
the legitimate scientific and business needs of research organizations, government agencies and commercial enterprises indicate the need to modify the Convention to allow for the entry of items containing a "small quantity" of hazardous materials into the international mails,

Instructs

the Executive Council:
- to study the feasibility of providing for a "small quantity" mailing exemption for items containing certain hazardous materials;
- where appropriate to formulate the series of mail preparation (packaging, labelling, etc) and transport requirements that should be used for the mailing of such articles;
- to establish appropriate contact with representatives of the International Civil Aviation Organization in order to obtain information about its plans to modify its hazardous materials regulations;
- to disseminate its findings to all member countries upon completion of its study; and
- where appropriate to formulate proposals to amend the Acts of the Union, in accordance with the findings made in its study.

(Proposals 2000.1 and 2000.16, Committee 6, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Formal opinion C 16

Shipping infectious substances by post

Congress,

Considering
that the measures worked out jointly with the World Health Organization (WHO) and the International Air Transport Association (IATA), as set out in article 119 of the Detailed Regulations of the Convention and in recommendation C 68 of the 1979 Rio de Janeiro Congress, enable items containing infectious substances to be exchanged without risk between officially recognized qualified laboratories,

Considering
that the post is particularly suitable for the transmission of such substances (speed, extent of the postal network and low cost compared with that of other methods of transport),

Noting however
that the number of postal administrations which participate in the conveyance of infectious substances is very small,

In view of the fact
that the WHO has stated that the international exchange of diagnostic specimens is hampered for this reason,

Convinced
that for humanitarian reasons, it is the mission of the Post to participate in the conveyance of infectious substances, on the basis of the rules laid down in agreement with the WHO and IATA,

Expresses the formal opinion

that those postal administrations which do not yet participate in the exchange of infectious substances should examine the possibility of doing so and that they should reply favourably to any request to this effect made by the public health authorities of their country.

(Proposal 2000.12, Committee 6, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 17

Advance application of the provisions concerning the external marking of items containing radioactive materials

Congress,

Having adopted
proposal 2521.1 concerning the external marking by the shipper of items containing radioactive materials,

In view of the fact
that the revised Regulations of the International Atomic Energy Agency (IAEA) for the Safe Transport of Radioactive Materials will include identical provisions,

Considering
that the revised IAEA Regulations may be published before its own Acts go into force,

Considering it essential
that the new provisions relating to the external marking of items containing radioactive materials be applied simultaneously by the two organizations,

Recommends

postal administrations which participate in the exchange of radioactive materials to take the necessary measures to ensure that the new provisions are applied with effect from the date of implementation of the revised IAEA Regulations,

Instructs

the International Bureau to inform administrations as soon as possible of the precise date on which the revised IAEA Regulations will take effect.

(Proposal 2000.13, Committee 6, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 18

Maximizing the air conveyance of mail

Congress,

Having noted
Congress – Doc 16, which summarizes the work carried out in accordance with resolution C 73 of the 1979 Rio de Janeiro Congress on maximizing the air conveyance of mail,

Expressing its satisfaction
at the progress made since the Rio de Janeiro Congress, particularly as regards the introduction and development of the "reduced priority" type services (surface airlifted mail),

Confirming
the policy adopted by the Rio de Janeiro Congress with regard to maximization, namely that it is for each administration (or group of administrations in the case of a regional programme) to decide on the best use of air conveyance for its mail, taking account of the particular circumstances (geographical situation, capacity of departing aircraft, configuration of its postal traffic, needs of users, cost factor, etc),

Considering
that the documents already published on maximization, including the "Definitions and principles for the operation of maximization systems", constitute a good basis for the implementation of such systems,

Instructs

the Executive Council:

i to continue to obtain from administrations which have introduced a maximization-oriented service data on their experience, for distribution to all administrations;

ii to update, in agreement with the International Air Transport Association (IATA), if necessary, the "Definitions and principles for the operation of maximization systems";

iii to take, in cooperation with IATA if appropriate, any other measures which may be of use in facilitating the increased use of air conveyance of mail;

iv to submit to the next Congress a report on the measures taken and on the recommendations to be made concerning the future orientation to be given to maximization work.

(Proposal 4000.5, Committee 6, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 19

Advance application of the provisions concerning the external marking of parcels containing radioactive materials

Congress,

Having adopted
proposal 5505.1 concerning the external marking by the shipper of parcels containing radioactive materials,

In view of the fact
that the revised Regulations of the International Atomic Energy Agency (IAEA) for the Safe Transport of Radioactive Materials will include identical provisions,

Considering
that the revised IAEA Regulations may be published before its own Acts go into force,

Considering it essential
that the new provisions relating to the external marking of items containing radioactive materials be applied simultaneously by the two organizations,

Recommends

postal administrations which participate in the exchange of radioactive materials to take the necessary measures to ensure that the new provisions are applied with effect from the date of implementation of the revised IAEA Regulations,

Instructs

the International Bureau to inform administrations as soon as possible of the precise date on which the revised IAEA Regulations will take effect.

(Proposal 5000.4, Committee 6, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Recommendation C 20

Packaging used for the conveyance of postal items

Congress,

Noting
that the use of packs sold by postal administrations is on the increase,

Noting however
that users of such packs tend to neglect the interior packing,

Invites

postal administrations to inform users employing the packs sold by postal services of the need:
– to use appropriate interior packing as well; and
– to make sure that the outside wrapping is properly closed;
so that the items concerned can be processed and conveyed satisfactorily.

(Proposal 5000.5, Committee 7, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 21

Packaging used for the conveyance of postal items

Congress,

Having adopted
proposal 5000.5 relating to the packaging used for the conveyance of postal items,

Noting however
that such packaging is not standardized,

Instructs

the Consultative Council for Postal Studies to examine with the International Organization for Standardization (ISO) the possibility of laying down norms concerning the packaging sold by postal administrations.

(Proposal 5000.5, Committee 7, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 22

Revision of land and sea rates

Congress,

Having adopted
the new land and sea rates proposed by the Executive Council on conclusion of the study arising from recommendation C 25 of the 1979 Rio de Janeiro Congress,

In view of
- the fact that the guideline rates applicable to the outward and inward land rates were fixed in such a way that the rates enable administrations to cover the costs of handling inward parcels while ensuring that the parcel-post service remains competitive;
- the fact that the transit land rates and the sea rates were fixed by reference to the letter-post transit charges according to the "comparative (parcel post – letter post) method" described in Tokyo Congress – Doc 13 (Documents of the 1969 Tokyo Congress, vol II, pages 483–486);
- the fact that the sea rates were fixed like those of the Rio de Janeiro Congress, taking account of an increase of 10 percent – and not of a reduction of 10 percent as was the case for the Tokyo rates – compared with the sea transit charges because it was found that a parcel-post dispatch takes up about 50 percent more volume than a letter-post dispatch of the same weight,

Instructs

the Executive Council:
i to carry out a fresh study on the amount of the guideline rates applicable to the outward and inward land rates laid down in article 46 of the Postal Parcels Agreement (Hamburg 1984);
ii to adjust the transit land rates and sea rates laid down in articles 47 and 48 of that Agreement in the event of a revision of the letter-post transit charges; and
iii to submit any proposals resulting from these studies to the next Congress.

(Proposal 5000.3, Committee 7, 5th meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Recommendation C 23

Technical assistance with regard to international payments

Congress,

Considering
resolution C 45 of the 1979 Rio de Janeiro Congress instructing the Executive Council to carry out a study on the preparation of effective means of expediting the settlement of accounts for the various international postal services and to submit the results of this study to Congress with a proposal to that effect,

Noting
that there are in fact certain postal administrations in respect of which delays in payment have been noted which appear in part to be due to lack of knowledge of the regulations and non-adaptation of the services responsible for international payments,

Taking the view
that technical assistance in this area can bring very considerable improvements,

Noting
that initiatives have already been taken by the UPU to help administrations which desire to improve the organization and functioning of their international payments services, but that it is necessary to step up this assistance by implementing a specific action in the field concerned,

Recommends

i postal administrations which feel the need:
  a to size up accurately the inadequacies which may exist in their international payments services;
  b to take account, in cooperation projects submitted to the international bodies, of the training needs, satisfaction of which could improve their payments services;
  c to ask postal administrations with experienced payments services, under bilateral aid, for all information and technical aid likely to improve the organization of the service and the knowledge and implementation of the regulations concerning international payments;

ii all postal administrations which are able to do so, to send the International Bureau in good time the names of qualified officials available for experts' and consultants' missions, and also to give favourable consideration to any request for bilateral aid in the field concerned,

Instructs

the International Bureau:

i to continue the efforts already undertaken to prepare and implement a specific technical assistance action in the form of consultants' missions training activities and distribution of documentation relating to international payments, through existing or new resources;

ii to programme as from 1985 a priority action to inform administrations on the problems of international payments after having carried out a survey to identify the needs in this area and the possible contributions of administrations to this action;

iii to approach certain countries which are technically advanced in this field in order to obtain greater assistance from them on behalf of countries requesting technical support as regards the organization of the international payments service;

iv to facilitate the contacts between administrations for bilateral aid and, to that end, to gather and make available in the field of international payments all information concerning administrations in a position to provide technical aid.

(Proposal 3500.1, Committee 9, 1st meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 24

Technical characteristics and information concerning the use of the MP 1bis and MP 12bis forms deposited with the International Bureau

Congress,

Considering
that article 104, paragraph 1, of the Detailed Regulations of the Money Orders Agreement provides for the deposit with the International Bureau of the technical characteristics and information concerning the use of the MP 1bis and MP 12bis forms,

Desirous
that these forms be prepared and utilized in as uniform a manner as possible so as to permit their mechanized and computerized processing by the countries of issue and destination,

Instructs

the administration of Sweden, as the country submitting proposals concerning the introduction of the new MP 1bis and MP 12bis forms, to deposit with the International Bureau the above-mentioned technical characteristics and information,

Requests

the countries participating in the issue of these forms to designate one of their number as a spokesman authorized to deposit with the International Bureau any alteration in the characteristics and information deposited,

Authorizes

the International Bureau to communicate these characteristics and this information to the administrations which so request,

Instructs

the Executive Council to monitor developments in the money orders service and, in the light of the experience gained, to propose to the next Congress any useful amendment to the above procedure.

(Proposal 6500.1, Committee 8, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 25

International high-speed mail service (EMS)

Congress,

Aware of
i the need to develop and promote with extreme rapidity the high-speed mail services operated by postal administrations;
ii the constantly increasing number of postal administrations providing this service both nationally and internationally;
iii the advantages resulting from operating and strengthening this service to meet the competition from certain companies specialized in the transport and delivery of documents and small parcels;
iv the need for the greatest possible flexibility and inventiveness to carry out this task;
v the importance of defining the basic principles which should govern this service,

Noting with satisfaction
i the desire of many countries to discuss and take account of these questions within the framework of the UPU;
ii the fact that the Executive Council has prepared a standard agreement contained in the "Guide for the use of countries wishing to participate in an EMS service"; and
iii the fact that the CCPS has already included this subject in its work programme for 1984–1989,

Taking into consideration
the work already done on EMS during various conferences and particularly at the Washington Conference in September 1983,

Instructs

the Consultative Council for Postal Studies:

a to undertake with the utmost urgency the actions necessary for the technical, economic and practical development of this service with a view to its prompt implementation by the greatest possible number of postal administrations;

b to stress the progress achieved in this area in the report which it submits to each session of the EC, so that the latter may closely monitor the development of the EMS service;

c where necessary, to recommend to postal administrations joint action aimed at introducing or developing the service in order to counteract the effects of the competition at the international level from private companies;

d possibly to submit to the next Congress proposals for including in the Acts of the Union the basic principles of international high-speed mail.

(Proposal 2000.19, Committee 4, 2nd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 26

Postal monopoly

Congress,

In view of
the results of the study arising from 1979 Rio de Janeiro Congress resolution C 78 which instructed the CCPS to study the situation regarding the postal monopoly in the countries of the Union and means of combating competition from private undertakings in the conveyance of documents,

Considering
that the postal service is based in particular on the efficiency and reliability of the services rendered, on the one hand, and on the financial capacities of postal administrations on the other,

Stressing
that the Post, as a universal service, is bound to offer all users, equally, the possibility of communicating on the same conditions, inter alia, by paying the same postal rate regardless of whether they live in urban or rural areas,

Persuaded
that this public service mission would not be taken into account by a collection of private networks, the operation of which, based mainly on profitability, would give preference to heavy traffic flows,

Noting
the efforts and sizeable investmens made by Union member countries to maintain, improve and expand a postal infrastructure designed to serve all their citizens and, consequently, to promote economic, social and cultural development in their countries,

Aware
that it is not for the UPU to prepare protective legislation in this field since the postal monopoly does not have a definition common to all countries and is essentially a matter of national legal concern,

Considering, however
the serious consequences for the postal services and, ultimately, for national and international postal communications networks which would result from the elimination or weakening of the postal monopoly,

Appeals

to the governments of Union member countries:

a to maintain the postal monopoly in order to ensure that all of their citizens have equal access to a universal postal service;

b to define clearly the items which fall within the scope of the postal monopoly; and

c where appropriate, to instruct the Customs and other national authorities to assist the postal authorities in enforcing the postal monopoly.

(Proposal 2000.8, Committee 4, 2nd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Recommendation C 27

Choice of themes for postage stamps

Congress,

Having noted
the Executive Council discussions on the subject of the issue by certain administrations of postage stamps considered by other administrations to be offensive,

Referring
to article 9 of the Universal Postal Convention, according to which "postage stamps for denoting payment of postage shall be issued by postal administrations only",

Recalling
formal opinion C 14 of the 1957 Ottawa Congress and recommendations C 85 and C 93 of the 1979 Rio de Janeiro Congress, concerning the choice of themes for postage stamps,

Considering
the solemn affirmation of the purpose of the Union and the aims which it pursues, set out in the Preamble to and article 1 of the Constitution and in article 1 of the Convention,

Aware
of the need for postal administrations to avoid any action likely to disturb the operation of the international postal service,

Considering
the United Nations resolutions concerning understanding among mankind and the establishment of a lasting peace in the world,

Recommends

that postal administrations, in choosing themes for their issues of postage stamps, should:

– make every attempt to avoid topics or designs of an offensive nature in respect of a person or a country; and

– choose themes calculated to contribute to the dissemination of culture, the strengthening of bonds of friendship among peoples and the establishment and maintenance of peace in the world.

(Proposal 2000.14, Committee 4, 2nd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Decision C 28

Provisions concerning the issue and payment of postcheques

Congress

Instructs

the Executive Council to include drafting proposals 7041.1 R, 7043.1 R, 7552.1 R, 7553.1 R and 7554.1 R in the study on the revision of the Agreements concerning postal financial services (resolution C 10).

(Proposals 7041.1 R, 7043.1 R, 7552.1 R, 7553.1 R, 7554.1 R, Committee 10, 7th meeting;
Congress – Doc 81/Rev 1, 16th plenary meeting)

Recommendation C 29

Greater participation of the developing countries in the work of the Consultative Council for Postal Studies

Congress,

In view of
the role of the Consultative Council for Postal Studies within the framework of the Union's permanent bodies,

In view of
the importance of the studies conducted within that body to improve the postal services,

Considering
the increased attention paid by the CCPS to studies involving the developing countries,

Noting
with interest, on the one hand, the progress made as regards the participation of the developing countries in the work of the CCPS – particularly since recommendation C 81 of the 1974 Lausanne Congress – and, on the other hand, the benefit derived from it as regards the implementation of the Union's objectives,

Noting
that it is possible to improve the results obtained,

Recommends

the postal administrations of the developing countries to increase the part they play in the work of the CCPS:
- by making a regular contribution to the studies conducted (replies to questionnaires, supplying of information, submitting of papers at colloquia, etc);
- by acting, as far as possible, as reporting country or coordinating country for the studies,

Instructs

the International Bureau, in accordance with the resources available, to give administrations which request it the necessary assistance in developing organizational measures to enable them to take part more effectively in the work of the Union's bodies.

(Proposal 06, 14th plenary meeting; Congress – Doc 75/Add 1, 16th plenary meeting)

Resolution C 30

Quality control

Congress,

Recalling
the deliberations at the 1979 Rio de Janeiro Congress concerning the future of the Post and, in particular, the expressions of concern at the seemingly precarious position of the postal business in the face of technological developments in rival communications businesses as well as direct competition from private organizations providing parallel postal services,

Noting
that in the course of the deliberations at the Congress the view was expressed by a number of administrations that it was necessary to be vigilant in the maintenance and improvement of service standards in order to enhance the reputation of the postal service as a viable and reliable means of communication,

Noting further
that in the subsequent studies carried out by the CCPS concerning the future of the Post, in the execution of the 1979–1984 work programme, a strong view emerged to the effect that the efficient operation of the postal service, at standards coincident with customer expectation, should be of paramount concern to all postal administrations as they survey their business futures,

Considering
the study carried out by the CCPS, in the course of its 1979–1984 work programme, on quality controls in respect of collection, counter, sorting and delivery operations, which set out to determine the nature of work performance monitoring controls employed by administrations,

Noting
that it emerges from the general conclusions reached in the study that, while some administrations have developed quite effective quality control systems in the various operational phases, an alarming absence of effective quality controls was nevertheless also noted,

Being informed
of the view expressed by the CCPS to the effect that administrations have an urgent need to review their quality control policies,

Considering
that the efficiency of the postal operation depends particularly on the accurate execution of basic functions by postal staff and that, in the process of striving to meet service standards, it is vital for postal administrations to utilize effective work performance monitoring controls as a means of maintaining, improving and measuring efficiency,

Urges

postal administrations:

a to recognize the close relationship that exists between effective quality control and the viability of the postal business at all levels of operation, making it possible in particular to meet customer requirements;

b to examine the effectiveness of their various quality control systems (or measures) and their capacity to provide satisfactory results; where necessary, to take steps to strengthen and improve these systems (or measures) in the interests of securing for the Post a stronger position on the communications market.

(Proposal 012, 14th plenary meeting; Congress – Doc 75/Add 1, 16th plenary meeting)

Resolution C 31

CCPS work programme for 1984–1989

Congress,

In view of
article 104, paragraph 12, of the General Regulations relating to the functions of the Consultative Council for Postal Studies,

In view of
the consultation of the Union member countries and the Restricted Unions undertaken pursuant to article 104, paragraph 12, of the General Regulations,

Noting
the large number of studies completed, covering the widest variety of fields and already published or in the process of being published in the Collection of Postal Studies,

Considering
the desire expressed by the members of the Consultative Council for Postal Studies to limit the number of studies to be carried out so that the workload corresponds to the means available to the CCPS, thus guaranteeing efficient conduct of the studies,

Conscious
of the need for harmonious integration of the CCPS studies in the Union's overall programme of activities,

Taking the view that
the Consultative Council's capability should be reserved first and foremost for the sectors of activity considered to be the most important by postal administrations,

Endorses
the work programme of the Consultative Council for Postal Studies set out in annexes 1 and 2, leaving that body a certain latitude as to the studies to be undertaken,

Decides

to leave it to the Consultative Council to:

a arrange its work as it sees fit;
b decide which permanent studies to resume;
c ensure that the results obtained at the end of certain studies can be widely used in the field for the benefit of the most disadvantaged countries;
d modify certain studies, if necessary, so as to meet very specific needs and achieve the greatest effectiveness;
e employ working methods which are best suited to the subjects to be dealt with so as to get the best results.

(Proposal 014, 14th plenary meeting; Congress – Doc 75/Add 1, 16th plenary meeting)

Annex 1

Study subjects submitted by the Union member countries and the International Bureau and adopted by the CCPS for a minimum work programme

Field of study A: Management

1 Productivity in postal services

Origin: United States of America

Reasons. — Despite the sometimes pessimistic forecasts about the future of the postal services, the volume of mail generally continues to increase. So as to be able to keep this increased traffic flowing without a proportional increase in the resources to be committed, methods must be found for increasing the productivity of postal facilities.
Productivity gains will enable administrations to absorb part of the traffic increase and thereby to minimize the need for rate increases and maximize service to the public.

2 Financing postal activities

Origin: United States of America

Reasons. — The goal, as is true with most administrations, is to maintain the integrity of the postal service on the basis of sound fiscal and operational policies.
To do this administrations are in the process of bringing their total earned income and total costs into balance. The long-range investment policies and modern operational practices must ensure that future postal services are prompt, reliable and economical.
Financing the postal service is tied very closely to productivity. It involves setting rates to cover costs, managing cash flow and making prudent investments.

Other proposed subject coming within the framework of this study

Egypt

Principles for ascertaining the cost of domestic and international postal services

3 Financing postal projects in developing countries

Origin: Senegal

Reasons. — As is apparent from the mission reports of consultants engaged under technical cooperation, this question is of genuine practical importance for the development of the Post in the developing countries. A thorough study on this topic would undoubtedly enable these countries to become more aware of the possibilities which exist in this field.
The unfinished study "519 — Universal postal development fund" from the 1979—1984 programme could be incorporated in the new study.

4 Principle and extent of liability of administrations for postal items in the internal service

Origin: Japan

Reasons. — With a few exceptions, postal administrations do not hold themselves liable for the loss of, theft from or damage to ordinary postal items. In our country, this principle of liability is now in question and strong opinions have been expressed to the effect that ordinary postal items, especially ordinary postal parcels, should be included.
It would be useful to collect information about the system, operation, theory, etc, of indemnity, and to study the principles and the extent to which liability meets users' demands, thus giving postal administrations a guide to procedures for indemnity. In addition, the principle and extent of liability for the loss of, theft from or damage to registered or insured items, and for delay in respect of all or certain specified postal items should also be studied.

5 The press and postal traffic
- *relations with publishers of newspapers and periodicals*
- *place of the Press in postal traffic*
- *handling of newspapers and periodicals in postal operations (posting, forwarding, delivery)*
- *financial results (rates applied, profits or losses/coverage of losses)*

Origin: France and the International Bureau

Reasons. — Originally, France proposed the following subject:
"Problems posed by press items (domestic and international services)
- handling of items
- tariff level and rate of coverage of running costs
- effects on the financial balance of the Post"

giving the following reasons:
In some countries like France, the Press enjoys preferential tariffs for its items which nowhere near cover the actual cost of the service rendered.
The result is a considerable deficit in the Post's budget.
The aim of the proposed study would be to make an inventory of the various situations obtaining in countries as regards:
- the type of forwarding chosen;
- how the tariff level is calculated;
- compensation, if any, by the State for the loss;
- any problems arising therefrom for the postal administrations;
- solutions proposed to improve the situation.

The CCPS decided to incorporate in this proposal another by the International Bureau concerning "relations with the Press", rewording it as above.

6 Legal status of postal administrations (government department, public corporation, etc) — Advantages and disadvantages of various types of status and problems involved in changing from one system to another

Origin: Korea (Rep)

Reasons. — Organizational structures of postal headquarters and regional/field offices vary from country to country. The question as to what type of organizational system (eg a public corporation; an independent government department; or an integral part of a government ministry, etc) should be adopted often arises when a government undergoes an organizational reform. The UPU CCPS may be in an ideal position to launch into a study with a view to coming up with a comprehensive paper giving an analytical explanation of the actual practice of all the developed countries and including some suggestions regarding the advantages and disadvantages of each type of organization and the problems involved in changing from one system to another. Information of this nature would be of significant help for the postal administrations in developing countries.

7 Cooperation between postal administrations and basic local communities for provision of postal services

Origin: International Bureau

Reasons. — In accordance with the principle of a public service and its attendant obligations, the Post must be present everywhere to provide a service to all places that are inhabited or the site of human activity. In the developing countries, however, the Post does not always have the means to meet this obligation. It therefore needs to cooperate with small rural communities in order to obtain premises, transportation or other facilities that will enable a service to be provided. This is particularly important in developing countries, which should seize every opportunity for cooperation and the legal means of implementing it to compensate for the meagre resources of the postal services.
This is what the above-mentioned study intends to achieve by considering the experience of postal administrations and the observations of experts' missions.

8 Monitoring of local administration through the setting of targets and/or establishment of budgets

Origin: Sweden

Reasons. — Post office activities can be guided by laws, rules and manuals, but if the administration is to be able to operate on a commercial basis, other tools must be chosen which give the local manager more freedom to act (and more responsibility).
In a body with delegated decision-making and delegated responsibility, the management controls the operations and development by means of a fixed policy and pre-set targets. This implies, among other things, that the management must ensure in one way or the other that the company develops in accordance with the policy and the corporate strategy, as well as with the short-range execution plans. Every target-oriented organization therefore requires a continuous feedback of the results achieved. Applied to a postal administration this could mean information about the sales and the production, about the use of resources, the productivity, the service level reached and also different types of key figures.
In the Swedish Post Office this system at present involves a planning and budgeting process in which the heads of different administrative levels discuss the targets to be set. A budget system which helps the management monitor operations towards result and productivity targets has also been introduced. Various key figures form part of this economic monitoring system. Big efforts have been made to coordinate the planning process within the marketing and the operational fields as well as within personnel administration with the budget process in order to make the budget a veritable tool to help management ensure that targets set are reached. There are two very important elements in the economic monitoring system. One is the formulation of the targets within the frame of the planning and budgeting process, the other is the continuous follow-up including decisions how to correct unwanted deviations. In order to accomplish monitoring through plans and budget, it is essential that the plans are followed-up and that appropriate measures are taken if it is obvious that the original plans are not fit. In the Swedish Post Office we try to achieve this objective by the aid of daily reports.
The economic monitoring can be made more efficient through a direction towards a continuous follow-up and a continuous rolling planning, in the first place by developing local models intended to intensify the awareness of the economic effects of different decisions. Thus, the objective of the follow-up and the rolling planning is to get a firm grip of the development and also to increase the possibilities to reach the fixed targets.
The delegation of responsibility and competence within our administration means that the different administrative levels to a large extent themselves may choose the solutions or make use of the central systems in the way that best corresponds to the local needs. This applies also to the economic monitoring system as it is essential that the individual postal area administration can choose the model for budgeting that suits the area best. A decisive responsibility is therefore laid upon the area Head Postmaster when it comes to determine the structure and the degree of details of the budget system in his postal area.

9 Use of basic statistics for management of postal services in developing countries

Origin: International Bureau

Reasons. — Statistics are by definition a tool of information and management. Their many different applications enable administrators to manage properly and effectively and decision-makers to direct (using the data collected) the policy of an undertaking (work force, use of staff and resources, forecasting, planning, etc).
The aim, within the context of this study, is to determine why and how use should be made of statistics for management and planning by considering the experience of postal administrations, especially now that computerized management is being introduced.

Other proposed subject coming within the framework of this study

Pakistan

Creation of a standardized postal management data system for the developing countries

Reasons. — At present there is no centralized information point for data collection. Lack of facilities for proper collection and coordination of data has been a constraint in the growth and development of the postal systems in the Third World countries. The absence of readily available, authentic and well tabulated data and statistics has also been one of the important factors in inhibiting the undertaking of research and ancillary studies on various aspects of postal services in developing countries.

Field of study B: Postal organization

10 Organization of the counter service — Control of operations and of the quality of services rendered to users

Origin: Netherlands and Portugal

Proposed subjects coming within the framework of this study

a Netherlands

Professional quality control in the counter service

Reasons. — Like some other countries, the administration of the Netherlands has established a separate counter service justified by the increased importance of that service.
Up to now, quality control of the counter service on the international level has only been part of wider studies conducted by the CCPS.
On the one hand, those studies have mainly dealt with the whole sequence of postal conveyance operations (collection, counters, sorting and delivery), ie strictly postal operational methods.
On the other hand, they have more or less been confined to a description of quality control.
However, in recent years, the counter service of the Netherlands Posts has been increasingly faced with developments which have entailed a profound change in its policies.
Apart from the strictly postal operational methods, other aspects of counter work have a major effect on the concept of quality of service as experienced by the customer.
While, up to the 'seventies, the counter service could be considered as a fairly passive "transit system" for the financial and postal services, the middle of this decade has seen this situation change radically.
The postal financial services have expanded their range and developed towards a banking institution and the postal conveyance services have opted for a more commercial approach to their customers. In addition, outside customers, wishing to offer their services or products through post office counters, have appeared.
Since these customers (from inside and outside the Post Office) demand much more clearly than before that their wishes as regards quality are in fact put into effect in counter operations, the counter service has had to guarantee proper presentation to customers of the products entrusted to it.
In the service field, quality control has become increasingly important and it is not without reason that quality control, as a professional instrument, has become a subject of growing interest.
The Netherlands administration proposes to include in the 1984—1989 work programme a separate study specially devoted to professional quality control in the counter service.

b Portugal

Organization of the counter service. Versatility and specialization of operations

Reasons. — The aim of the study is:

i to simplify and rationalize administrative procedures at post offices in order to:
   — reduce time taken on operations;
   — increase productivity;
   — cut costs;

ii to improve the standard and productivity of the counter service, by providing those responsible for management with an action guide to enable them:
   — to reduce waiting times at counters;
   — to apportion the work to be done more rationally;

iii to review the classification of post offices into categories, to improve their internal management and their operation to enable them to meet customer demand;

iv to study ways and means of long and medium-term forecasting of traffic and post office staffing requirements;

v to study ways and means of calculating the number of counter positions according to local needs, in the long and medium term;

vi to define criteria for and the concept of a computerized system.

11 Organization of public relations and marketing services in developing countries

Origin: International Bureau

Reasons. — Postal administrations, particularly those of developed countries, which have been very quick to see the importance of publicizing their products and services and the need to get to know their customers and what they expect of the Post, have not hesitated to set up "public relations and marketing services". Developing countries feel the same need but do not have the means to meet it satisfactorily for want of human and technical resources. It is therefore proposed to carry out a study on this subject so as to exchange experience in this field and ascertain the real needs of the postal administrations of developing countries in the organization and functioning of services of this type.

Field of study C: Postal operations

12 Philately — Issue and organization of the sale of postage stamps — Philatelic products

Origin: Papua New Guinea and Senegal

Proposed subjects coming within the framework of this study

a Papua New Guinea

Philatelic operations

b Senegal

Participation by postal administrations in the sale of postage stamps and other philatelic items from other countries. Study of the legislative, regulation, tariff and operational aspects. Type of contract or agreement to be signed between the administrations concerned on a bilateral or multilateral level

13 Automation and computerization of post office counter operations and related management functions

Origin: Argentina, Korea (Rep), France, Great Britain, Portugal and USSR

Proposed subjects coming within the framework of this study

a Argentina

Use of assemblies of franking and registration machines and/or automatic ticket dispensers linked to an accounting and control centre, in conjunction with scales showing the amount of postage (possibly including items in bulk)

Reasons. — The study would aim at studying the possibility of installing at the counter a versatile machine linked to a central computer, with coding capability.
As it is planned to use it for both ordinary and recorded items, this equipment should logically be connected to the scales for calculating postage.
A machine would thus be available at the counter acting as the starting point of the sorting process for any kind of item. Through the computer, it would generate all the necessary operational and control data, including the lists which had to accompany the correspondence exchanged between centres, until their final destination. A study on these questions could serve as a guide to administrations when changes are to be decided upon.

b Korea (Rep)

Use of computers for post office counter work, mail routeing and circulation, and preparation of documentation in connection with international mail dispatches

Reasons. — Computers tend to be used very extensively in practically all aspects of modern life. Various facets of post office work may be expedited considerably by the use of computers. Computers seem to have already made significant inroads into post office work in advanced countries and the Post in developing countries cannot afford to turn a deaf ear to the new trend. Automation of post office work by using computers will result in a remarkable increase in productivity and improved quality of service.
Viewed in this light, it would be appropriate for the CCPS to conduct research into this matter and provide the postal administrations of developing countries with analyzed and easy-to-understand information on the use of computers in the postal services.

c France

Automation and computerization of post office production and management functions

Reasons. — The appearance of micro-computers in post offices is of interest in two respects. Firstly, by automating and computerizing long, repetitious counter work, it relieves the counter clerk of his less interesting duties and makes him more available for customers.
In addition to this production function, micro-computers may also be used for management, both at the counter (keeping daily and petty cash accounts) and for the office as a whole (statistics, cash management, etc).
It may also be used for automating accounting and to improve cash management, for instance.
While the heavy data-processing of large computers entails centralization of management, micro-computers are perfectly adapted to the decentralized management of post offices and are in that way a new, highly promising phenomenon.
The aim of the proposed inquiry would be to take stock of existing installations, types of equipment used and the services which they provide as well as development prospects of these techniques.

d Great Britain

Progress in counter automation

Reasons. – Study 518 "Mechanization of counter and accounting procedures in post offices in developing countries. Postal giro accounts and accounting in medium-sized giro centres", which features on the current work programme of the CCPS, has already culminated in a report on the first phase of the study.
The report was distributed by the International Bureau on 21 January 1983. At the 1980 CCPS session it was mentioned that, after the initial report, the study might be continued by an examination of the experience of developed countries in this field.
Our administration fully supports the idea of embarking on the second phase of this study in the context of the 1984–1989 work programme, as there are a number of countries which have made considerable progress in this area in recent years. Other countries, like our own, are conducting initial experiments and it would be useful to have an exchange of information on this subject, which is of growing importance at a time when it is necessary to increase productivity and widen the range of services at the post office counter.

e Portugal

Automation/mechanization of counter operations (weighing, calculating charges, prepayment and collection of bills operations)

Reasons. – This proposal is aimed at studying possibilities of mechanizing and automating certain operations carried out in post offices, particularly the use of computerized systems.

f USSR

Mechanization of postal and cash operations at counters

14 The "Express" letter-post service and its future in UPU member countries

Origin: Czechoslovakia

Reasons. – At present, the "Express" service only concerns the express delivery of postal items after their arrival at the office of delivery.
The conveyance time of items from the time of their posting until their delivery to the addressee is nevertheless fundamentally influenced by the methods of posting, by the handling after posting, and by the means and organization of conveyance, etc. It happens fairly frequently that the express delivery of items loses the original meaning wished by the sender, who is sometimes misinformed about the principle of this service.
It would be desirable to know the present situation and the positions of postal administrations of the Union on this subject, as well as their intentions regarding the future of this service. New services such as Telefax, Bureaufax, international high-speed mail, etc, can undoubtedly be taken into consideration.
On the basis of the results of the study, it might be possible to propose changes in the "Express" service or its abolition.

15 Warehousing and storing parcels before and after sorting

Origin: Polish People's Rep

Reasons. – The mechanical sorting of parcels requires technical means for evening out the differences between the flow of parcels to the sorting centre and the capacity of the facilities for sorting the parcels and for subsequently storing them until their dispatch.
Numerous administrations with advanced postal technology use various technical facilities, depending on what best suits their operational circumstances. Administrations which have just started to mechanize sorting have difficulty in choosing the best solutions and very often adopt solutions which have already been tested.

It is proposed to group together, in the form of a short study, the experience already acquired by administrations with advanced postal technology. The study should define the basic principles for constructing facilities for storing parcels before and after sorting, the principles for their choice depending on the methods of feeding and dispatching parcels in the sorting centre — loose, in bags, in containers, on trolleys or conveyors — the general principles for determining their capacity, particularly in the case of pre-sorting warehousing facilities. The study should also offer the possibility of assessing and roughly comparing the costs of the various storage methods.
We consider that the study should not be of a technical nature aiming to provide a direct basis for designers of postal equipment; rather, it should form a preparatory basis that will enable the postal services to assess the possibilities and choose the methods of storing parcels at mechanized sorting centres which have been recently constructed or modernized, in cases where such a choice is usually even more difficult to make because of insufficient space.
Such a study could be of interest to administrations which have so far had no experience in the matter and which intend to develop postal mechanization in their countries. It would also be useful for administrations which already use storage equipment. In the second case, the study would make it possible to order and systematize existing information and experience.

16 Study on the content, format, updating, etc of the "Catalogue of Postal Equipment"

Origin: CCPS

Reasons. — At its 1982 session, the Consultative Council for Postal Studies had before it an International Bureau proposal to the effect that the CCPS should make a decision on the "Catalogue of Postal Equipment", within the framework of the study on the Union's publications undertaken by the Executive Council at the request of the Rio de Janeiro Congress (resolution C 50).
After a discussion on this proposal, the 1982 CCPS instructed the International Bureau to carry out a consultation among the member administrations of the EC and CCPS on the usefulness of the Catalogue of Postal Equipment. The consultation showed that:
- the Catalogue of Postal Equipment is fairly widely used (64 percent of the countries that replied to the questionnaire);
- the majority of the administrations that participated in the consultation (56 percent) wanted the publication kept.

At the same time, in the consultation a significant number of administrations formulated various proposals for modifying the format and updating of the Catalogue.
In view of these findings, the 1983 CCPS decided to:
- retain publication of the Catalogue of Postal Equipment;
- include in the draft CCPS work programme for 1984—1989 a study on the content, format, updating, etc, of the Catalogue of Postal Equipment.

17 International high-speed mail (monitoring developments not only in the field of high-speed mail but also in other spheres such as electronic mail)

Origin: Kuwait and Morocco

Proposed subjects coming within the framework of this study

a Kuwait

"El Mumtaz" mail (high-speed mail)

Reasons. — This proposal aims at studying this new service which concerns the postal monopoly in this field, the revision of the regulations and legislation governing the service, and the problems and obstacles which have hindered its functioning in recent years.

b Morocco

International high-speed mail

Field of study D: International Post

18 Improving the standard of international mail circulation

Origin: France

Reasons. — In the last ten years or so, a deterioration has been noted just about everywhere in the standard of mail circulation (irregular forwarding times, slower than in the past, etc).
The aim of the study would be, where such deterioration is observed, to seek the weak points in the organization which are causing it and ways and means of restoring a higher standard of service (diversification of surface or air routeing and corresponding tariffs, for instance).

Other proposed subjects coming within the framework of this study

a New Zealand

Study on international airmail service monitoring

Reasons. — At present there is no satisfactory mechanism in place that adequately monitors the service performance for international airmail in transit in a timely or meaningful way. A need is seen to be able to do this because of the problems that are known to occur in transit (ramp transfers not effected as planned between airlines, intermediary administrations not complying with requested onforwarding arrangements, etc). These problems contribute in no small way to service downgrading and customer dissatisfaction. Generally, administrations of origin only come to learn of such incidents via random advice (eg, as a result of customer complaint or by way of a general comment from either the administration of destination or from one of the airlines participating in the conveyance). While this can often lead to an in-depth explanation of the movement of airmails in transit on a bilateral basis to identify any weakness in the system, the results are invariably received too late to be of any practical value (unless there is a consistent failing) and, in any case, the data obtained normally only relates to a short time-frame.
The airline industry has in operation a sophisticated computerized cargo system that is capable of providing either current or historical data on cargo uplifts/movements/transfers/arrivals in relation to individual consignments and it is considered timely that the feasibility of linking in airmail carriage with the development of this system should be explored along with any other suitable alternatives that may present themselves (eg, the furnishing of an additional form AV 7 to accompany dispatches for prompt return to the dispatching administration).
Effective management of the international airmail service (and, in turn, protection of customers' interests) revolves around rational control measures being available for utilization by administrations. Ongoing and effective monitoring of service performance is essential in ensuring that service standards are maintained at an optimum level and postal administrations can no longer afford to wait until service failures become a problem before taking remedial action. The transit phase for international airmail represents an unknown and largely unexplored area of operation in terms of quality control.

b Pakistan

Monitoring international circulation and transmission of airmails with a view to eliminating bottlenecks resulting in inordinate delays in transmission

Reasons. — It is indeed disconcerting that at present there is an appreciable variation in the time taken in the transmission of airmail articles from one country to another. For example, very often the transit period from country A to B is different from that in the reverse direction. Again for a similar distance on various air routes the transit may substantially vary. These marked variations in transmission are the result of absence of any specific guidelines, rules and conventions governing and regulating the time limits. With the rapid growth of international airmail traffic, it has become increasingly important that comprehensive study and analysis of the factors which determine the transmission period of postal articles are monitored and studied and set systems evolved on efficient lines for elimination of unjustified delays/detention at different stages of mail transmission.

c Sweden

Organization of work (study of operational methods) in postal services

d Sweden

Organization of work (study of rational working methods)

Reasons. — One problem area for postal administrations is to maintain a good quality of service. In the international service, postal administrations receive a substantial number of complaints concerning long transmission times for postal items. It would seem that handling times for such items have become longer in recent years. As the UPU's technical body, the CCPS ought to assume responsibility for looking into this matter.
In this context we should like to mention that even in many countries where the day-to-day work is functioning well, the service could be still more efficient if administrations received fresh ideas or guidance from the experience acquired by other countries. We are thinking of such studies as B 3 "Organization of work (study of operational methods) in postal services" and B 4 "Organization of work (study of rational working methods)". Such updating of some published studies could contribute to improving the reliability of the postal services. In the competition with other means of communication, the day-to-day postal work is what counts for the great majority of postal customers and such studies could thus be of interest to the majority of postal administrations.

19 Automated processing of AV 7 delivery bills

Origin: United States of America

Reasons. — The study aims at investigating the possible computer generation of the AV 7 delivery bill prior to flight time. In addition to form production by computer, it would be interesting to investigate quick transmission, eg by facsimile, of the AV 7 between postal administrations. While this type of study may lead into some new areas, such as the legal status of a facsimile message, the postal administration of the United States of America feels that it would be useful to many UPU member countries, now and in the future.

20 Development of a system or systems for the computerized recording of registered items and parcels in the international service

Origin: Argentina, Great Britain and Japan

Proposed subjects coming within the framework of this study

a Argentina

Printing of the registration number of correspondence to be processed by computerized automatic systems

Reasons. — This subject basically refers to the specific need to improve the handling of recorded items. The aim is to be able to handle correspondence of this type in the same way as ordinary mail, but separately from it, with the added possibility of applying standard, codable, recorded numbers.

b Great Britain

International parcel post: development of tracing system

Reasons. — One important factor which restricts the development of the international parcel service is the lack of an effective system for tracing the whereabouts of a parcel quickly. Trading companies which use the postal service for exporting frequently complain that, once a parcel has been posted, it is virtually impossible to trace its precise whereabouts; and, if delivery is delayed for some reason, it is difficult to discover the reasons for this.

Exporters claim that airlines or freight forwarding companies (who are in direct competition with postal services) are usually able to provide this information within a few days, whereas it can take months for postal services to do it.
An effective parcel tracing system would make the international service more attractive to commercial customers, and it would be useful to study this question with a view to devising such a system.

c Japan

Bar-code system for international registered items and parcels

Reasons. — At present, some administrations are considering processing registered items automatically using a bar-code system. In our internal service, we have already introduced such a system, which automatically establishes special lists, prints out such data as the number of items, etc and provides quick reference for inquiries by other post offices or users.

Field of study E: Monetary articles (Postal financial services)

21 The postal financial services and new electronic payment systems

Origin: Belgium and Sweden

Proposed subjects coming within the framework of this study

a Belgium

The postal financial services and the development of electronic money

Reasons. — In order to define the concept of electronic money, the traditional forms of transferring funds should be recalled:
- the circulation of paper money, viz the transfer from one person to another of cash in the form of coins and banknotes;
- the circulation of bank money, viz the replacement of cash by an accounting operation between current accounts of one or more financial institutions. The instrument of payment is a cheque or a transfer; the use of these instruments entails an entry to the debit of the payer's account and an entry to the credit of the payee's account.

Electronic money differs from these traditional forms of payment in that neither cash nor paper instruments of payment are used, but only electric impulses emanating from an order-giver who has identified himself beforehand.
In Belgium, three electronic cash transfer systems emerged at about the same time:
- the Bancontact system which comprises some twenty financial institutions;
- the Mister Cash system introduced by a few other financial institutions;
- the Postomat system which is operated by the Belgian Post Office.

These three systems together have about 1 000 000 users, which amply demonstrates public interest in this method of transferring funds.
The main purpose of the above-mentioned three networks is to issue cash at an automatic counter in banknotes of 1000 BF.
However, two of them offer other services and perform further transactions, such as:
- passing on information (eg statement of account, ordering transfer forms or cheques);
- making a transfer through an automatic counter (eg transfer to a deposit book from a sight account);
- payment through a sales point (eg petrol station);
- inpayment of cash, either into a sight account or into a deposit book.

In Belgium, as in other countries, electronic money is gradually becoming accepted, not only between financial institutions but also between such institutions and their customers.
This form of transferring funds is calculated to occupy an increasingly important position in financial operations.

b Sweden

Future payment systems

Reasons. — The various ways of transferring money from payer to payee seem to be of utmost importance insofar as competition between banks and postal administrations in the future is concerned. A cashless society is one of the future concepts which have been predicted and it is important that postal administrations should be aware of this development and its implications and should be able to take up the challenge it presents by providing, for example, giro systems and electronic means of payment which give satisfaction to the customers.

Field of study F: Staff

22 Adaptation of postal administrations to new social requirements of the staff

Origin: United States of America, Canada and Spain

Proposed subjects coming within the framework of this study

a United States of America

Human resources management

Reasons. — The United States Postal Service employs 670 000 people. These people represent a vast potential of ideas and energy upon which our future success is dependent. It is our aim to do all possible to provide postal employees with career opportunities, working conditions and compensation comparable to those outside of the postal service.

b Canada

Quality of work life

Reasons. — The term "Quality of work life" refers specifically to programmes designed to improve the efficiency of an organization through wider participation of its employees in the decision-making process and by restructuring of tasks. A growing number of enterprises in North America are making use of this tool, and this is undoubtedly true of other regions as well.
Our administration, for its part, has implemented two pilot projects based on the principles of the concept of "Quality of work life". The first involves 35 employees working in the data-processing department at the Ottawa head office, while the second affects 42 employees of an administrative department in a large postal establishment at Toronto (Ontario). Both projects involve, inter alia, on-site committees consisting of members of the management and local trade union representatives, as well as employees of the department concerned. The task of these committees is to discuss matters of common interest. When questions have to be submitted to a higher level, the committee works out a joint plan setting out the action to be taken.
The overall objectives of these two pilot projects have already been achieved. They were as follows:
- to increase the efficiency of the group concerned;
- to improve the working ambience within it;
- to improve employer/trade union relations.

We are therefore considering adopting this approach on a bigger scale.
The following findings prompt us to suggest that the CCPS carry out a study hinging on the "Quality of work life":

a The basic principles of this concept can be adapted to various types of organizations, whether they be public corporations or government departments and whether they operate in industrialized or developing countries. In our view, no postal administration can escape the need to take measures to harmonize human relations in the working environment;

b As far as we know, no study has yet been made on this important question within the CCPS. We feel therefore that it would be useful to take stock of all aspects of the "Quality of work life" in the light of experience gained in other countries by postal administrations and other bodies;

c The CCPS has, it is true, tackled related questions. There are, in particular, studies 4/306 "Personnel matters and work organization in the Post", 461 "Outline of a development plan for human resources in a postal administration", and 460 "Staff productivity and the theory of incentives and contributions". Nonetheless, the question of the "Quality of work life" itself has not yet been investigated in depth.

In view of the above, we believe that all the postal administrations would be able to benefit from the conclusions of such a study, which might help in particular:

a to identify the progress made on the subject, as well as in related fields, within postal administrations or other bodies;
b to disseminate the conclusions drawn from the experience acquired in this area;
c to make known the measures which postal administrations are intending to take in this connection.

c Spain

Welfare activities of postal administrations. Adaptation of administrations to new social requirements of the staff

Reasons. — The development of industrial society has opened up a wide field of new needs and requirements which administrations have to meet.

For this reason it would be desirable to carry out a study which would make it possible to assess the various ways and means of satisfying these needs and requirements, as well as the policy of administrations in this matter.

23 Staff information and communication structures in postal administrations

Origin: Argentina and Spain

Proposed subjects coming within the framework of this study

a Argentina

Study on communication in postal administrations

Reasons. — The general idea underlying this subject is to present communication as a crucial tool in human relations and hence in the formation and maintenance of human work groups. It is a well-known fact that the greater part of an official's working day — especially at higher levels in the organization — is spent in talking, giving and receiving information, discussing plans with colleagues, and reading and writing reports and directives, so that communication skills have now become essential to the smooth functioning of administrations.

The purpose of this study is to help administrations to:

— implement a staff information policy;
— determine the aims and methods of applying such a policy;
— channel to various groups of recipients (inside and outside the undertaking) appropriate, timely and up-to-date information about the postal administration and any changes that may affect it or its staff;
— have at their disposal a programme which will ensure, at the very least, the proper use of methods (talks and discussions) and written materials (administrations' periodicals, circulars, bulletins, etc);
— become familiar with and evaluate two-way communication and its results (feedback methods).

b Spain

Information structures in the postal undertaking

Reasons. — Postal management must set up and keep open vertical and horizontal information channels in order to make the undertaking more transparent and to acquaint the staff with, and interest it in, general policy.

Annex 2

Study subjects submitted by the Union member countries and the International Bureau and adopted by the CCPS for a reserve work programme

Field of study A: Management

1 Publicity for postal services

Origin: Czechoslovakia

Reasons. — The aim of the study could be to analyze the main trends and the methods used by postal administrations for advertising the various postal services provided to the public, eg:
— information about publicity in general;
— specific action/writing of postcodes on postal items, popularization of new services, etc,
— methods used/direct advertising by the PTT, publicity through small advertisements in the Press, TV, etc.
The results of this analysis might contain recommendations on the best approach and the most effective methods with regard to publicity.

2 New services provided to customers

Origin: United States of America, Morocco and Polish People's Rep

Proposed subjects coming within the framework of this study

a United States of America

Reasons. — It is a high priority of our postal service to increase business in new and existing products and services. This will take efforts in a number of areas. We will have to change to meet customer demands on a continual basis. We will have to identify and refine our knowledge of acceptable levels of service for all classes of mail. We must also increase our efforts to obtain and analyze information on markets and customers.

b Morocco

New postal services

c Polish People's Rep

Types, scope and forms of services rendered by the Post on behalf of certain institutions (insurance companies, savings banks, etc)

Field of study B: Postal organization

3 Determining the standard and form of services provided for the public: criteria and methods

Origin: Czechoslovakia

Reasons. – This a permanent study (310). However, in view of the fact that it is a subject the importance of which is becoming increasingly obvious and that the most recent data cover the period from 1965 to 1970 and 1975 respectively, it seems that the updating of this data, the forecasts made up to 1990 and the broadening of the study in respect of the new services would be very useful for postal administrations and would represent interesting information for most of them.

Other proposed subject coming within the framework of this study

Polish People's Rep

Methodology of fixing post office work quality indices

4 Delivery routes – Determination of parameters – Fixing the workloads of delivery staff

Origin: Portugal

Reasons. – The aim of the study is to improve utilization of delivery staff without jeopardizing the "quality of service".

5 Statistics of empty mailbags

Origin: International Bureau

Reasons. – Even the most vigilant postal administrations come up against difficulties and problems in connection with the recovery, return and counting of empty mailbags and the consequent losses.
It is true that texts of an international scope exist alongside the individual practice of each administration.
This set of arrangements is considered inadequate and no longer appropriate.
The aim of the study recommended is to supplement the information collected within the framework of study 303 carried out by the CCPS (brochure 100 of the Collection of Postal Studies) and also to examine the problems at issue, especially in developing countries, to identify current solutions or to make proposals that will help postal administrations to treat in a more orderly fashion what may be regarded as basic postal equipment.

Field of study C: Postal operations

6 Computerized management of mail transport

Origin: Hungarian People's Rep and USSR

Proposed subjects coming within the framework of this study

a Hungarian People's Rep

Computerized planning and operational management of mail conveyance in large towns

Reasons. — Study of this subject is justified by the fact that the organization and operational management of mail conveyance in large towns is a critical issue almost everywhere because of the traffic difficulties encountered and that is why provision should be made for the use of computers in this field.
As the tasks connected with mail conveyance differ, as regards aims, from those of transport in general, the computer systems developed for the organization of the latter cannot be used unchanged by postal administrations. For all these reasons, it would be desirable to start a study on this subject in the CCPS.

b USSR

Automated system for the expeditious management of the conveyance of mail and newspapers for the major postal networks

7 Compatibility between postage-stamp detection systems and code-reading systems in the automatic sorting of mail

Origin: Argentina

Reasons. — It is considered necessary to conduct a study aimed at establishing compatability between the various systems used for the detection of postage stamps (colour, phosphorescence, fluorescence) and the code-reading systems on automatic sorting machines, in order to avoid rejects due to interference with postage stamps which remain in the reading field of the machines in question.
This would make it easier to mechanize inward international mail sorting with the same operational throughput as for domestic service mail.
Such a study might make a major contribution to laying down the international standards to be observed by the manufacturers of the necessary equipment.

8 Optical reading in letter sorting

Origin: Portugal

Reasons. — The aim of the study is to:
i reduce the human element in sorting at major mail forwarding centres (optical reading of the postcode);
ii to reduce the human element in delivery sorting of mail intended for major centres (optical reading of delivery data with the implicit introduction of an internal delivery code for the major centres).

All items to be sorted should be defined according to the following criteria:
— typewritten addresses only;
— probably only items from selected companies.

The operational model should take account of the following conditions:
— optical reading capability in the sorting machine;
— operational flexibility with or without simultaneous optical reading, with coding;
— outward sorting, routeing made at origin and delivery at destination.

9 Methods, results and financial analysis of the use of polythene bags for bundling correspondence as it leaves the automatic sorting machines

Origin: Argentina

Reasons. — Most sorting machines of this kind have a sub-system for bundling in polythene bags obviating bundling with string and seals.

The advantages of this method go beyond the framework of automatic sorting, since it also makes final delivery of the mail easier. The standard of service is markedly improved because, by doing away with bundling, the risk of damage to items is avoided as they are protected by the envelope from water and dust during final handling.
It would therefore be particularly appropriate to adopt such a system in all sorting rooms. In view of the various possibilities offered by specialist manufacturers of this type of article, in particular:
— prefabricated, self-sealing wrapping;
— machine for sealing the plastic coming off a spool;
— sealing machine with double plastic feed (two spools), etc.
The study should be conducted in such a way that the findings could be used as a decision-making instrument with a view to the adoption of the appropriate system in each case.

10 Use of multi-purpose receptacles that can be handled on automatic lines and conveyed from one point to another with or without the aid of routeing devices

Origin: Argentina

Reasons. — The use of receptacles or trays for the internal conveyance of mail between almost all automatic sorting positions has become virtually universal. Because of intensive use, these receptacles, which are usually made of plastic, come to form an interchangeable product. Since they can also be used as containers for (sorted) correspondence between the various postal centres and inside offices, they must obviously be used in very large quantities. That is why there is a need to collect the greatest possible amount of data and conclusions about their use, design, components and accessories in order to have a good decision-making instrument when a choice has to be made.

11 Optimum methods of numbering private PO boxes for mechanized and automatic sorting

Origin: Kuwait

12 Postal training

Origin: Spain

Proposed subjects coming within the framework of this study

a Spain

Job analysis — the basis of on-the-job training methods

Reasons. — The above-mentioned study aims at establishing a scientific basis for analysis with a view to preparing training handbooks. It is felt that knowledge and definition of the conditions to be satisfied as regards ability, knowledge and skills in order to hold postal jobs make it possible to prepare staff instruction and training programmes suited to the tasks or to homogenous groups of tasks carried out in the postal services, to formulate concrete training plans and to apply the most efficient teaching methods.
By "postal training" is meant vocational training, ie training with a view to doing a job as well as possible. For this, it is necessary to know the job content, ie the tasks to be executed. These can be broken down into operations which have to be identified and ordered in a time sequence; in order to carry out these operations, certain means, aims and physical and mental conditions are necessary. An exact knowledge of all these components should form the basis of the manuals used for training postal officials.

b Spain

Commercial training of postal operational staff

Reasons. — The traditional Post had a high sense of service to the community allied with the mentality of the civil servant strengthened by security of tenure. To a point, this situation enabled staff to adopt a superior attitude towards the user. In general, it was not known whether the services met the needs of a sociologically changing public.

The commercial activity of the administration is not only designed to make our services known to users but also to find out what users expect of the Post so as to be able to meet their needs and desires.

However, as part of this new postal activity, a specialized official, a commercial promoter, is not enough. The entire postal corporation must adopt attitudes in line with the new mentality so that, from its first contact with the service, the public realizes that everybody in the postal world is prepared to meet its requirements.

For that purpose, the postal directorate must constantly use the information channels to its officials and use all the resources it has (awarding incentives, organizing commercial training courses, etc) to enable the latter to identify themselves with the new policy of the corporation.

Basically, it is a question of a change of attitude and, in this task, psychologists, sociologists and information specialists must cooperate with the management.

The study must find the answers to the following questions:

- how can postal operational officials be made aware of the importance of commercial action?
- how can their attitudes be made to correspond to such a policy?
- what operational aspects must be changed for there to be coherence between the commercial action and the operation of the services?
- what fields should be reformed first?
- in what sectors will the change be felt fastest?
- what indices will show the relationship between the measures taken to this effect and the profitability of our services?

Resolution C 32

World Post Day

Congress,

In view of
the role played by information in the effort to convince governments and the public of the importance of the Post,

Taking into account
a resolution C 11 of the 1969 Tokyo Congress recommending that 9 October (the anniversary of the founding of the Union) each year be observed as UPU Day;
b the contribution which the postal administrations of member countries should make to the implementation of the Union's information activities by making their own information media available to it,

Considering
a that the title "UPU Day" might not have the desired impact on the authorities and the public, to whom the information campaign on behalf of the Post is directed;
b that a title for this Day containing the word "Post" would be more likely to increase awareness,

Decides

a to change the title "UPU Day" to "World Post Day";
b to observe 9 October each year as "World Post Day",

Requests

the member countries of the Union to celebrate this Day and to take advantage of it (and of International Letter-writing Week in which 9 October falls) to familiarize the authorities and the public with the Universal Postal Union's aims and work, with the Post's vital role in the social, cultural and economic development of countries and with the various services made available to the public, by postal administrations,

Instructs

the Executive Council to choose the theme of World Post Day each year, on the proposal of the Director-General of the International Bureau,

Instructs

the International Bureau of the UPU:
a to communicate the theme chosen by the Executive Council to the postal administrations of member countries;
b to take the necessary action with a view to organizing this Day at world level, highlighting in particular the role of the UPU;
c to coordinate the activities to be conducted by postal administrations in celebrating the Day in question.

(Proposal 019, 14th plenary meeting; Congress – Doc 75/Add 1, 16th plenary meeting)

Resolution C 33

Publication of one or more books dealing with the influence of the Post in Art

Congress,

In view of
the influence of the Post in world literature, poetry and the fine arts,

Considering
that this influence may be a factor in promoting the postal services in contemporary society as well as a means of making better known to the staff the image of the Post in the arts and that, consequently, it should be encouraged by postal administrations,

Instructs

the Executive Council to consider the possibility of having one or more books published on this theme.

(Proposal 023, 15th plenary meeting; Congress – Doc 75/Add 1, 16th plenary meeting)

Resolution C 34

Contacts with international organizations representing customers of the postal services

Congress,

Recognizing
- that the postal service cannot exist without the customer;
- that the principal purpose of any postal administration must therefore be to provide an efficient and economic service to its customers,

Acknowledging
the importance, for postal administrations, of maintaining direct contacts with organizations which represent the interests of the customers,

Considering
- that, while there are several possibilities for discussions between administrations and customers at national level, there is little opportunity for similar discussions internationally;
- that contacts at the international level should be of benefit both to postal administrations and to the organizations representing customers of the postal services,

Instructs

the Executive Council to study the legal and practical possibilities of initiating contacts between international bodies representing customers of the postal services and the Universal Postal Union, and on the basis of the result of that study:
- to examine the best way of establishing such contacts;
- to decide which international organizations may be considered to be most representative of the interests of major customers of the postal service;
- make contact with those organizations in order to set up a forum in which discussions can be held of mutual benefit to both parties.

(Proposal 020, 15th plenary meeting; Congress – Doc 75/Add 1, 16th plenary meeting)

Resolution C 35

New edition of certain Union publications

Congress,

Having adopted
a new system of statistics for the international letter-post traffic with a view to calculating transit charges and terminal dues,

In view of
the very positive experience with the use of certain publications which the International Bureau has published in the interests of UPU member countries,

Aware
of the need to continue to help postal administrations to improve the management, organization and operation of their postal services, in particular to adapt them to the new provisions of the Acts of the UPU,

Instructs

the International Bureau to update and republish:
- the Operational guide on the preparations for the statistics and the formalities relating to the accounts payable in respect of transit charges and terminal dues;
- the Manual of rules and procedures for forwarding international mail, and
- the Operational guide of the international parcel-post service.

(Proposal 04, 15th plenary meeting; Congress – Doc 75/Add 1, 16th plenary meeting)

Recommendation C 36

Clearing up of arrears by means of the International Bureau's clearing system

Congress,

Having taken note
of the result of the study undertaken on arrears of contributions pursuant to resolution C 89 of the 1979 Rio de Janeiro Congress,

Bearing in mind
that some member countries are having serious difficulties in paying off their arrears of contributions to the UPU by the usual methods,

In view of
the role of clearing house conferred on the International Bureau for the liquidation of accounts of all kinds (General Regulations, article 113, paragraph 5; Detailed Regulations of the Convention, article 101, paragraph 3),

Considering
that the International Bureau prepares the annual general liquidation account of transit charges and surface-mail terminal dues,

Urgently invites

member countries which experience major difficulties in paying off their arrears of contributions to the Universal Postal Union to have recourse to the International Bureau's clearing system used for transit charges and surface-mail terminal dues, by assigning to the Union the credit balance to which they would be entitled under the general liquidation account prepared in this connection by the International Bureau,

Requests

member countries entered as debtors of the member countries in question in the general liquidation account of transit charges and terminal dues to agree to such a clearing procedure and to remit the sums agreed to the International Bureau as soon as possible.

(Proposal 09, Committee 3, 7th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 37

Financing UPU technical assistance activities

Congress,

In view of
the report submitted by the Executive Council on UPU technical assistance,

Recalling
the principle according to which the UNDP shall remain the main source of finance for the UPU technical assistance programme,

Concerned
by the consequences for the Post in the developing countries of the UNDP's persistent financial difficulties,

Noting
with satisfaction the efforts made by that body, despite its financial situation, in the implementation of technical assistance projects in the postal sector,

Observing
the inadequacy of the supplementary resources available to the UPU to cover needs not met under the UNDP, despite the efforts of some countries,

Decides

i to draw the UNDP's attention, in an even more insistent way, to the need to improve possibilities of financing activities conducted by the UPU on a national or intercountry basis on behalf of postal development;
ii to make an urgent appeal to countries with a view to obtaining a substantial increase in the additional resources needed for technical assistance;
iii to increase by 40 percent the budget credits allocated for technical assistance, to offset the inflation recorded since the 1979 Rio de Janeiro Congress,

Recommends

i all countries:
  a to participate on a multi-annual basis in maintaining the UPU Special Fund by voluntary contributions the amount of which should represent a significant percentage of their contribution to Union expenditure or of the budget of their postal administration;
  b to continue in principle to pay the salary of the consultants who they provide to the UPU during their missions;
ii the developed or rich countries in particular:
  a to make an extra effort to provide, on a bilateral or multibilateral basis, technical assistance in kind or funds meeting the priority needs mentioned by the UPU;
  b to make approaches to their respective governmental authorities with a view to increasing allocations for technical cooperation in order to provide funds to their administrations to assist the postal services of developing countries either directly or through the intermediary of the UPU;
iii the developing countries:
  a to intensify their public information activities with a view to making their national authorities and the public aware of the importance of the postal services and to press the national authorities to give sufficient priority to postal development in the apportionment of national resources and external aid;
  b to stand, where they can, certain expenditure related to the technical assistance provided by the UPU (consultants' or Fellows' travel or living expenses);
  c to host courses, study cycles or individual training courses organized by the UPU and to provide, in accordance with their means, the contributions in kind calculated to facilitate the implementation of the training activities concerned,

Instructs

the Director-General of the International Bureau:
i to increase his approaches to the national authorities and to the UNDP to facilitate the acceptance of requests submitted by postal administrations;
ii to support the public information activities undertaken for that purpose by the administrations of the developing countries;
iii to pursue his efforts in cooperation, if appropriate, with the Restricted Unions, to find additional financial sources, particularly in the developed or rich countries, the World Bank and the subregional and regional financial institutions;
iv to take, with the agreement of the EC and on an economic basis, measures to provide an increased UPU presence in the field.

(Proposal 016, Committee 9, 4th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 38

UPU technical assistance priorities and principles

Congress,

In view of
the reports on technical assistance in the UPU submitted by the Executive Council (Congress – Doc 18.1),

Stressing
the urgency for the developing countries to undertake or intensify their own efforts to improve the situation of their postal services which are often seriously affected by the world crisis,

Aware
of the need for the UPU to continue to provide these countries with additional aid and to intensify its technical assistance activities in priority fields on behalf of, first and foremost, the countries which have most need of it and which are prepared to put it to good use,

Concerned
to ensure that this technical assistance is as effective as possible mainly through special measures decided on in agreement with the beneficiary countries,

Convinced
of the advisability of inserting UPU aid in the general framework of the Third United Nations Development Decade and in the special framework of national or regional plans or programmes,

Decides

i to draw up the groups of beneficiary countries as follows:
   - the least developed countries: first priority;
   - the disadvantaged countries in the UN sense but not classified in the category of least developed countries: second priority;
   - the other developing countries: third priority;

ii to give priority to action designed to:
   - rationalize management;
   - improve the quality of the service;
   - train and give specialized training to middle-grade and senior staff;
   - introduce postal financial services on a general basis;
   - promote public information activities,

Instructs

the Executive Council:

i to intensify UPU technical assistance activities as far as possible on the basis of the priorities thus defined as regards the beneficiary countries and the action to be taken;

ii to programme UPU technical assistance activities and incorporate them in coherent development programmes prepared and implemented by the beneficiary administrations;

iii to apply the following principles of action:
   - to encourage the beneficiary countries to combine and coordinate all internal and external efforts to develop their services;
   - to prepare a special programme for the least developed countries which other disadvantaged countries might benefit from in some cases;
   - to promote cooperation among developing countries by undertaking action to that effect and by supporting efforts on those lines by the countries;
   - to take measures to increase UPU presence in the field with a view to improving the effectiveness of the action taken and to support approaches by the IB and administrations to local authorities and Resident Representatives, with the cooperation, as appropriate, of the Restricted Unions;
   - within this framework, to decentralize UPU technical assistance activities as far as possible so as to permit wider participation by beneficiary countries;
   - to systematize evaluation and follow-up action designed to ensure the proper implementation of the programmed activities and the consolidation of the results achieved;
   - to strengthen relations between technical assistance activities and CCPS studies, the results of which should be used more intensively;
   - to strengthen its relations with the Restricted Unions in technical assistance matters on the basis of resolution CE 6 adopted by the Executive Council at its 1983 session and of the principles and procedures applied by the UNDP;
   - to promote its relations with the UN Economic Commissions while making sure that the UPU's constitutional responsibilities with regard to postal development are observed,

Instructs

the Director-General of the International Bureau to pursue his efforts with a view to promoting technical assistance activities within the framework of the priorities and principles drawn up by Congress and on the basis of the directives given by the Executive Council, incorporating them wherever possible in the framework of the UNDP.

(Proposal 030, Committee 9, 4th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 39

Choice of contribution class

Congress,

In view of
the amendment made to article 125, paragraph 1, of the General Regulations,

Considering
that it would be expedient to allow the member countries concerned which are currently placed in the one-unit contribution class to opt for the 1/2 unit class within the framework of the financial system resulting from the Hamburg Congress,

Decides

to authorize those of the above countries which feel the need to do so to choose this class provided that they notify their choice to the International Bureau by 31 December 1984.

(Proposal 032, Committee 3, 7th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Formal opinion C 40

Customs treatment of postal items: International Convention on the Simplification and Harmonization of Customs Procedures (Kyoto Convention)

Congress,

In view of
the results of the study undertaken by the Executive Council together with the Customs Co-operation Council (CCC), which are summarized in the Comprehensive report on the work of the Executive Council 1979–1984 (Congress – Doc 1), and resolution C 49 authorizing the Executive Council to reconstitute the CCC-UPU Contact Committee to deal with the continued study of common problems,

Noting
- that the CCC-UPU Contact Committee and the Executive Council considered it necessary, among other things, to make better known the existence of Annex F 4 to the International Convention on the Simplification and Harmonization of Customs Procedures (known as the Kyoto Convention), whose application would make it possible to facilitate the customs treatment of postal items, and
- that by the aforesaid annex the CCC once again wished to help to facilitate the flow of postal traffic,

Noting
that Annex F 4 to the Kyoto Convention has been ratified by only 11 countries out of the 95 members of the Customs Co-operation Council,

Taking account
of the suggestion by the CCC-UPU Contact Committee,

Expresses the formal opinion

that postal administrations should approach the authorities in charge of customs questions in their countries to request that they take steps to speed up the ratification of Annex F 4 to the Kyoto Convention.

(Proposal 2000.11, Committee 4, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 41

Principles and method for the calculation of transit charge scales

Congress,

Considering
the principles governing the determination of transit charges as established by the Technical Committee on Transit (TCT) and ratified by the 1952 Brussels Congress, namely:

i introduction of a single rate for the two categories of item, LC and AO, because from the point of view of payment for transit the mail is considered merchandise sui generis irrespective of its LC and AO composition;
ii fixing of payment for transit on the basis of the cost of the mail in transit;
iii breakdown of the cost into two elements "transport costs" and "postal costs",

Aware
of the changes in sea traffic over the last few decades and of the continual development of many types of goods that can be compared to mail,

Taking account
of the results of the Executive Council study stemming from 1979 Rio de Janeiro Congress resolution C 28,

Decides

i that the "transport costs" component of the cost of transit shall be determined on the basis of the weighted world average of the prices actually paid for the conveyance of mail, by applying to the median length of each step of the scales the weighted world average price corresponding to that median length; this weighted world average shall be calculated by means of the mathematical "least squares" method;
ii that the "postal costs" component of the cost of transit shall be calculated on the basis of the weighted arithmetical mean of the postal costs incurred by administrations in effecting purely postal operations for transit mail;
iii that the elements to be taken into consideration for the "transport costs" and "postal costs" components shall be supplied by the transit administrations and shall be as follows:

a Transport costs

Land transit
- The most important land routes, from the point of view of postal transit volume, used for the conveyance of mail in transit, with an indication of the distance in kilometres for each route.
- The annual weight, for each route, of the mail subject to land transit charges.
- The prices actually paid for the rapid carriage of 1000 kg of mail (prices for part loads and per complete railway truck or lorry loads of 5000 kg, 10 000 kg and more than 10 000 kg) on each route.

Sea transit

- The most important sea routes, from the point of view of postal transit volume, used for the conveyance of mail in transit, with an indication of the distance in nautical miles for each route.
- The annual weight, for each route, of the mail subject to sea transit charges.
- The prices actually paid on each route for the conveyance of mail; this price is to be expressed in terms of the basic unit of the sea tariff used: per 1000 kg, per long ton (2240 lbs), per m^3, per shipping ton (40 cubic feet), etc, with an indication, if the basic unit is volumetric, of the average weight of the mail included in this unit, so that the price for the carriage of 1000 kg can be determined.

b Postal costs

- Administrative overheads, that is, the overall costs incurred by the transit administration (staff, premises, equipment, etc) in respect of operations connected with land and sea transit;
  as well as:
  - for *land transit,* the ancillary costs per tonne of transit mail incurred in respect of exchange and checking operations, loading and transhipment at junctions and outward stations, etc;
  - for *sea transit,* the ancillary costs per tonne of transit mail incurred by the transit administration in respect of the acceptance, loading and unloading of mail routed by sea,

Instructs

the Executive Council to update, as close to each Congress as possible and in accordance with the method specified above, the transit charge scales to be fixed in the Convention.

(Proposal 3000.1, Committee 5, 4th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 42

Study on terminal dues

Congress,

Having taken note
of Congress – Doc 10 concerning the work done by the Executive Council on terminal dues,

Taking account
of the opinions expressed and the decisions taken on this subject in Committee 5 (Convention – Rate-fixing and payments),

Noting
that account should be taken as far as possible of:

a the costs of handling international mail, particularly as regards the imbalance of exchanges between administrations of origin and of destination;
b the consequences of using the SDR as intermediate unit of account for settlements;
c other factors that may be relevant in the search for the fairest possible formula,

Instructs

the Executive Council:
- to continue studying the question of terminal dues with a view to finding an equitable solution to the problems arising from the traffic imbalances between administrations of origin and of destination;
- to submit to the next Congress, if necessary, its recommendations concerning the adaptations to be made to the current rates of terminal dues, including such proposals for amending the Acts as may be necessary.

(Proposal 3000.7, Committee 5, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Recommendation C 43

Airmail correspondence in transit à découvert: number of average rates per group of countries of destination

Congress,

Having taken note
of the study carried out by the Executive Council in pursuance of resolution C 33 of the 1979 Rio de Janeiro Congress, including the result of the consultation of administrations carried out by circular letter No 3410.12(C)975 of 15 August 1980,

Noting
that the majority of administrations participating in this consultation are of the opinion that a reduction in the number of average rates per group of countries of destination laid down in article 80, paragraph 1, of the Rio de Janeiro Convention (which may not exceed 10) is likely to simplify the accounting of air conveyance dues and the dispatch operations relating to airmail correspondence in transit à découvert,

Noting
that some intermediate administrations have already reduced the number of average rates,

Recommends

intermediate administrations which have not yet done so to examine the possibility of reducing the number of rates per group of countries of destination for the next edition of the General List of Airmail Services (List AV 1).

(Proposal 4000.2, Committee 6, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Recommendation C 44

Speeding up of airmail in transit à découvert

Congress,

Recalling
recommendation C 70 and formal opinion C 71 of the 1979 Rio de Janeiro Congress,

Considering
that airmail in transit à découvert suffers excessive delays in forwarding and that such delays can be avoided if transit countries give a true picture of their forwarding facilities,

Bearing in mind
that à découvert exchanges form a large percentage of airmail traffic and for many developing countries provide the only means of forwarding airmail to most destinations,

Recommends

i that transit administrations undertake the reforwarding of à découvert mail only if they are making up direct closed dispatches for the countries of destination;
ii that postal administrations endeavour to minimize the number of transmissions à découvert;
iii that the advertising of such transit facilities in the General List of Airmail Services (AV 1 List) be realistic and aligned on existing transport outlets.

(Proposal 4000.4, Committee 6, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 45

Basic airmail conveyance rate

Congress,

Having taken note
of Congress – Doc 17 concerning the work done by the Executive Council on the basic airmail conveyance rate,

Noting
that the comparative studies carried out in connection with airfreight rates and operating revenues from airfreight have provided some very useful indicators,

Instructs

the Executive Council:
– to continue following up in a general way, in consultation with ICAO and IATA, the question of the basic airmail conveyance rate, bearing in mind the relationship between the airfreight rates actually paid and the remuneration of the air conveyance of mail;
– to submit to the next Congress, if appropriate, its recommendations concerning the adjustments to be made to the present basic rate, including any proposals for amending the Acts that may be necessary.

(Proposal 4000.6, Committee 6, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Decision C 46

Non-attendance of members of the EC and the CCPS at meetings of those bodies

Congress

Decides

to assign proposals 1502.2/Rev 1, 1502.8 and 1504.1 to the Executive Council for study.

(Proposals 1502.2/Rev 1, 1502.8 and 1504.1, Committee 3, 6th meeting;
Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Decision C 47

Election of the Director-General and the Deputy Director-General of the International Bureau of the Universal Postal Union

Congress,

In view of
article 108, paragraph 1, of the General Regulations,

Elects

- to the position of Director-General of the International Bureau Mr Adwaldo Cardoso Botto de Barros (Brazil), President of the Brazilian Telegraph and Post Office Enterprise; and
- to the position of Deputy Director-General of the International Bureau Mr Félix Cicéron (France), Assistant Director-General of the International Bureau.

This decision shall take effect on 1 January 1985.

(Congress – Docs 24 and 68/Rev, 15th plenary meeting, Congress/C 10 – PV 11;
Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Recommendation C 48

Acceptance of advices of non-delivery

Congress,

Considering
the vital interest for a sender to be informed as quickly as possible of the non-delivery of his parcel to the addressee,

Feeling
that administrations must do everything in their power to ensure delivery of the parcels which are entrusted to them in order to avoid returning them to the sender,

Bearing in mind
the costs incurred by returning parcels to the sender,

Recommends

that Union administrations should accept advices of non-delivery.

(Proposal 5000.2, Committee 7, 7th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 49

Reconstitution of the CCC-UPU (Customs Co-operation Council-Universal Postal Union) Contact Committee

Congress,

In view of
the positive results of the work done by the CCC-UPU Contact Committee,

Considering
that efforts to speed up and simplify customs treatment of postal items should be continued,

Taking account
of the questions whose study in due course has already been suggested,

Considering
that the cooperation between the UPU and the CCC which has existed since 1965 is in the best interests of both organizations,

Authorizes

the Executive Council to reconstitute the CCC-UPU Contact Committee in order to continue the study of common problems.

(Proposal 2000.10, Committee 4, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 50

Revision of transit charges

Congress,

Having adopted
the new transit charge scales proposed by the Executive Council as a result of the study stemming from resolution C 28 of the 1979 Rio de Janeiro Congress,

Aware
of the continuous development of the data on which the calculation of these scales is based (transport prices, postal costs and weight of transit mail),

Instructs

the Executive Council:

i to recalculate, at a date as close to the next Congress as possible and by the method used in drawing them up, the scales of transit charges fixed in article 61 of the Convention;

ii to review the methodology currently being used, in particular, with respect to the distance steps in order to bring them into line with the actual land and sea routes taken by the mails in transit by both land and sea;

iii to seek ways of eliminating the distortions in the data which are taken into account in calculating the scales.

(Proposal 3061.2/Rev 1, Committee 5, 4th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 51

Technical characteristics of the postcheque form and postcheque guarantee card deposited with the International Bureau

Congress,

Considering
that articles 149, paragraph 2, and 150 of the Detailed Regulations of the Giro Agreement (Rio de Janeiro 1979) provide for the deposit with the International Bureau of the technical characteristics of the postcheque form (VP 14) and the postcheque guarantee card (VP 15),

Anxious
to ensure that these two documents are established in as standard a form as possible while recognizing the need for them to include certain details peculiar to the issuing administration, such as the emblem of that administration,

Endorses

decision CE 5/1981 of the Executive Council to adopt, on a provisional basis, the technical characteristics of the postcheque form and postcheque guarantee card as used by certain European administrations and deposited with the International Bureau in 1980 in accordance with the aforementioned provisions,

Requests

the countries taking part in the issue of postcheques and the postcheque guarantee card to designate a spokesman who will be authorized to deposit with the International Bureau any amendment to the aforementioned technical characteristics,

Authorizes

the International Bureau to communicate these characteristics to any administration which requests them,

Instructs

the Executive Council to follow developments in the postcheque service and to propose to the next Congress, in the light of the experience acquired, any appropriate amendments to the aforementioned procedure.

(Proposal 7500.2, Committee 8, 4th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 52

Exchange value in SDR of amounts expressed in gold francs and gold centimes in the Acts of the UPU

Congress,

In view of
international currency developments,

Considering
that Special Drawing Rights are already widely used by the majority of postal administrations,

In view of
the need to envisage standardized provisions concerning the use of this accounting unit of the International Monetary Fund (IMF),

Decides

that amounts expressed in gold francs and gold centimes in the Acts of the UPU shall henceforth be supplemented by their exchange value in SDR calculated on the basis of the linking coefficient of 1 SDR = 3.061 g fr, in accordance with the arrangements provided for in International Bureau circular 219 of 1 September 1980.

(Proposal 05/Rev 1, Committee 3, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 53

Duration of Congress

Congress,

Considering
that the six-week duration, on average, of recent Congresses represents a long time for senior officials to be absent from their administrations, especially when added to the travelling times necessary from many distant countries,

Considering
the substantial financial burden which a conference of this length imposes, not only on the host country but also on each delegation and, indeed, on the Union as a whole,

In view of
the study conducted by the Executive Council on the organization, functioning and work methods of Congress,

Recognizing
the savings in time which will result from some of the modifications and procedures already adopted as a result of recommendations arising from the study,

Instructs

the Executive Council to examine urgently how the 1989 Congress can be organized so as to reduce its duration to at most five weeks taking into account:

a the experience gained by the administration of the Federal Republic of Germany while hosting the Hamburg Congress;
b the need for the host country of the 1989 Congress to know the Executive Council's recommendations sufficiently far in advance for all practical arrangements to be made.

(Proposal 08, Committee 3, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 54

Amendment of the presentation of the List of Prohibited Articles

Congress,

Considering
the capital importance of the information contained in the List of Prohibited Articles, particularly in regard to postal parcels,

Considering
that a change in the presentation of this document would greatly facilitate the work of the operational staff responsible for informing users,

Instructs

the Executive Council to undertake a study on amending the presentation of the List of Prohibited Articles with a view to making it easier to consult.

(Proposal 2000.3, Committee 4, 4th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Formal opinion C 55

Closed mails in transit suspected of containing narcotics or psychotropic substances

Congress,

Having noted
- that the illicit transmission of narcotics and psychotropic substances through the post is on the increase;
- that, in operations carried out on the requisition of the Customs, the presence of items containing narcotics and psychotropic substances has been detected in closed mails through the use of new techniques (dogs belonging to the Customs, X-rays, etc),

In view of
article 1 of the Constitution of the Union and article 1 of the Universal Postal Convention which enshrine freedom of transit for postal items forwarded in transit by closed mails or à découvert as one of the essential and fundamental principles of the Universal Postal Union,

In view of
article 36 of the Universal Postal Convention dealing with prohibitions,

Considering
- that postal administrations are aware of the importance to be placed on combating the traffic in narcotics and psychotropic substances;
- that postal administrations must act within the framework of the provisions prescribed in the Acts of the Universal Postal Union and in their national legislation,

Invites

postal administrations:

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

ii to make all appropriate arrangements with the relevant authorities of their countries to ensure that bags of mail in transit suspected of enclosing items containing narcotics or psychotropic substances are not opened, but to advise:

a by the quickest means, at the request of their customs authorities the administration of destination so that the suspected bags can easily be identified on arrival;

b by verification note, the administration of origin of the mail.

(Proposal 2500.4, Committee 4, 4th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 56

Study on international postal regulations

Congress,

Observing
the development of new services offered by an increasing number of postal administrations in addition to those provided for and regulated by the Acts of the Union,

Aware
that after a necessary experimental phase it becomes essential to harmonize the operational procedures of each new service,

Considering
that it is even more important for these new services than for the traditional postal services to be able to adapt very quickly to the changing needs of customers,

Considering
that this trend, a mark of the Post's vitality, must not be hindered by a rigid codification of the rules for operating the services,

Considering
the heavy task involved in updating the Acts of the Union, for which Congress alone is at present empowered, and the consequent long delays for the most minor amendment to them,

Considering also
that the difficulties hitherto encountered in efforts to remedy this situation may spring from the conceptual approach of the technical Acts of the Union as at present drafted,

Instructs

the Executive Council to study a different conceptual approach and presentation for the international regulations, particularly those which will have to be drawn up for the introduction of new services, with a view to:
- facilitating their flexible application by postal administrations;
- speeding up their amendment as the need arises, particularly when fundamental principles are not involved, and
- eliminating systematic recourse to Congress for such amendment.

(Proposals 031, 1022.2, 1502.10 and 1519.92, Committee 3, 3rd and 5th meetings;
Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 57

Approval of the Union's accounts for 1979–1983

Congress,

In view of
a the Director-General's report on the finances of the Union (Congress – Doc 4);
b the report of its Finance Committee (Congress – Doc 103),

Approves

the accounts of the Universal Postal Union for 1979–1983.

(Congress – Doc 4/Annex 6, Committee 2, 1st meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 58

Aid provided by the Government of the Swiss Confederation in the area of the Union's finances

Congress,

Having considered
the report submitted by the Director-General on the Union's finances (Congress – Doc 4),

Considering
the particularly valuable role for the Union performed by the Government of the Swiss Confederation in financial matters under article 124, paragraph 10, of the General Regulations, and 1979 Rio de Janeiro Congress resolution C 17,

Expresses

i its gratitude to the Government of the Swiss Confederation for the generous aid it provides to the Union in the area of finance through the cash advances it made under the former financial system, by supervising the keeping of the International Bureau accounts and by acting as external auditor of the Union's accounts;
ii the hope that this valuable cooperation with the Union will continue in the future.

(Congress – Doc 4/Annex 5, Committee 2, 1st meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Decision C 59

Rate-fixing for combined items

Congress

Decides

to entrust the Executive Council with the study of proposal 3019.7.

(Proposal 3019.7, Committee 5, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Decision C 60

Rate-fixing on the principle of priority/non-priority mail

Congress

Decides

to entrust the Executive Council with the study of proposal 3019.10.

(Proposal 3019.10, Committee 5, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Decision C 61

Receptacles used for conveying mail (bags, trays, intra-container modules, etc)

Congress

Instructs

the Consultative Council for Postal Studies to carry out the study of proposals 2555.1, 2564.2 and 2568.1 and 4597.5, 4601.2 and 4612.1 and, after completing its work, to draw up proposals, as appropriate, for Congress.

(Proposals 2555.1, 2564.2 and 2568.1, Committee 4, 7th meeting, and proposals 4597.5, 4601.2 and 4612.1, Committee 6, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 62

Rate-fixing and conditions for the acceptance of letter-post items

Congress,

In view of the fact

- that some countries have already profoundly modified the classification of letter-post items in their internal service, by changing from a classification based on the content of the items to another based essentially on the interests of the clients (priority/non-priority criteria) or even on the interests of postal operations (separate/bulk items);
- that certain modifications have already been made in the rates structure of the Convention but that the principle retained is still based on the content;
- that the development of modern printing techniques and other types of reproduction have made it impossible to apply provisions concerning the conditions of acceptance of printed papers, which represents a source of annoyance and dispute both for customers and postal staff,

Bearing in mind
new market demands, in particular the competition from electronic means of communication, which requires major efforts from postal administrations to provide a truly priority service based on a simple and clear rates system,

Considering
the tendency to make increasing use of aircraft for forwarding mail,

Considering
that it would be advisable to examine again, without prejudice to the outcome of previous studies, the possibility of introducing a rates system based on concepts of priority/non-priority,

Instructs

The Executive Council, possibly in cooperation with the Consultative Council for Postal Studies:
- to consider the possibility of changing from a rates system based on the content of letter-post items to another based on concepts of priority/non-priority or, possibly, on other criteria;
- to consider also, as an alternative, the possibility of admitting such a system (or other systems) for a transitional period side-by-side with the traditional system;
- to prepare, as applicable, proposals for submission to the next Congress.

(Proposal 3000.3, Committee 5, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 63

Reproduction of documents in Chinese, German, Portuguese and Russian

Congress,

In view of
article 107, paragraphs 1 and 6, of the General Regulations,

Taking into account
the genuine need for the reproduction of documents in Chinese, German, Portuguese and Russian,

Decides

that the amount of costs to be borne by the Union for the reproduction of documents in these languages shall not exceed the sum of 150 000 Swiss francs a year per language group.

(Proposal 021/Rev 1, Committee 3, 8th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Decision C 64

Definition of the terms "documentation", "document" and "publication"

Congress

Instructs

the Executive Council to carry out a study of a purely editorial nature to define the terms "documentation", "document" and "publication" as used in the Acts and to submit to the next Congress proposals for bringing the Acts into line with the definitions adopted.

(Committee 3, 8th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 65

Study on the international registered and insured services and the introduction of an international recorded delivery service

Congress,

Noting
- the high cost of providing the international registered and insured services; and
- the inadequacy of the current registered items service to fully meet the changing needs of customers,

Aware of
- the varying levels, among administrations, of security provided, especially within the registered items service;
- the increasing use of the international registered service, merely to obtain proof of posting and delivery for items of low value; and
- the potential profitable market for restructured registered and insured services incorporating a service for low-value items,

Instructs

the Consultative Council for Postal Studies to undertake a study of the international registered and insured services, aimed at:
- developing a uniform method of handling for each category;
- relaxation of security for items of little or no intrinsic value, while recognizing the need for proof of posting and delivery;
- examination of the amount of indemnity to be paid;
- a more streamlined approach to inquiries and speedier settlement of claims;
- the use of high-speed services in conjunction with a security service; and
- making access to the insured items service easier.

(Proposal 2000.20, Committee 4, 7th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 66

UPU action on behalf of the least developed countries (LDCs)

Congress,

In view of
the report submitted by the Executive Council on UPU action on behalf of the least developed countries (LDCs),

Considering
United Nations General Assembly resolution 36/194 (17 December 1981) adopting the "Substantial New Programme of Action for the 1980s for the Least Developed Countries",

Recalling
1974 Lausanne Congress resolution C 87 and 1979 Rio de Janeiro Congress resolution C 37,

Recognizing
the importance of the role of the postal services in the development of the LDCs and the grave shortcomings of the Post in most of these countries,

Bearing in mind
the need to strengthen the postal services in the LDCs,

Calls upon

the least-developed countries
to mobilize all the human, financial and material resources available locally and to make the best possible use of the aid supplied to them in the postal sector,

Instructs

the Executive Council:
- to take appropriate measures to enable the Union to provide more substantial aid to the development of the postal services in the LDCs;
- to devote to the countries in this category as large a proportion as possible of UPU resources;
- to follow closely the development of the general situation of the Post in the LDCs and to submit a report on this subject to the next Congress,

Instructs

the Director-General of the International Bureau:
- to continue to pay more marked priority attention to the postal needs of the administrations of the LDCs, in view of resolution C 38;
- to propose to the Executive Council a programme of activities based on the priority sectors and the specific needs of the countries concerned;
- to help the countries in this category to prepare and submit to round-table meetings postal projects which may arouse the interest of the donors and lenders of funds;
- to continue to approach the UNDP and the other financing bodies to obtain acceptance of requests for aid with a view to the implementation of postal projects on behalf of the LDCs.

(Proposal 018, Committee 9, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 67

Technical cooperation among developing countries (TCDC)

Congress,

In view of
the report submitted by the Executive Council on technical cooperation among developing countries (TCDC),

Aware
of the value of the widest possible application of the concept of TCDC in the spirit of the United Nations Buenos Aires Conference (1978),

Noting
with satisfaction the progress already made in this area,

Convinced
of the need for the developing countries to mobilize further their resources with a view to helping one another in the postal field,

Considering
the role assigned by the Buenos Aires Conference to the international organizations with regard to TCDC,

Calls on

- the administrations of the developing countries and the Restricted Unions to increase their efforts under TCDC and to overcome obstacles, particularly the psychological barriers, which might arise in this respect;
- the administrations of the developing countries benefiting from activities under TCDC to provide the contributions to supplement the aid which the donor countries or the UPU might grant to this end;
- the administrations of the beneficiary countries and the donor countries to establish direct links between one another for the implementation of TCDC projects and to inform the International Bureau about them;
- the administrations of the developed countries to support the efforts made in this field, either direct or through the intermediary of the UPU,

Instructs

the Executive Council
to take every initiative likely to promote the strengthening of TCDC,

Instructs

the Director-General of the International Bureau:
- to expand the action undertaken to aid the administrations concerned to promote cooperation among one another, if possible in cooperation with the Restricted Unions;
- to make a periodic evaluation of the progress made in this respect and report to the Executive Council on it.

(Proposal 017, Committee 9, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Recommendation C 68

Bundling of standardized items

Congress,

Aware
of the need to ensure smooth processing of standardized items by means of mechanized and automated equipment,

In view of
the provision of article 155, paragraph 1, of the Detailed Regulations of the Convention which governs the bundling by size (standardized items and other items) of ordinary items,

Having noted
that standardized items whose dimensions are close to the maximum size limits are often bundled with those whose dimensions are close to the minimum size limits,

Considering that
bundling in this fashion can often lead to deterioration of the edges of standardized items,

Concerned that
standardized items should remain suitable for mechanized and/or automated processing and should not cause such equipment to jam,

Recommends

to postal administrations that they make up, to the degree possible, bundles of standardized items of similar size.

(Proposal 2500.1, Committee 4, 7th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 69

Make-up of mails

Congress,

Aware of
the physiological importance of facilitating as much as possible, during the manual loading or unloading operations, the handling of bags used for conveying mails,

Noting
that the way in which bags are closed often allows the contents to shift inside them,

Concerned
with ensuring the maximum protection of postal staff responsible for handling such bags against any risk of injury resulting from their instability,

Recommends

administrations to prescribe that bags be closed as near as possible to the contents in order to ensure maximum stability of the latter.

(Proposal 2500.2, Committee 4, 7th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 70

Direct transhipment of airmails between different airlines

Congress,

In view of
the provisions of article 74, paragraph 4, of the Convention (Rio de Janeiro 1979) according to which "If the administration of the country of origin so wishes, its mails shall be transhipped directly, at the transit airport, between two different airlines, provided that the airlines concerned agree to make the transhipment and that the administration of the transit country is informed of it beforehand",

Recalling
that this rule which was introduced by the 1979 Rio de Janeiro Congress dispensed with the obligation to obtain the prior agreement of the intermediate administration to facilitate the direct transhipment of airmails between different airlines,

Recalling further
that, for this purpose, Congress approved the "practical application formula for the direct transhipment of airmails by the airlines" agreed between the Executive Council and IATA,

Noting
that these provisions are fairly frequently lost sight of and that, in particular, because they are not clearly informed by the dispatching administrations of their intentions, the administrations of the intermediate countries do not always know whether they should intervene in respect of the mails in transit, and this causes delays in forwarding and disputes with the airline representatives, as well as difficulties in the event of subsequent inquiries,

Noting
that the absence from the "practical application formula" of provisions governing the handling of airmails normally intended for direct transhipment, but from which the AV 7 delivery bill is missing, gives rise to costly inquiries and delays the settlement of accounts where the airmails are not handed over to the postal administration at the airport of transhipment but are forwarded by an airline by the first appropriate flight to destination,

Instructs

the International Bureau:

a to complete the study undertaken by the Executive Council in 1984 regarding the creation of a replacement AV 7 delivery bill:
   - by finalizing this bill in consultation with IATA, taking account of comments received from Executive Council member countries in reply to International Bureau circular letter 3410.14(C)1400 of 18 April 1984, and
   - by drawing up the guidelines for its use;

b to submit the suggested replacement bill and draft guidelines to the Executive Council at its first meeting and to communicate them to postal administrations upon approval by the Executive Council; and

c to incorporate the guidelines for using the replacement AV 7 bill in the practical application formula to be published in the Annotated Acts,

Requests

administrations:

- to see that the "practical application formula for the direct transhipment of airmails by the airlines" is observed, in particular as regards the prior informing of the administrations of the intermediate countries at the time of establishing connections involving direct transhipment of mails between two different airlines (B, iv and viii, of the formula);
- to ensure that the outward airlines (first carriers) do in fact make all the arrangements laid down in the "application formula" for the proper execution of the direct transhipment with the airlines flying the subsequent parts of the route (second and, if applicable, third carriers), without the intervention of administrations of the intermediate countries, even in cases where the airlines operate at different air terminals or airports;
- to accept, for accounting purposes, the "replacement AV 7 bill" upon its approval by the EC.

(Proposals 4000.3 and 4000.11, Committee 6, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Recommendation C 71

Settlement of airmail accounts

Congress,

Noting
that the delays in the settlement of airmail accounts continue to cause serious inconvenience to most airlines,

Considering
that the inclusion of airmail accounts in general accounts settled by offsetting which contain debts of different kinds may contribute to delaying the payment of the amounts due to the airlines,

Recommends

that administrations wishing to settle airmail accounts by offsetting should include them preferably in an AV 11 airmail general account,

Reminds

administrations of 1979 Rio de Janeiro Congress recommendation C 72 which asks them to pay their national airline, without delay, the sums due to it as soon as the relative accounts are settled by the debtor administrations, possibly by offsetting.

(Proposal 4000.1, Committee 6, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Decision C 72

Jurisdiction of the Union – Interpretation of article 3, b, of the Constitution

Congress

Decides

that the term "post offices set up by member countries in territories not included in the Union" contained in article 3, b, of the Constitution shall henceforth designate post offices established by member countries in territories which are uncontrolled or jointly possessed, or internationalized by the international community.

(Proposal 1003.1, Committee 3, 10th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 73

Reservations to the Acts of the Union

Congress,

Concerned
to ensure that international postal services are provided in so far as possible in all member countries in accordance with the uniform regulations and conditions prescribed in the Acts of the Union,

Recognizing
the inalienable right of member countries to formulate reservations to the said Acts within the framework of the provisions in effect, in order to take account of their national peculiarities or other considerations,

Convinced
that minimizing the number of reservations would be in the interest of the member countries of the Union, as a whole,

Requests

the member countries of the Union to resort to the possibility of formulating reservations to the Acts only in cases of absolute necessity,

Instructs

the International Bureau to invite the member countries, before each Congress, to reconsider their reservations appearing in the Final Protocols to the Acts of the Union.

(Proposal 01, Committee 3, 10th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 74

Summary of the main amendments to the UPU Acts and of the major decisions taken by Congress

Congress,

Considering
the large number of decisions adopted by every Congress which have subsequently to be incorporated in the postal legislation or regulations of all Union member countries,

Noting
that this represents a heavy workload, in particular for the postal administrations of the developing countries,

Taking the view
that it is greatly desirable to make means of facilitating this work available to administrations,

Instructs

the International Bureau to publish a summary of the main amendments to the UPU Acts and of the major decisions taken by Congress.

(Proposal 02, Committee 3, 10th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 75

Note on forms C 18 and C 18bis allowing them to be supplemented if necessary

Congress,

Noting
that certain administrations use the actual weight for the determination of surface-mail terminal dues,

Taking account
of the existence of separate terminal dues rates for LC/AO items, on the one hand, and M bags, on the other,

Considering
that it would be possible to facilitate the task of administrations wishing to know the weight of the bags in each mail, by providing columns for indicating the gross weight of LC/AO bags and M bags,

Instructs

the International Bureau to insert in the Annotated Acts a note on forms C 18 and C 18bis similar to note 3 to form AV 7 which would authorize administrations to supplement these forms as necessary with extra columns to indicate the gross weight of LC/AO bags and M bags.

(Proposal 2900.2, Committee 5, 7th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Formal opinion C 76

Checking of mails and use of verification notes

Congress

Invites

the postal administrations of member countries to remind their services that, under the provisions of article 165 of the Detailed Regulations of the Convention, irregularities established must be reported *immediately* by means of a verification note sent by the quickest route (air or surface) to the office concerned, after the complete check of the mail.

(Proposal 2500.3, Committee 4, 10th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Formal Opinion C 77

Receptacles other than bags used for mail conveyance

Congress,

Considering
that a number of administrations judge it premature to adopt proposals (viz 2555.1 and consequential proposals) by the United States of America aimed at introducing the use of receptacles other than mailbags in the international exchange of mails on a basis other than by special bilateral agreements,

Recognizing
that the use of alternatives to mailbags holds great promise for the future, particularly for administrations planning or already embarked on mechanized or automated treatment of mail,

Aware
that a number of administrations currently utilize such receptacles in their internal service,

Urges

administrations:
- to give favourable consideration to the use, on an experimental basis, of receptacles other than mailbags for the exchange of international mails, and
- to report the results of these experiments to the CCPS within the context of its study of the matter.

(Proposal 2000.21, Committee 4, 10th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Formal opinion C 78

Manufacture and use of international service forms

Congress,

Noting
that the paper used in the manufacture of international service forms is not always of acceptable quality, making it difficult to read entries and complicating all operations,

Considering
that the manufacture of forms in good quality paper facilitates postal operations and helps to prevent mistakes,

Calls on

all postal administrations, in accordance with 1979 Rio de Janeiro Congress formal opinion C 8, to have international service forms manufactured in good quality paper.

(Proposal 2900.1, Committee 4, 10th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 79

Study with a view to establishing basic charges for letter-post items

Congress,

Having adopted
the new basic charges for letter-post items which were increased by 50 percent compared with those laid down by the 1979 Rio de Janeiro Congress,

Noting
that adjustments of a similar scale took place at the last Congresses of the Union,

Convinced
that these changes clearly prove that, frequently the basic charges of the Convention become outdated, a fact which prompted successive Congresses to widen the optional increase margins for these charges,

Aware
of the need to adopt a rate-fixing system which mainly takes into account the actual cost of the service in order to determine the basic charges, without prejudice to other factors affecting the latter, including the development of other communication systems and rival businesses,

Considering
the effects of the SDR for the determination of the level of charges,

Recognizing
that the possibility should be examined of finding a system whereby the charges would retain their real value between Congresses,

Instructs

the Executive Council:

i to study whether the provisions of article 19 for the fixing of postage charges for letter-post items are appropriate, bearing in mind, the actual cost of the service, the basic factor, as well as other factors, such as, changes in customer needs, the impact of external factors on the volume of postal traffic, the effects of SDR and any other factors considered to be relevant;

ii to study the possibility of establishing a system, application of which would enable the charges to retain their real value between Congresses;

iii to formulate the appropriate proposals for the next Congress.

(Proposal 3000.5/Rev 2, Committee 5, 10th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 80

Implementation of the decisions taken by the Hamburg Congress with regard to statistics of transit charges and terminal dues

Congress,

Bearing in mind

the decisions taken concerning:

- the statistical system for transit charges and surface-mail terminal dues;
- the provisional payments to be made by debtor countries with respect to transit charges and surface-mail terminal dues,

Decides

as follows:

i The results of the triennial statistics scheduled for the month of May 1985 in accordance with the Rio de Janeiro Convention and its Detailed Regulations shall serve as the basis for the preparation and settlement of accounts for the years 1984 and 1985.

ii The annual weights emerging from these statistics shall be used for the provisional payments relating to the year 1986. For this purpose, the new rates adopted shall be applied to the weights thus obtained to establish both transit charges and terminal dues.

iii The new statistical system adopted by the Hamburg Congress shall be applied on 1 January 1986 and the one-month statistical count, for the purpose of determining the average weight of the bags, shall take place in October 1986.

iv As soon as the final accounts for 1986, prepared according to the new statistical system, have been accepted or regarded as accepted, the provisional payments, already made shall be adjusted.

(Proposal 3500.3, Committee 5, 10th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 81

Forms of the Agreements concerning the postal financial services

Congress,

Having adopted
resolution C 10 concerning consideration of the Agreements concerning the postal financial services,

Instructs

the Executive Council, within the framework of such consideration, to standardize the terminology used in the presentation of the forms provided for in the Agreements concerning the postal financial services.

(Proposal 6000.3, Committee 10 Forms Working Party, 4th meeting;
Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 82

Redirection and return to origin of correspondence by air

Congress,

Having adopted
proposals 4076.1/Rev 1 and 4077.1 which make it a rule that airmail letters and airmail postcards be redirected by the quickest route (air or surface),

Anxious
that, as far as possible, airmail should become the normal mode of conveyance for the redirection and return to origin of correspondence,

Noting
that the regulations on the matter (notably article 76 of the Convention (Rio de Janeiro 1979)) are out of step with the practices currently adopted by administrations,

Instructs

the Executive Council:
- to review the conditions in which items may be redirected or returned to origin by air;
- to bring up to date and simplify the relevant regulations;
- to submit to the next Congress the proposals arising from this study.

(Proposals 4076.1/Rev 1 and 4077.1, Committee 6, 6th meeting;
Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 83

Address area on the layout key for trade documents

Congress,

Having taken note
of the work described in Congress – Doc 13 concerning the address area on the layout key for trade documents,

Considering
that it is important to see that the postal operational requirements of all the member countries of the Union are taken into consideration in the draft international standard being prepared in this connection by the International Organization for Standardization (ISO),

Aware
of the necessity of adapting the regulations to the needs of traffic exchanges and to the concerns of customers, such adaptation being one of the surest ways of promoting traffic,

Noting
the position adopted by the ISO, which, in order to facilitate the solution of the problems raised, has decided to postpone publication of the standard concerned for one year,

Instructs

the Consultative Council for Postal Studies:

a to pursue the study of the question as a matter of priority in conjunction with the ISO in order to reach solutions that are acceptable to both sides;

b to inform postal administrations, after consultation with the Executive Council if matters falling within the latter's purview are concerned, of such provisions as may have been agreed upon with the ISO so that these provisions can be applied immediately;

c to submit a report on its work to the next Congress as well as any proposals for amending the Acts arising from the provisions applied.

(Proposal 013, 16th plenary meeting; Congress – Doc 75/Add 2, 18th plenary meeting)

Decision C 84

Entry into force of the Acts of the 1984 Hamburg Congress

Congress

Decides

to fix the date of entry into force of the Acts of the 19th Congress at 1 January 1986.

(Congress – Doc 94, 16th plenary meeting; Congress – Doc 75/Add 2, 18th plenary meeting)

Decision C 85

Limits of Union expenditure

Congress,

In view of
the final report of its Finance Committee,

Instructs

the Executive Council to study the advisability of fixing the expenditure ceiling amounts by resolution in order to give article 124 of the General Regulations a permanent character.

(Committee 2, 2nd meeting; Congress – Doc 103, 19th plenary meeting;
corrigendum: circular letter 2300(A)1860 of 21 September 1984)

Resolution C 86

Return to origin of undelivered parcels

Congress,

Having adopted
proposals 5029.2, 5009.5, 5014.5, 5015.1, 5021.2, 5025.1, 5033.1, 5034.1, 5035.1, 5037.1, 5039.1, 5040.1, 5042.1, 5533.1, 5534.1, 5535.1, 5543.1, 5902.1, 5902.2, 5909.1,

Considering
that it is in the administrations' interests to derive benefit from the new provisions as soon as possible,

Taking account however
of the reservations made by some administrations,

Instructs

the Consultative Council for Postal Studies to conduct a comprehensive study of the provisions referred to in the above-mentioned proposals and to submit a report to the next Congress on the consequences of their implementation.

(Proposal 5029.2, Committee 7, 2nd meeting; Congress – Doc 81/Rev 1/Add 3/Rev 1, 21st plenary meeting)

Resolution C 87

Immediate application of the provisions adopted by Congress relating to the Executive Council (EC) and the Consultative Council for Postal Studies (CCPS)

Congress,

In view of
the fact that the task of the Executive Council and the Consultative Council for Postal Studies is to ensure, each in its own sphere, the continuity of the work of the UPU between Congresses,

Considering
that the length of the term of office of those two bodies corresponds to the interval between one Congress and the next,

Noting
that a period of time elapses between the closure of a Congress and the entry into force of the Acts concluded at that Congress,

Taking account
of the fact that a new composition and new duties are adopted at each Congress for the Executive Council and the Consultative Council for Postal Studies,

Considering
that the Executive Council and the Consultative Council for Postal Studies should function without any delay and should meet before the closure of Congress,

Decides

to bring the provisions relating to the Executive Council and the Consultative Council for Postal Studies into force immediately.

(Proposal 033, 19th plenary meeting; Congress – Doc 75/Add 3)

Decision C 88

Credentials of delegates to Congress

Congress

Instructs

the Executive Council to study the procedures and provisions relating to the deposit of credentials and the scope thereof.

(Congress/C 1 – Rep 1, 18th plenary meeting; Congress – Doc 75/Add 3;
corrigendum: circular letter 2300(A)1860 of 21 September 1984)

Resolution C 89

Possible introduction of a control mechanism for exceptional inward land rates

Congress,

Having adopted
the Postal Parcels Agreement, its Final Protocol, its Detailed Regulations and forms,

Considering
that article 46, paragraph 1, b, of the Agreement gives administrations the option of increasing their inward land rates up to the amount of their costs, provided that they do not exceed their outward land rates,

Noting
however, that, notwithstanding article 46 of the said Agreement, many administrations have made reservations in order to retain the possibility of setting their inward land rates at a higher level than that of their outward land rates,

Bearing in mind
the views and opinions expressed by certain administrations which fear that the application of such reservations might cause increases likely to damage the interests of the service,

Instructs

the Executive Council to study the possibility of applying a control mechanism for exceptional inward land rates and to submit any proposals resulting from that study to the next Congress.

(21st plenary meeting; corrigendum: circular letter 2300(A)1860 of 21 September 1984)

Decision C 90

Venue of the 20th Universal Postal Congress

Congress

Decides

to accept the invitation from the postal administration of the United States of America to hold the 20th Congress in that country in 1989.

(Congress – Doc 33, 22nd plenary meeting; corrigendum: circular letter 2300(A)1860 of 21 September 1984)

Decision C 91

Geographical distribution of EC seats

Congress

Instructs

the Executive Council to study the question of the geographical distribution of EC seats on the basis of certain regional demarcations, in particular those of the various United Nations Economic Commissions.

(17th and 18th plenary meetings; corrigendum: circular letter 2300(A)1860 of 21 September 1984)