

No. 23679

UNIVERSAL POSTAL UNION

**Universal Postal Convention (with Final Protocol and
Detailed Regulations). Concluded at Hamburg on
27 July 1984**

Authentic text: French.

Registered by Switzerland on 1 January 1986.

UNIVERSAL POSTAL CONVENTION

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UNIVERSAL POSTAL CONVENTION¹

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 1964,² 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.

¹ Put into effect* on 1 January 1986, in accordance with article 92. Definitive signatures had been affixed or instruments of ratification, accession or approval had been deposited with the Government of Switzerland as follows:

State	Date of definitive signature (s) or of deposit of the instrument of ratification or approval (AA)	
Belgium	20 December 1985	AA
Benin	27 July	1984 s
Bhutan	27 July	1984 s
Denmark	27 July	1984 s
Japan	30 July	1985 AA
Liechtenstein	18 November	1985
Switzerland	5 December	1985

* The mandatory and optional Acts of the Universal Postal Union generate their effects according to a special scheme. They enter into force at a date decided upon by the Congress of the Universal Postal Union, but, as it appears, most of the member States are not in a position to ratify the Acts before they are put into effect; however, they do apply them. To solve the resulting contradiction, the principle of "tacit ratification" or "tacit approval" was admitted. It is based on the effective implementation of the provisions contained in the new Acts established by the Congress. This tacit ratification or approval does not replace formal ratification or approval. Its purpose is only to insure the continued application of the Acts of the Universal Postal Union. (Information provided by the Swiss Government.)

² United Nations, *Treaty Series*, vol. 611, p. 7.

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.¹

¹ See p. 259 of this volume, as well as volume 1414 of the United Nations *Treaty Series*.

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,¹ 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,² 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.

¹ United Nations, *Treaty Series*, vol. 75, p. 135.

² *Ibid.*, p. 287.

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	<p>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.</p> <p>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.</p>
	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		<p>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)</p>
Printed papers	up to 20 g	56.25	0.18	112.5	0.37	16.75	0.05	<p>2 kg (for books and pamphlets: 5 kg; this limit of weight may be raised to 10 kg after agreement between the administrations concerned)</p>	<p>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.</p>
	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	<p>1 kg (this limit of weight may be raised to 2 kg after agreement between the administrations concerned)</p>	
	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		
	(optional weight step)								

- 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 subparagraphs 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 indemnity 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	0.47 0.154
Above 300 up to 600		Above 556 up to 1 111	0.59 0.193
600 1000		1 111 1 852	0.67 0.219
1000 1500		1 852 2 778	0.74 0.242
1500 2000		2 778 3 704	0.81 0.265
2000 2500		3 704 4 630	0.86 0.281
2500 3000		4 630 5 556	0.91 0.297
3000 3500		5 556 6 482	0.95 0.310
3500 4000		6 482 7 408	0.99 0.323
4000 5000		7 408 9 260	1.04 0.340
5000 6000		9 260 11 112	1.10 0.359
6000 7000		11 112 12 964	1.16 0.379
7000 8000		12 964 14 816	1.20 0.392
8000 for each additional 1000 n.m.		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

Routing 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 routing 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 transshipment, 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 transshipment 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:
- the transshipment of airmails between two airports serving the same town;
 - 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 reforwarded 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

(The same as for the Third Additional Protocol; see p. 21 of this volume.)

FINAL PROTOCOL TO THE UNIVERSAL POSTAL CONVENTION

At the moment of proceeding to signature of the Universal Postal Convention concluded this day,¹ 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,² 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.

¹ See p. 66 of this volume.

² See p. 113 of this volume.

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 routing 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

Routing 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

(The same as for the Third Additional Protocol; see p. 21 of this volume.)

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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 1964,¹ 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.²

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 Regulations³ 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

¹ United Nations, *Treaty Series*, vol. 611, p. 7.

² See p. 66 of this volume.

³ See p. 37 of this volume.

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 kilometeric 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, fore-names 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 cross-wise 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

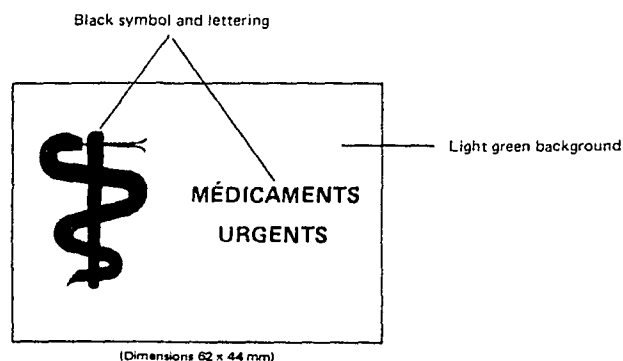
Make-up. Packing

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:



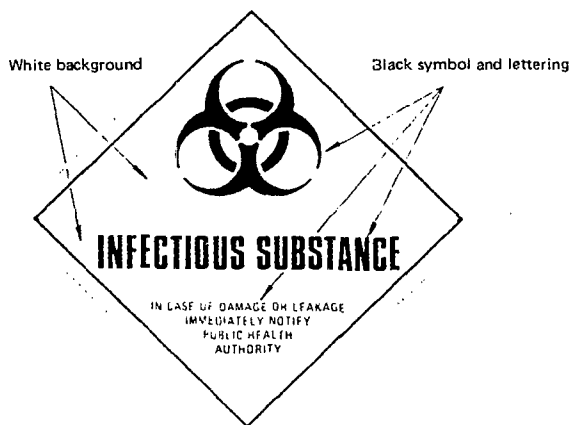
- 4 Packing shall not be required for articles in one piece, such as pieces of wood, metal, etc, which it is not the custom of the trade to pack. In this case, the address of the addressee should be given on the article itself.

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:

PERISHABLE BIOLOGICAL SUBSTANCES



(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 déclarée*" (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 uncanceled 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 "*Express*" (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 déclarées*" (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 ... délivré le ... par le bureau de ...*" (Seen, certificate of posting No ... issued on ... by the office of ...). The certificate of posting shall bear the following notation: "*Demande de retrait (ou de modification d'adresse) déposée le ... au bureau de ...*" (Request for withdrawal from the post [or for alteration of address] made on ... at the office of ...). This note shall be accompanied by an impression of the date-stamp of the office receiving the request.

3 Any telegraph request made under the conditions laid down in paragraph 1 shall be sent direct to the office of destination of the item. If, however, it refers to a registered item or an insured letter, a C 7 form accompanied if possible by the receipt of posting and clearly marked "*Demande télégraphique déposée le ... au bureau de ...*" (Telegraph request made on ... at the office of ...) shall, in addition, be sent to the office of origin of the item. 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 type-writer. 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 ... délivré le ... par le bureau de ...*" (Seen, certificate of posting No ... issued on ... by the office of ...).

2 The form must reach the administration of origin within the period prescribed in article 107, paragraph 1.

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 *à découvert* items is such as to hinder its work. Dispatches of *à découvert* items with an average weight exceeding 5 kilogrammes per mail or per day (when several dispatches are made in a day) can be considered as being likely to hinder work as regards weight.
- 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 abbreviation 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 "*Écrits 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 }
From the (nationality) ship (name of ship) at } (Country)
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 routing 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 routing 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 than the minimum provided for in article 67, paragraph 4, of the Convention for this purpose.
- 2 The detailed accounts shall be prepared as follows:
 - a Terminal dues. On a form conforming to the annexed specimen C 20bis, 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 routing 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 mm². 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 routing

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

Transshipment of airmails

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

2 Paragraph 1 shall not apply when the transshipment 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 transshipment of airmails cannot take place as scheduled

1 If mails which have been documented for direct transshipment fail to connect with the scheduled flight at the transshipment airport, the airline shall hand them over immediately to postal officials at the transshipment airport for reforwarding by the quickest route (air or surface).

- 2 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 transshipment 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 than the one indicated on the C 18bis delivery bill, the procedure shall be as follows:

- a officials of the administration of the country where the mails are in transit shall take charge of such mails and reforward them by surface if conditions are such that the mails can be sent promptly to the country of destination, while informing the administration of origin by telegraph;

- b if rapid delivery by surface to the country of destination cannot be ensured, the administration of the transit country shall get in touch, by telephone or telegraph, with the administration of origin of the mails to determine how the latter are to be reforwarded to their destination and how compensation for reforwarding is to be calculated and settled;
- c the administration of the country of transit shall make out a new delivery bill (C 18, C 18bis or AV 7, as required) and redirect the mails as instructed by the administration of origin.

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 transshipment;
 - 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 subparagraphs a, ii, and b, vii, must reach the International Bureau within the time limits prescribed in article 85, of the Convention.

3 Administrations may agree to exchange direct any information about air services in which they are interested, particularly timetables and the latest times of arrival for airmail correspondence from abroad to catch various deliveries.

Article 227

Documents to be supplied by the International Bureau

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 for the Third Additional Protocol; see p. 21 of this volume.)

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		<input type="checkbox"/>
a sample of merchandise		<input type="checkbox"/>
Value (specify the currency):	Net weight	

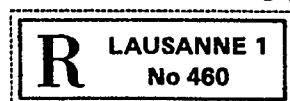
Convention, Hamburg 1984, art 116, para 1 —
Size: 52 x 74 mm, colour: green

(Back)

<p>Instructions</p> <p>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.</p> <p>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.</p> <p>Your item must not contain any dangerous article prohibited by postal regulations.</p>

Note. — Postal administrations are recommended to indicate the equivalent of 918.30 gold francs (300 SDR) in their national currency.

C 4



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)	
(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 <input type="checkbox"/> a gift <input type="checkbox"/> 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.

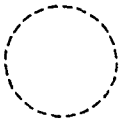

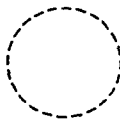
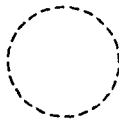
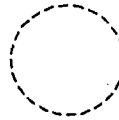
To clear your item the Customs in the country of destination need to know what the contents are. You must therefore complete your declaration fully, accurately and legibly, otherwise delay and inconvenience may be caused for the addressee. Moreover, a false, misleading or incomplete declaration may lead, 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 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			C 3/CP 4 Part A	
DETAILS OF CHARGES DUE in the currency of the country of destination of the item			Part to be filled in by the administration of destination	Stamp of the office which has advanced the charges
Charge for delivery free of charges ²		TOTAL OF CHARGES ADVANCED	Amount in figures, in the currency of the country of destination of the item	
Customs duty				
Presentation to Customs charge				
Other charges				
Total		No of register	Signature of the official	
Total after conversion		Amount in figures after conversion		
Stamp of the office which has recovered the charges		No in-register	Stamp of the office which has recovered the charges	
		Signature of the official who has converted the amount		
<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> ¹ For parcels only </div>			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			Stamp of the office of origin	
Signature of sender				

Part A
(back)

Administration of origin

Part B
(front)

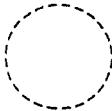
Convention, Hamburg 1984, art 117, para 2; Parcels, Hamburg 1984, art 110, para 3, b —
Size: 148 x 105 mm, colour: yellow

(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		TOTAL OF CHARGES ADVANCED Amount in figures, in the currency of the country of destination of the item Office which has made the advance: _____ Date _____ No of register _____ Signature of the official _____
Customs duty		
Presentation to Customs charge		
Other charges		
Total		
2 Also called "Commission charge"		
COUPON		
Postal administration		
FRANKING NOTE		
Part A		
Nature of the item	Weight ¹	
No	Insured value	
Office of posting	Insured value	Office of posting
Name and full address of addressee		
Name and full address of sender		
Name and full address of addressee		
The sender has paid the charges and fees indicated on the back		
Stamp of the office of origin		
The item is to be delivered free of charges and fees, which I undertake to pay Signature of sender		
To be returned to the office of		
Stamp of the office of origin		
1 For parcels only		

Part B
(Back)Upper edge
of the form
when parts
A and B
are folded
one upon
the otherPart A
(Front)

(Front)

Postal administration of origin		ADVICE of delivery/of payment/of entry	C 5
To be filled in by the office of origin		On postal service	
Office of posting		Stamp of the office returning the advice	
No	Date of posting		
To be returned by the quickest route (air or surface mail), a 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 filled in by the sender	Registered item		Unregistered parcel	
	<input type="checkbox"/> Letter	<input type="checkbox"/> Printed paper	Insured value	
	Insured item		Amount	
	<input type="checkbox"/> Letter	<input type="checkbox"/> Parcel	Outpayment cheque	
	Postal money order		Inpayment money order	
	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.			
	The item mentioned above has been duly		Stamp of the office of destination	
	<input type="checkbox"/> delivered	<input type="checkbox"/> paid	credited giro account	
Date and signature of the addressee		Signature of the official		

(Front)

C 6

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 delay.
 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 1964, art 142, para 1 — Maximum size: length, width and depth combined 800 mm; the greatest dimension may not exceed 600 mm

C 6 (Back)

To be presented open at the reforwarding post office

Postal administration of origin

REQUEST

C 7 (Page 1)

☐ for withdrawal from the post (I)

Office or service of origin

☐ for alteration of address (II)☐ 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 <input type="checkbox"/> the envelope of the item <input type="checkbox"/> the address of the item		
I. Request for withdrawal from the post	Please return the item <input type="checkbox"/> by surface <input type="checkbox"/> by air		
II. Request for alteration of address	Please redirect the item <input type="checkbox"/> by surface <input type="checkbox"/> by air New address		
III. Request for cancellation or alteration of the COD amount	<input type="checkbox"/> Please cancel the COD amount <input type="checkbox"/> Please alter the COD amount New COD amount, to be written in words <input type="checkbox"/> The corrected COD money order is attached		
Place and date	Stamp of the office or service where the request is handed in		
Signature of sender	Signature of the official in charge		

Convention, Hamburg 1984, art 144, para 1 — Size: 210 x 297 mm

Request by telegraph

C 7 (Page 2)

I. Request for withdrawal from the post	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen Office or service of destination of the request
	Return by <input type="checkbox"/> surface <input type="checkbox"/> air Nature of item Posting No
	from Office of posting Date of posting
	to Full address of addressee
	Description Particulars of the sender (if any), form and colour of the item, etc
	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen
	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen Office or service of destination of the request
	Replace Old particulars
	by New particulars
	II. Request for alteration of address
Replace Old particulars	
by New particulars	
on Nature of item Posting No	
from Office of posting Date of posting	
to Full address of addressee	
Description Particulars of the sender (if any), form and colour of the item, etc	
redirection requested by <input type="checkbox"/> surface <input type="checkbox"/> air	
<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen	
III. Request for cancellation or alteration of the COD amount	
	New amount in words (if applicable)
	<input type="checkbox"/> Cancel <input type="checkbox"/> Alter to
	the COD charge on Nature of item Posting No
	from Office of posting Date of posting
	to Full address of addressee
	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen
	Place and date
	Signature of sender
	Stamp of the office where the request is handed in Signature of official in charge

C 7 (Page 3)

Part to be filled in by the office or service where the request originates

Office or service where request is handed in

This page should be returned to the address opposite
by the quickest route (air or surface)

Description of item	Nature of item	No of item	Date of dispatch
	Office of origin	No of mail	
	Original COD amount in figures (where applicable).		
	Name and full address of the sender		
	Full address of the addressee as given on the item		

REPLY OF THE OFFICE OF DESTINATION, which shall detach and return this whole page to the office where the request was handed in or to the specially designated service

I. Request for withdrawal from the post	The item in question was duly returned to origin by <input type="checkbox"/> surface <input type="checkbox"/> 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 <input type="checkbox"/> surface <input type="checkbox"/> 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 <input type="checkbox"/> cancelled <input type="checkbox"/> altered to the amount stated below New COD amount _____
IV. Miscellaneous	<input type="checkbox"/> The item in question has already been delivered to the addressee <input type="checkbox"/> The item in question has been seized by virtue of the internal legislation of this country <input type="checkbox"/> The request by telegraph not being explicit enough to enable the necessary action to be taken, please send additional details <input type="checkbox"/> 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	<input type="checkbox"/> not arrived <input type="checkbox"/> rifled <input type="checkbox"/> damaged <input type="checkbox"/> delayed
Item under inquiry	<input type="checkbox"/> Letter <input type="checkbox"/> Postcard <input type="checkbox"/> Newspaper
	<input type="checkbox"/> Printed paper <input type="checkbox"/> Small packet <input type="checkbox"/>
Special indications	<input type="checkbox"/> Express <input type="checkbox"/> Airmail <input type="checkbox"/> COD <input type="checkbox"/> COD amount and currency
Posted	Exact or approximate date
Sender	Name and full address
Addressee	Name and full address
	Name and address on the item
Contents (precise description)	
Description of external wrapping	The address was
	<input type="checkbox"/> written on the item <input type="checkbox"/> gummed
	<input type="checkbox"/> tied on
	Size of the item
	Special marks
The item, if found, should be sent	Facsimile
	<input type="checkbox"/> attached <input type="checkbox"/> not attached

Convention, Hamburg 1984, art 146, para 1 — Size: 210 x 297 mm

Postal administration of origin

INQUIRY

C 9 (Page 1)

Registered item, insured letter or postal parcel

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		Contents missing		Item damaged		Item delayed		Advice of delivery not duly completed	
<input type="checkbox"/> Item not received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered item									
<input type="checkbox"/> Letter	<input type="checkbox"/>	Printed paper		<input type="checkbox"/>	Small packet		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insured item									
<input type="checkbox"/> Letter	<input type="checkbox"/>	Parcel		<input type="checkbox"/>	Insured value amount		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ordinary parcel									
Special particulars									
<input type="checkbox"/> Airmail	<input type="checkbox"/>	S.A.L.		<input type="checkbox"/>	Express		<input type="checkbox"/>	Advice of delivery	
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	COO amount and currency		<input type="checkbox"/>		
<input type="checkbox"/> COD									
Weight (does not concern letter-post items)									
Date of posting			Office of posting				No of item		
Routing (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									
<input type="checkbox"/> attached					<input type="checkbox"/> not attached				
Item, if found, should be sent					<input type="checkbox"/> to the sender				
					<input type="checkbox"/> 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
<input type="checkbox"/> Air <input type="checkbox"/> S.A.L. <input type="checkbox"/> Surface			
<input type="checkbox"/> Air <input type="checkbox"/> S.A.L. <input type="checkbox"/> Surface			
<input type="checkbox"/> Air <input type="checkbox"/> S.A.L. <input type="checkbox"/> Surface			

Convention, Hamburg 1984, art 147, para 1 — Size 210 x 297 mm

C 9 (Page 2)

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

Mail in which the item was sent

☐ No☐ Date☐ Air ☐ S.A.L. ☐ Surface

Dispatching office of exchange

Office of exchange of destination

Particulars of entry

☐ Bulk advice

No

No of entry

Office stamp

☐ Table VI of the letter bill (C 12)☐ Special list (C 13)☐ Dispatch list (VD 3)☐ Parcel bill (CP 11 or CP 20)

2 Particulars to be supplied by the intermediate services or by the service of destination in the case of return or redirection (see page 3, table 3 B)

Mail in which the item was sent

☐ No☐ Date☐ Air ☐ S.A.L. ☐ Surface

Dispatching office of exchange

Office of exchange of destination

Particulars of entry

☐ Bulk advice

No

No of entry

Office stamp

☐ Table VI of the letter bill (C 12)☐ Special list (C 13)☐ Dispatch list (VD 3)☐ Parcel bill (CP 11 or CP 20)

Signature

Mail in which the item was sent

☐ No☐ Date☐ Air ☐ S.A.L. ☐ Surface

Dispatching office of exchange

Office of exchange of destination

Particulars of entry

☐ Bulk advice

No

No of entry

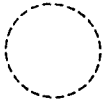
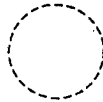
Office stamp

☐ Table VI of the letter bill (C 12)☐ Special list (C 13)☐ Dispatch list (VD 3)☐ Parcel bill (CP 11 or CP 20)

Signature

3 Particulars to be supplied by the service of destination

C 9 (Page 3)

A. In case of delivery		Date of delivery
The item in question was duly delivered to the entitled person		
In case of rifling, damage or delayed delivery, indicate briefly the reason in table 4 under "Any other comments"		
The COD amount has been	Date	No of money order
<input type="checkbox"/> forwarded to the sender of the item	Date	No of money order
<input type="checkbox"/> forwarded to the giro centre		
Name of giro centre		
<input type="checkbox"/> 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	
<input type="checkbox"/> It is at	Date	
<input type="checkbox"/> It has been returned to the office of origin ¹	Reasons	
<input type="checkbox"/> It has been redirected ¹	New address in full	
<input type="checkbox"/> It has not been received at the office of destination. The addressee's declaration is attached	Date	
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	
<input type="checkbox"/> The full amount paid may be debited against our service in a CP 16 summarized account	Reference
<input type="checkbox"/> Because of the use of bulk advice, it is impossible to establish where the loss occurred.	Reference
<input type="checkbox"/> One half of the amount paid may be debited against our service in a CP 16 summarized account	
<input type="checkbox"/> 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 routing

☐ 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	<input type="checkbox"/> Registered item <input type="checkbox"/> Insured letter
	<input type="checkbox"/> Ordinary parcel <input type="checkbox"/> 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	<input type="checkbox"/> Bulk advice <input type="checkbox"/> No <input type="checkbox"/> No of entry
	<input type="checkbox"/> Letter bill <input type="checkbox"/> No <input type="checkbox"/> No of entry
	<input type="checkbox"/> Special list <input type="checkbox"/> No <input type="checkbox"/> No of entry
	<input type="checkbox"/> Dispatch list <input type="checkbox"/> No <input type="checkbox"/> No of entry
	<input type="checkbox"/> Parcel bill <input type="checkbox"/> No <input type="checkbox"/> No of entry
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	
<input type="checkbox"/> Counterfeit postage stamp	<input type="checkbox"/> Already used postage stamp
<input type="checkbox"/> Counterfeit franking machine impression	<input type="checkbox"/> Already used franking machine impression
<input type="checkbox"/> Counterfeit printing press impression	<input type="checkbox"/> Already used printing press impression

Nature of item	
Office of origin	Date of posting
Copy of the address	
Presumed irregularity	
Observations, if any	
Stamp, date and signature	

Convention, Hamburg 1984, art 195, para 1, a — Size: 210 x 297 mm

☐ Postal administration of origin

C 11

REPORT
Presumed fraudulent use of postage stamps
or franking impressions

☐ Office preparing the report

To the administration of	Notes. To be sent by registered post to the administration of origin of the item	
	Date of report	Reference

Nature of item	Office of origin	
Date of dispatch	Weight of item	Postage prepaid
Name and address of addressee		

Nature of presumed fraud	
<input type="checkbox"/> Counterfeit postage stamp	<input type="checkbox"/> Already used postage stamp
<input type="checkbox"/> Counterfeit franking machine impression	<input type="checkbox"/> Already used franking machine impression
<input type="checkbox"/> Counterfeit printing press impression	<input type="checkbox"/> Already used printing press impression

The addressee declares

- ☐ that the sender is unknown to him
- ☐ that he refuses to divulge the name of the sender
- ☐ that the item was sent by the following person

Name and address of sender

Consequently,

- ☐ we have delivered the item to the addressee
- ☐ we have seized in order to send it to the administration of origin
- ☐ the item
- ☐ that part of the item containing the address and the suspect imprint or stamp

Observations, if any

In witness whereof, we have, in single copy, drawn up this report in order that effect may be given to article 13 of the Convention and to article 195 of its Detailed Regulations.

Signature of addressee or his attorney

 Stamp of the office preparing the report and date
 Position and signature of the official

Convention, Hamburg 1984, art 195, para 1, b — Size: 210 x 297 mm

☐ Dispatching administration

LETTER BILL
 Exchange of mails

C 12 (Front)

Dispatching office of exchange		Date of dispatch		Mail No	
Office of exchange of destination		Name of ship			
		Flight No			
		Transit administration(s)			
Number of surface bags subject to transit charges and/or terminal dues		Number of surface bags exempted from transit charges and terminal dues		V. Official notes	
LC/AO bags		M bags		Dispatching administration bags	
				Bags returned empty belonging to the administration of destination	
				Number	
				Number	
				<input type="checkbox"/> C 27 note enclosed in mail	
I. The mail contains unregistered items		<input type="checkbox"/> express <input type="checkbox"/> air		Other information	
II. Number of bags					
Bags with red labels		Number		VI. List of registered items	
Bags with white and blue labels				Bulk entry	
Sacks of empty bags (SV)				Presence of items <input type="checkbox"/> express <input type="checkbox"/> airmail	
Total number of bags				Number of items inserted in this bag	
III. Summary of items entered in the mail				In letters	
		Registered		Insured	
Number of bags containing items				Individual entry	
Number of packets containing items				Number	
Number of special lists (registered) or dispatch lists (insured)				Office of origin	
Total number of items included in the mail				Observations	
Number of AV 2 bills				1	
				2	
				3	
				4	
				5	
				6	
				7	
				8	
				9 ¹	
IV. Closed mails included in this mail					
No of the mail	Office of origin	Office of destination	No of bags or packets		
Stamp of the dispatching office of exchange Signature of the official					
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

C 12 (Back)

VI. List of registered items (conclusion)

Number		Office of origin	Observations	Number		Office of origin	Observations
ser- ial	of the item			ser- ial	of the item		
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

[illegible]

Convention, Hamburg 1984, art 170, para 1 —
Size: 210 x 297 mm

C 12ter

Dispatching administration	Transit administration(s)	
Administration of destination	<input type="checkbox"/> First quarter <input type="checkbox"/> Second quarter <input type="checkbox"/> Third quarter <input type="checkbox"/> Fourth quarter	Year

I. Number of bags received during quarter according to C 12bis forms

[illegible]

☐ 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		Office of origin	Observations
Number (in letters)		ser-	of the		
Number (in figures)		ial	item		
Individual entry		Number			
ser-	of the	Office of origin	Observations		
ial	item				
1				19	
2				20	
3				21	
4				22	
5				23	
6				24	
7				25	
8				26	
9				27	
10				28	
11				29	
12				30	
13				31	
14				32	
15				33	
16				34	
17				35	
18				36	
19				37	
20				38	
21				39	
22				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 × 297 mm or 210 × 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			Covers		
			Red	White	Blue	LC	AO	CP

The bags and covers described above <input type="checkbox"/> did not arrive here <input type="checkbox"/> were missent <input type="checkbox"/> were they received by your office?	<input type="checkbox"/> arrived in excess <input type="checkbox"/> arrived in bad condition <input type="checkbox"/> have been repaired here <input type="checkbox"/> arrived here unlabelled
---	---

2 Irregularities concerning documents

Missing documents (please send a copy)		Number of registered items received			
<input type="checkbox"/> AV 7 delivery bill <input type="checkbox"/> AV 2 weight bill	<input type="checkbox"/> Letter bill <input type="checkbox"/> Special list	<input type="checkbox"/> No <input type="checkbox"/> Yes	LC	AO	CP
<input type="checkbox"/> The AV 7 delivery bill has been corrected as follows according to the weights given on the labels. <input type="checkbox"/> In view of an error in calculation the totals on the AV 7 delivery bill have been corrected as follows		The total weight was checked here			
Irregularities concerning the tables of the letter bill		Entered	Received	Observations	
<input type="checkbox"/> II. Number of bags.					
<input type="checkbox"/> III. Total registered items.					
<input type="checkbox"/> Special lists					
<input type="checkbox"/> Dispatch lists					
<input type="checkbox"/> Total insured items					
<input type="checkbox"/> V. Bags returned, etc, Number					

To be sent by registered post

Convention, Hamburg 1984, art 165, para 2 — Size: 210 x 297 mm

3 Other irregularities

C 14 (Back)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Stamp of the office preparing the note and date
Signatures of officials

Seen and accepted

Stamp of the office of destination of the note and date
Signature of the official in charge

☐ Dispatching administration

C 15

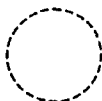
DELIVERY BILL (BAGS)
Mails dispatched by surface

Dispatching office of exchange	Month	Year
	Statistical period	
Office of exchange of destination	<input type="checkbox"/> First mail	
	<input type="checkbox"/> 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

[illegible]

Office of exchange of destination
Place, date and signature

Convention, Hamburg 1984, art 177, para 1 –
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 image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is a vertical margin line on the left side, creating a narrow left margin. The paper appears to be from a notebook or a standard ruled document.

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
--	---

Conservation: Hamburg 1984, art.176. - Since 210 - 267 may

ANNUAL STATEMENT

C 17

WEIGHT OF TRANSIT
MAILS

Administration of destination	Transit administration(s)
Dispatching administration	Year

Transit mail from same administration of origin for same administration of destination

Number of bags received			Observations
Quarter	LC/AO	M	
1			
2			
3			
4			
Total No of bags			
multiplied by the average weights ¹	kg	kg	
Total weight	kg	kg	

Total weight of LC/AO + M bags to be entered on C 20 account	kg
--	----

Administration of destination
Place, date and signature




¹ Data to be taken from form C 15ter (mails received) for statistical period.

Convention, Hamburg 1984, art 181, para 1 — Size: 210 x 297 mm

☐ Dispatching administrationTRANSIT BULLETIN
Mail statistics

C 19 (Front)

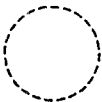
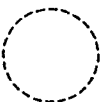
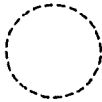
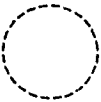

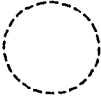
☐ Dispatching office☐ Date of dispatch

Office of destination	Mail No	Stamp of dispatching office 
Administration of destination	Number of bags ¹	

This form is to be forwarded, annexed to the C 18 bill of the mail to which this bulletin refers, and is to be filled up before being sent on. Enter the note "C 19" in the "Observations" column of the C 18 bulletin.

N.B. Each administration may use only one horizontal line of the form for particulars concerning land transit and only one line for sea transit, if any.

The information concerning the transit must be entered successively by the inward and outward offices of exchange of each intermediate administration, to the exclusion of every other office, beginning with the first inward office of exchange. The last intermediate office of exchange must send the form direct to the office of destination; there the exact date of arrival of the mail is shown, the bulletin attached to the relevant C 17 statement and the whole returned to the dispatching office.

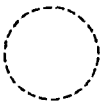
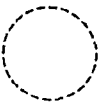
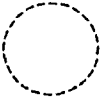
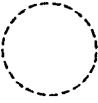
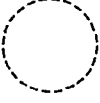
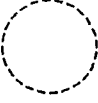
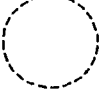

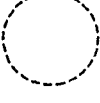

Transit	Date stamp of the inward office of exchange	Date stamp of the outward office of exchange	Services used (In the case of land transit, indicate T.l., and the route followed. In the case of sea transit, indicate T.m., the route followed, the name of the ship and that of the shipping line)	Countries to which the transit charges must be paid
1	2	3	4	5
1st transit				
2nd transit				
3rd transit				

Continue overleaf if necessary

¹ Not counting bags of empty receptacles and other "Exempt" bags.

Convention, Hamburg 1984, art 180, para 1 — Size: 210 x 297 mm, colour: green

C 19 (Back)

Transit	Date stamp of the inward office of exchange	Date stamp of the outward office of exchange	Services used (In the case of land transit, indicate T.l., and the route followed. In the case of sea transit, indicate T.m., the route followed, the name of the ship and that of the shipping line)	Country to which the transit charges must be paid
1	2	3	4	5
4th transit				
5th transit				
6th transit				
7th transit				
8th transit				

Stamp of the office
of destination

C 20bis

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	M
kg	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	M
kg	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	<input type="text"/> g fr <input type="text"/> SDR	<input type="text"/> g fr <input type="text"/> SDR	
Totals	<input type="text"/> g fr <input type="text"/> SDR	<input type="text"/> g fr <input type="text"/> SDR	
Amount payable	<input type="text"/> g fr <input type="text"/> SDR		
Creditor administration Place, date and signature		Seen and accepted by debtor administration Place, date and signature	
Convention, Hamburg 1984, art 182, para 2, a – Size: 210 x 297 mm			

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		Administration preparing the statement	Corresponding administration
<input type="checkbox"/> provisional			
<input type="checkbox"/> final			
Currency		Amounts	Amounts
<input type="checkbox"/> Gold francs			
<input type="checkbox"/> SDR			
Provisional payment made			
Paying administration			
Totals			
Deduction			
Creditor administration	Balance		

Observations, if any

The administration preparing the statement
Signature of official

Convention, Hamburg 1984, art 187, para 1 — Size: 210 x 297 mm

Postal administration

C 21bis

STATEMENT
Surface-mail terminal dues

Date of statement

Notes. Statement showing the balance of the C 20bis detailed account


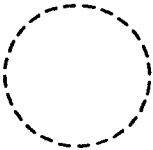
Year for which sums are due		Carried forward from the C 20bis detailed accounts	
Sums due		Administration preparing the statement	Corresponding administration
<input type="checkbox"/> provisional			
<input type="checkbox"/> final			
Currency		Amounts	Amounts
<input type="checkbox"/> Gold francs			
<input type="checkbox"/> SDR			
Provisional payment made			
Paying administration			
Totals			
Deduction			
Creditor administration	Balance		

Observations, if any

The administration preparing the statement

Signature of official

Convention, Hamburg 1984, art 187, para 1 — Size: 210 x 297 mm

	UNIVERSAL POSTAL UNION	INTERNATIONAL REPLY COUPON	C 22
<p>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</p>			
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

C 23

DETAILED STATEMENT Reply coupons exchanged

[Postal administration

Administration which exchanged the reply coupons	Date of statement	
	Notes. Consignments of reply coupons must not contain fractions of a hundred.	
Reply coupons at 2.25 gold francs (0.74 SDR) exchanged for postage stamps and sent to the International Bureau	Number	Amount
		g fr SDR
The administration preparing the statement Place, date and signature	Seen and accepted by the International Bureau of the UPU Place, date and signature Berne,	

Convention, Hamburg 1984, art 196, para 4 — Size: 210 x 148 mm, colour: white



UNIVERSAL POSTAL UNION
International Bureau

DETAILED STATEMENT
Reply coupons supplied

C 24

Administration which received the reply coupons	Date of statement
	Notes. Consignments of reply coupons must not contain fractions of a hundred.

Reply coupons at 2.25 gold francs (0.74 SDR) supplied by the International Bureau	Number	Amount
		<input type="text"/> g fr <input type="text"/> SDR

The International Bureau of the UPU Place, date and signature Berne,	Seen and accepted by the debtor administration Place, date and signature
--	---

(Front)

Postal administration of		C 25														
<div style="border: 1px solid black; width: 80%; margin: 10px auto; text-align: center; padding: 10px;"> Photograph </div> <div style="position: relative; height: 100px; margin-top: 10px;"> <div style="position: absolute; top: 0; left: 0; width: 100%; height: 100%; border: 1px dashed black; border-radius: 50%;"></div> <div style="position: absolute; bottom: 0; left: 0; width: 100%; height: 100%; border: 1px solid black; border-radius: 50%;"></div> </div> <div style="margin-top: 5px;"> Postage stamp (Partly on the photo) </div>	UNIVERSAL POSTAL UNION	POSTAL IDENTITY CARD <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">No</td> <td style="width: 50%; padding: 2px;">Valid until</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Surname</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Forename(s)</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Occupation</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Nationality</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Address</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Holder's signature</td> </tr> </table>	No	Valid until	Surname		Forename(s)		Occupation		Nationality		Address		Holder's signature	
No	Valid until															
Surname																
Forename(s)																
Occupation																
Nationality																
Address																
Holder's signature																

Convention, Hamburg 1984, art 106, para 2 — Size: 105 x 74 mm

(Back)

Description		
Date and place of birth		
Height	Hair	Eyes
Complexion	Special marks	
Issuing office		Official's signature
<p>1 This card, issued exclusively by the postal service, is recognized as proof of identity for post office business.</p> <p>2 Postal administrations are not liable for the consequences of the loss, theft, or fraudulent use of this card.</p>		

Creditor administration

C 26

DETAILED MONTHLY ACCOUNT
Customs, etc., charges

Debtor administration	Date of account
	Month _____ Year _____

Serial No	Date of the advance	Number of the franking note	Office which made the advance	Amount of each franking note	Observations
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total					

The creditor administration
Place, date and signature

☐ Dispatching administration

TRIAL NOTE

C 27

- ☐ 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	<input type="checkbox"/> Surface letter mail	<input type="checkbox"/> Air letter mail
	<input type="checkbox"/> Surface parcel mail	<input type="checkbox"/> Air parcel mail
	Number	Dispatching office
	Date of dispatch	Office of destination
Method of conveyance	<input type="checkbox"/> By flight	Number
	<input type="checkbox"/> By ship	Name of ship
	<input type="checkbox"/> By	
Signature		

To be filled in by the office of destination

Arrival	Office which received the mail	
	Date of arrival	Time
Method of arrival	<input type="checkbox"/> By flight	Number
	<input type="checkbox"/> By ship	Name of ship
	<input type="checkbox"/> 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

Djakarta (Indonesia) Posts Djakarta (Indonesia)	from	to	C 28	
	Geneva 1	DJAKARTA (Indonesia)		
	Mail No			
	Date of dispatch			Via
		Ship		
		Port of disembarkation		

Convention, Hamburg 1984, art 162, para 1 — Size: 125 x 60 mm, colour: vermillion 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.

Mail No	Date of dispatch	C 28bis	
		Weight	kg g
Statistics		<input type="checkbox"/> M bag	
		<input type="checkbox"/> Exempt bag	
		<input type="checkbox"/> Transit	
		<input type="checkbox"/> bulletin C 19	

Convention, Hamburg 1984, art 174, para 1 — Size: 100 x 60 mm, colour: light brown

Dispatching administration	<div style="text-align: right;">C 29</div> <div>ROUTINE CORRESPONDENCE</div> <table border="1"><tr><td>Date</td><td>Number</td></tr><tr><td>Reply to No</td><td>Date</td></tr></table>	Date	Number	Reply to No	Date
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					

<div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">LC</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Dispatching administration</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Portugal</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Dispatching office</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Lisboa</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Dispatching official</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Office of destination</div> <div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">ANKARA</div> <div style="font-size: 0.8em;">In case of irregularity, this label must be attached to the verification note</div>	C 30
--	------

Convention, Hamburg 1984, art 155, para 1 — Size: 105 x 74 mm, colour: white

<div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">AO</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Dispatching administration</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Portugal</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Dispatching office</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Lisboa</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Dispatching official</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Office of destination</div> <div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">ANKARA</div> <div style="font-size: 0.8em;">In case of irregularity, this label must be attached to the verification note</div>	C 30
--	------

Convention, Hamburg 1984, art 155, para 1 — Size: 105 x 74 mm, colour: light blue

<div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">R</div> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <input type="checkbox"/> LC <input type="checkbox"/> AO </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Dispatching administration</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Portugal</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Dispatching office</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Lisboa</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Dispatching official</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Office of destination</div> <div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">ANKARA</div> <div style="font-size: 0.8em;">In case of irregularity, this label must be attached to the verification note</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Number of registered items</div> <div style="text-align: center; font-weight: bold;">C 30</div>
---	--

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		Letters authorizing recoveries (Name of office, date, reference No of debtor administration)	Amount	
	Item No and office of origin	Destination		<input type="checkbox"/> g fr	<input type="checkbox"/> 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	
	<input type="checkbox"/> Letter	<input type="checkbox"/> Printed paper
	Insured item	
	<input type="checkbox"/> Letter	<input type="checkbox"/> Parcel
Special particulars	<input type="checkbox"/> Ordinary parcel	
	Insured value	
	<input type="checkbox"/> Airmail	<input type="checkbox"/> Express
	<input type="checkbox"/> Advice of delivery	
Posting	<input type="checkbox"/> COD	
	COD amount and currency	
	Weight (does not concern letter-post items)	
	Date of posting	Office of posting
Sender	Name and full address	
Addressee	Name and full address	
Contents	Precise description of contents	
Declaration	This item was delivered to me on <input type="checkbox"/> Date	
	<input type="checkbox"/> I have not received this item by post or by any other means	
	I have contacted the <input type="checkbox"/> sender <input type="checkbox"/> 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		
<input type="checkbox"/>	Refused	
<input type="checkbox"/>	Unclaimed	
<input type="checkbox"/>	Gone away	
<input type="checkbox"/>	Unknown	
<input type="checkbox"/>	Deceased	
<input type="checkbox"/>	Insufficient address	
<input type="checkbox"/>		-----
<input type="checkbox"/>		-----
<input type="checkbox"/>		-----
<input type="checkbox"/>		-----
<input type="checkbox"/>		-----
<input type="checkbox"/>		-----

Convention, Hamburg 1984, art 143, para 2;
Parcels, Hamburg 1984, art 138, para 1 —
Maximum size: 52 x 74 mm, colour: pink

VD 2



Convention, Hamburg 1984, art 134, para 1, a — Size: 37 x 13 mm, colour: pink

☐ Dispatching administration

VD 3

☐ Dispatching office of exchangeDISPATCH 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 <input type="checkbox"/> g fr <input type="checkbox"/> 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 officialsStamp of office of exchange of destination
Signatures of officialsConvention, 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	<input type="checkbox"/> Loss <input type="checkbox"/> Theft <input type="checkbox"/> Damage <input type="checkbox"/> 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		
Mail in which the item was sent	The packing should be regarded as		
	<input type="checkbox"/> regulation		<input type="checkbox"/> non-regulation
	Number	Date of dispatch	Time
	Dispatching office		
	Date of arrival	Time	
	Office of destination		
	The item was contained in an		
	<input type="checkbox"/> inner bag	<input type="checkbox"/> outer bag	
The fastening (lead seal) of the bag was			
<input type="checkbox"/> intact	<input type="checkbox"/> not intact		
Method of conveyance	Name or number		
	<input type="checkbox"/> Travelling post office		
	<input type="checkbox"/> Railway van		
	<input type="checkbox"/> Ship		
	<input type="checkbox"/> Flight		

Convention, Hamburg 1984, art 165, para 7 — Size: 210 x 297 mm

VD 4 (Back)

Contents	<input type="checkbox"/> From the invoice <input type="checkbox"/> From the customs declaration <input type="checkbox"/> According to the addressee or the sender
	The contents have been examined in the presence of <input type="checkbox"/> the addressee <input type="checkbox"/> the sender
	Contents established on examination
	Contents damaged
Contents missing	
Estimate of loss	<input type="checkbox"/> According to the addressee <input type="checkbox"/> According to the sender The loss is estimated at the amount of
Cause	The loss is due to
Subsequent treatment of the item	<input type="checkbox"/> After repacking and weighing the item has been forwarded to its destination New weight
	<input type="checkbox"/> The contents have been destroyed by the undersigned office
	<input type="checkbox"/> The packing is held here
	<input type="checkbox"/> The addressee refuses the item <input type="checkbox"/> The sender refuses the item
	<input type="checkbox"/> The addressee has accepted the item <input type="checkbox"/> The sender has accepted the item Amount of Indemnity claimed
Signature of addressee or sender	
Attestation. In witness whereof we have drawn up this report a duplicate of which has been sent 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	
	<input type="checkbox"/> Unregistered	
Office of exchange of destination	<input type="checkbox"/> Registered	
Administration of destination of the mail	Mail	No
	<input type="checkbox"/> Surface <input type="checkbox"/> 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.

[illegible]

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

[illegible]**Totals**

Office of destination

Place, date and signature

Convention, Hamburg 1984, art 171, para 1 –
Size: 210 x 297 mm

Administration of destination

AV 4

STATEMENT OF WEIGHTS
A découvert airmail correspondence

Office of exchange of destination of mails	Notes. To be sent in duplicate.
	Date of statement
Administration dispatching the mails	<input type="checkbox"/> Surface mails <input type="checkbox"/> Airmails
	Office of exchange dispatching the mails

[illegible]

¹ In the case of AV 4 statements for correspondence sent during statistical periods.

Convention, Hamburg 1984, art 220, para 2 – Size: 210 x 297 mm

Creditor administration

AV 5

DETAILED ACCOUNT
Airmail

Debtor administration	Date of account
	<input type="checkbox"/> Closed airmails
	<input type="checkbox"/> A découvert airmail correspondence

Month		Quarter				Year					
Route Country of destination or groups of countries	Cate- gories of items	Weight carried during the month or months of						Total weight	Cost of conveyance per kg	Total conveyance dues payable	
		3		4		5					6
1	2	kg	g	kg	g	kg	g	kg	g	g fr	SDR
	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 signatureSeen and accepted by the debtor administration
Place, date and signature

AV 5bis

STATEMENT OF WEIGHTS OF AIRMAILS RECEIVED
Airmail terminal dues

Administration of origin of the airmails		Year
	<input type="checkbox"/> First quarter	
	<input type="checkbox"/> Second quarter	
	<input type="checkbox"/> Third quarter	
	<input type="checkbox"/> Fourth quarter	

Summary of AV 3bis statements

[illegible]

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 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	

[illegible]

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

Monrovia (Liberia)	From	Lisboa — EPA		By airmail for	AV 8
	Mail No				
	Date of dispatch			MONROVIA (Liberia)	
	LC/AO	kg			
	Posts Monrovia (Liberia)	Flight No		Airport of transhipment	Offloading airport
				MLW	

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"

Monrovia (Liberia)	From	Lisboa — EPA		By airmail for	AV 8
	Mail No				
	Date of dispatch			MONROVIA (Liberia)	
	SV	kg			
	Posts Monrovia (Liberia)	Flight No		Airport of transhipment	Offloading airport
				MLW	

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.

Toronto (Canada)	Posts ◎	from		S.A.L. surface par avion		AV 8bis	
		Basel 2		for			
		Mail No		TORONTO			
		Date of dispatch		(Canada)		Flight No	
Toronto (Canada)	LC/AO	kg	Airport of transhipment		Offloading airport		YYZ

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

Flight No

Airport of transhipment

LONDON-HEATHROW (LHR)

AIRMAIL DISPATCH

for

MONROVIA (MLW)

(Liberia)

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 <input type="checkbox"/> LC <input type="checkbox"/> AO	Number of registered items 	<div style="text-align: right;">AV 10</div> <div style="text-align: right;">By airmail</div>
Dispatching administration Sweden Dispatching office Stockholm Flyg Dispatching official Office of destination <div style="text-align: center; font-size: 2em; font-weight: bold;">MADRID AP</div> <div style="font-size: 0.8em;">In case of irregularity, this label must be attached to the verification note</div>		

Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: pink

LC	Correspondence à découvert	<div style="text-align: right;">AV 10</div> <div style="text-align: right;">By airmail</div>
Dispatching administration Sweden Dispatching office Stockholm Flyg Dispatching official Office of destination of the mail <div style="text-align: center; font-size: 2em; font-weight: bold;">MADRID AP</div> Number of group of countries of destination <div style="font-size: 0.8em;">In case of irregularity, this label must be attached to the verification note</div>		

Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: white

Note. — Bearing in mind the needs of their service, administrations may make slight changes in the text, dimensions and colour of AV 10 forms so long as they do not depart unduly from the directives which the specimen contains.

AO	Correspondence à découvert	AV 10
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	<div style="text-align: right; padding-bottom: 10px;">AV 10</div> Registered items à découvert
			By airmail
Dispatching administration			
Sweden			
Dispatching office			
Stockholm Flyg			
Dispatching official			
Office of destination of the mail			
MADRID AP			
Number of group of countries of destination			
In case of irregularity, this label must be attached to the verification note			

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
		g fr SDR	g fr SDR	
Received by the administration preparing the account				
Sent by the administration preparing the account				
Totals				
Less				
Credit balance				
Name of creditor administration				
The administration preparing the AV 11 account Place, date and signature		Seen and accepted by the administration receiving the AV 11 account Place, date and signature		

Convention Hamburg 1984, art 221, para 4 — Size: 210 x 297 mm

AV 12

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
	kg	kg
	Mail received	kg
	Mail dispatched	kg
	difference	kg
	x terminal dues rate	g fr <input type="checkbox"/> SDR
Totals	g fr <input type="checkbox"/> SDR	g fr <input type="checkbox"/> 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