

**No. 5211**

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**AFGHANISTAN, UNION OF SOUTH AFRICA,  
ALBANIA, GERMANY,  
UNITED STATES OF AMERICA, etc.  
(UNIVERSAL POSTAL UNION)**

**Universal Postal Convention (with Final Protocol, Detailed Regulations and Provisions concerning air-mail correspondence with Final Protocol). Signed at Ottawa, on 3 October 1957**

*Official text: French.*

*Registered by Canada on 7 July 1960.*

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**AFGHANISTAN, UNION SUD-AFRICAINE,  
ALBANIE, ALLEMAGNE,  
ETATS-UNIS D'AMERIQUE, etc.  
(UNION POSTALE UNIVERSELLE)**

**Convention postale universelle (avec Protocole final, Règlement d'exécution et Dispositions concernant la poste aérienne avec Protocole final). Signée à Ottawa, le 3 octobre 1957**

*Texte officiel français.*

*Enregistrée par le Canada le 7 juillet 1960.*

[TRANSLATION<sup>1</sup> — TRADUCTION<sup>2</sup>]

**UNIVERSAL POSTAL UNION**

**ACTS OF THE CONGRESS OF OTTAWA, 1957**

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**I**

No. 5211. UNIVERSAL POSTAL CONVENTION. SIGNED AT  
OTTAWA, ON 3 OCTOBER 1957

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<sup>1</sup> Translation by the British Post Office.

<sup>2</sup> Traduction de l'Administration postale britannique.

NOTE BY THE BRITISH POST OFFICE: Square brackets [ ] indicate a note that does not appear in the original text—usually the accepted English form of an expression necessarily retained in French.<sup>1</sup>

## UNIVERSAL POSTAL CONVENTION

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<sup>1</sup> NOTE DE L'ADMINISTRATION POSTALE BRITANNIQUE. — Les expressions entre crochets [ ] sont des annotations qui ne figurent pas dans le texte original; d'une manière générale, il s'agit de l'équivalent en anglais d'une expression qui a dû être conservée en français.

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## UNIVERSAL POSTAL CONVENTION<sup>1</sup>

CONCLUDED BETWEEN

AFGHANISTAN, THE UNION OF SOUTH AFRICA, THE PEOPLE'S REPUBLIC OF ALBANIA, GERMANY, THE UNITED STATES OF AMERICA, THE WHOLE OF THE TERRITORIES OF THE UNITED STATES OF AMERICA, INCLUDING THE TRUST TERRITORY OF THE PACIFIC ISLANDS, THE KINGDOM OF SAUDI ARABIA, THE ARGENTINE REPUBLIC, THE COMMONWEALTH OF AUSTRALIA, AUSTRIA, BELGIUM, BELGIAN CONGO, THE SOVIET SOCIALIST REPUBLIC OF BYELORUSSIA, BURMA, BOLIVIA, THE UNITED STATES OF BRAZIL, THE PEOPLE'S REPUBLIC OF BULGARIA, CAMBODIA, CANADA, CEYLON, CHILE, CHINA, THE REPUBLIC OF COLOMBIA, THE REPUBLIC OF KOREA, THE REPUBLIC OF COSTA RICA, THE REPUBLIC OF CUBA, DENMARK, THE DOMINICAN REPUBLIC, EGYPT, THE REPUBLIC OF EL SALVADOR, ECUADOR, SPAIN, THE SPANISH TERRITORIES IN AFRICA, ETHIOPIA, FINLAND, FRANCE, ALGERIA, THE WHOLE OF THE TERRITORIES REPRESENTED BY THE FRENCH OFFICE OF OVERSEAS POSTS AND TELECOMMUNICATIONS, GHANA, THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND, THE WHOLE OF THE BRITISH OVERSEAS TERRITORIES, INCLUDING THE COLONIES, THE PROTECTORATES AND THE TERRITORIES UNDER TRUSTEESHIP EXERCISED BY THE GOVERNMENT OF THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND, GREECE, GUATEMALA, THE REPUBLIC OF HAITI, THE REPUBLIC OF HONDURAS, THE HUNGARIAN PEOPLE'S REPUBLIC, INDIA, THE REPUBLIC OF INDONESIA, IRAN, IRAQ, THE IRISH REPUBLIC, THE REPUBLIC OF ICELAND, ISRAEL, ITALY, THE TERRITORY OF SOMALIA UNDER ITALIAN ADMINISTRATION, JAPAN, THE HASHEMITE KINGDOM OF JORDAN, LAOS, LEBANON, THE REPUBLIC OF LIBERIA, LIBYA, LUXEMBOURG, MOROCCO, MEXICO, THE PRINCIPALITY OF MONACO, NEPAL, NICARAGUA, NORWAY, NEW ZEALAND, PAKISTAN, THE REPUBLIC OF PANAMA, PARAGUAY, THE NETHERLANDS, THE NETHERLANDS ANTILLES AND SURINAM, PERU, THE REPUBLIC OF THE PHILIPPINES, THE PEOPLE'S REPUBLIC OF POLAND, PORTUGAL, THE PORTUGUESE PROVINCES IN WEST AFRICA, THE PORTUGUESE PROVINCES IN EAST AFRICA, ASIA AND OCEANIA, THE ROUMANIAN PEOPLE'S REPUBLIC, THE REPUBLIC OF SAN MARINO, THE REPUBLIC OF SUDAN, SWEDEN, THE SWISS CONFEDERATION, SYRIA, CZECHOSLOVAKIA, THAILAND, TUNISIA, TURKEY, THE SOVIET SOCIALIST REPUBLIC OF UKRAINE, THE UNION OF SOVIET SOCIALIST REPUBLICS, THE EASTERN REPUBLIC OF URUGUAY, THE STATE OF THE CITY OF THE VATICAN, THE REPUBLIC OF VENEZUELA, VIET-NAM, YEMEN, THE FEDERAL PEOPLE'S REPUBLIC OF YUGOSLAVIA.

The undersigned, Plenipotentiaries of the Governments of the above-named Countries, being assembled in Congress at Ottawa, by virtue of Article 11 of the Universal Postal Convention concluded at Brussels on the 11th of July 1952,<sup>2</sup> have, by common consent and subject to ratification, revised the said Convention to read as follows :

(See footnotes 1 and 2 on pp. 164 and 165)

(Footnotes 1 and 2 of p. 163)

1 Came into force on 1 April 1959, in accordance with article 84. The instruments of ratification or accession (a), as below, were deposited with the Canadian Government on the dates indicated:

Albania .....	14 September	1959	Lebanon .....	23 July	1958
Argentina (with reservations)* .....	15 April	1959	Luxembourg .....	13 January	1960
Australia .....	29 April	1959	Mexico .....	19 March	1959
(Including the Territories of Papua, Norfolk Island, Cocos (Keeling) Islands and Christmas Island, the Territory of Heard Island and McDonald Islands, the Australian Antarctic Territory and the Trust Territories of New Guinea and Nauru.)			Monaco .....	2 September	1959
Austria .....	4 May	1959	Morocco .....	9 July	1959
Belgium .....	5 March	1959	Netherlands .....	27 August	1959
(The instrument is valid also for the Belgian Congo and the Trust Territory of Ruanda-Urundi.)			(Including Netherlands New Guinea, Surinam and the Netherlands Antilles.)		
Bulgaria .....	13 May	1959	New Zealand .....	6 April	1959
Byelorussian Soviet Socialist Republic .....	23 April	1959	(Also applies to the Cook Islands (including Niue), the Tokelau Islands and the Trust Territory of Western Samoa.)		
Cambodia .....	12 January	1960	Norway .....	19 August	1958
Canada .....	11 August	1958	Pakistan .....	8 October	1959
Ceylon .....	16 November	1959	Peru .....	21 May	1959
Republic of China .....	6 October	1959	Philippines .....	18 June	1959
Czechoslovakia .....	13 August	1959	San Marino .....	31 March	1959
Denmark .....	13 August	1958	Spain .....	29 July	1959
Federation of Malaya (with statement)** .....	13 March	1959 (a)	(Including the Spanish Territories of Africa.)		
Finland .....	6 March	1959	Sudan .....	1 March	1960
France .....	8 May	1959	Sweden .....	2 May	1958
(Including Algeria and the whole of the territories represented by the French Office of Overseas Posts and Telecommunications, composed of the countries and territories designated below and the Franco-British Condominium of the New Hebrides.)†			Switzerland .....	14 November	1958
Ghana .....	7 May	1959 (a)	Tunisia .....	24 March	1959
Greece .....	2 October	1959	Ukrainian Soviet Socialist Republic .....	5 May	1959
Hungary .....	5 April	1960	Union of South Africa ...	7 April	1960
Iceland .....	27 November	1958	Union of Soviet Socialist Republics .....	23 April	1959
India (with declaration)*** .....	21 December	1959	United Arab Republic:		
Iraq (with reservation)**** .....	18 January	1960	Egyptian Province .....	15 January	1959
Israel .....	23 October	1959	Syrian Province .....	15 January	1959
Italy .....	9 June	1960	United Kingdom of Great Britain and Northern Ireland .....	17 July	1959
Japan .....	7 November	1958	(Including the Channel Islands and the Isle of Man.)		
Jordan .....	2 March	1959	United States of America .....	1 April	1959
Republic of Korea .....	14 March	1960	(Also applies to the whole of the territories of the United States of America, including the Territory of the Pacific Islands under Trusteeship and the Panama Canal Zone.)		
			Vatican City State .....	13 April	1960
			Republic of Viet-Nam .....	3 December	1959
			Yemen .....	3 April	1959 (a)
			Yugoslavia .....	15 April	1959

† (a) *States members of the Community*: Republic of Senegal, Sudanese Republic, Republic of the Ivory Coast, Republic of the Niger, Republic of the Upper Volta, Republic of Dahomey, Islamic Republic of Mauritania, Gabon Republic, Republic of the Congo, Central African Republic, Republic of Chad, Malagasy Republic.

(b) *Overseas territories*: Comoro Islands, New Caledonia and dependencies, French Polynesia, French Somaliland, St. Pierre and Miquelon.

(c) *Trust Territories of France*: Cameroons, Autonomous Republic of Togo.

## \*RESERVATIONS

[SPANISH TEXT — TEXTE ESPAGNOL]

"... que los artículos 4° y 5° de la Convención Postal Universal no se refieren ni comprenden a las Islas Malvinas, Islas Georgias del Sur, Islas Sandwich del Sur y tierras incluidas dentro del sector antártico argentino, por cuanto éstas no constituyen colonia o posesión de Nación alguna, sino que hacen parte del territorio argentino y están comprendidas en su dominio y soberanía.

La República Argentina especialmente reserva y mantiene intactos sus legítimos títulos y derechos sobre esos territorios, señalando que la disposición contenida en el artículo 53, numeral 1) sobre circulación de sellos postales valederos en el país de origen, no será considerada como obligatoria por la República cuando en los mismos se desfigure la realidad geográfica y jurídica argentina."

[TRANSLATION — TRADUCTION]

... that articles 4 and 5 of the Universal Postal Convention do not refer to or include the Islas Malvinas, the Islas Georgias del Sur, the Islas Sandwich del Sur or the territories included in the Argentine Antarctic sector, inasmuch as these islands and territories do not constitute the colony or possession of any nation but form part of Argentine territory and fall under its dominion and sovereignty.

The Argentine Republic especially reserves and maintains its legitimate title to and rights over these territories, pointing out that the provisions of article 53, paragraph 1, concerning the circulation of postage stamps valid in the country of origin, will not be regarded as binding on the Republic when the said stamps misrepresent the realities of Argentine geography and law.

## \*\*STATEMENT

"... The Ministry has further to request the High Commission to convey to its Government the Federation of Malaya's wishes to benefit by Article VIII of the Final Protocol to the Universal Postal Convention, as well as by the following provisions of the Final Protocol of the Agreement concerning Parcel Post applicable to the British Overseas Territories:

- (a) Articles III, VI(B), VIII, IX, X, XI and XV of the Final Protocol to the Agreement.
- (b) Article of the Final Protocol to the detailed regulations."

## \*\*\*DECLARATION

"In regard to the two items in Article 4 of the Convention containing the titles of territories of Portugal and the corresponding reference to them in the Preamble, the Government of India understands that, irrespective of the nomenclature used to describe them, they are juridically 'territories', in pursuance to the heading of Article 4, for whose international relations the member-country is responsible."

## \*\*\*\*RESERVATION

"Iraq's participation in the Universal Postal Union Conference and its ratification of the Universal Postal Convention and its attached agreements does not mean in any way Iraq's recognition of the State of Israel as a member in the Universal Postal Union. Iraq could not establish any kind of relations with Israel and the latter has no right to request Iraq to implement any obligation under the terms of these agreements."

<sup>2</sup> United Nations, *Treaty Series*, Vol. 169, p. 3; Vol. 186, p. 356; Vol. 202, p. 340, and Vol. 227, p. 390.

**PART I**  
**CONSTITUTIONAL AND GENERAL PROVISIONS**  
**OF THE UNIVERSAL POSTAL UNION**

SECTION I

**Constitutional provisions**

CHAPTER I

**Constitution of the Union**

ARTICLE 1

**Constitution and aim of the Union**

1. The Countries between which the present Convention is concluded form, under the title of Universal Postal Union, a single postal territory for the reciprocal exchange of correspondence.

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

ARTICLE 2

**Seat of the Union**

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

ARTICLE 3

**New admissions. Procedure**

1. Any sovereign Country may apply for admission as a member of the Universal Postal Union.

2. The application is addressed through the diplomatic channel to the Government of the Swiss Confederation, and by the latter to the member-Countries of the Union.

3. The Country concerned is considered to be admitted as a member if its application is approved by two-thirds at least of the member-Countries of the Union.

4. Member-Countries of the Union which have not answered within a period of four months are considered to have abstained.

5. Admission as a member is notified by the Government of the Swiss Confederation to the Governments of all the member-Countries of the Union.

ARTICLE 4

**Territories for whose international relations a member-Country is responsible**

The following are considered to be a single member-Country of the Union or a single postal Administration of a member-Country as the case may be within the meaning of the Convention and of the Agreements as regards, in particular, their right to vote at Congresses, Conferences and in



the interval between meetings and also their contribution to the expenditure of the Union:

1. the Whole of the Territories of the United States of America, including the trust Territory of the Pacific Islands ;
2. Belgian Congo ;
3. the Spanish Territories in Africa ;
4. Algeria ;
5. the Whole of the Territories represented by the French Office of Overseas Posts and Telecommunications ;
6. the Whole of the British overseas Territories, including the Colonies, the Protectorates and the Territories under trusteeship exercised by the Government of the United Kingdom of Great Britain and Northern Ireland ;
7. the Territory of Somalia under Italian administration ;
8. the Netherlands Antilles and Surinam ;
9. the Portuguese Provinces in West Africa ;
10. the Portuguese Provinces in East Africa, Asia and Oceania.

#### ARTICLE 5

##### **Application of the Acts of the Union to the Territories for whose international relations a member-Country is responsible**

1. Any member-Country may declare, either at the time of signature, ratification or application for admission, or later, that its acceptance of the present Convention and, where appropriate, of the Agreements, includes all the Territories for whose international relations it is responsible, or certain of them only. This declaration, unless made at the time of signature or ratification of the Convention, is to be addressed to the Government of the Swiss Confederation.

2. The Convention applies only to those Territories for whose international relations a member-Country is responsible and in respect of which declarations have been made under § 1.

3. Any member-Country may at any time address to the Government of the Swiss Confederation a notification designed to cancel the application of the Convention to any Territory for whose international relations it is responsible and in respect of which it has made a declaration under § 1. This notification takes effect one year from the date of its receipt by the Government of the Swiss Confederation.

4. The Government of the Swiss Confederation communicates to every member-Country a copy of each declaration or notification received under §§ 1 to 3.

5. The provisions of this article do not apply to any Territory for whose international relations a member-Country is responsible and which figures in Article 4 of the Convention.

#### ARTICLE 6

##### **Jurisdiction of the Union**

The following are considered as belonging to the Universal Postal Union:

- a) post offices set up by member-Countries in territories not included in the Union ;
- b) other territories which, without being members of the Union, are included in it because from the postal point of view they are subordinate to member-Countries.

**ARTICLE 7****Exceptional relations**

Administrations which provide a service with territories not included in the Union are bound to act as intermediaries for other Administrations. The provisions of the Convention and its Detailed Regulations apply to these exceptional relations.

**ARTICLE 8****Restricted Unions. Special Agreements**

1. Member-Countries of the Union, or their postal Administrations if the legislation of the Countries permits, may establish restricted Unions and make special Agreements concerning the international postal service provided always that they do not introduce provisions less favourable to the public than those laid down in the Acts to which they are parties.

2. Restricted Unions may send observers to Congresses, Conferences and meetings of the Union, to the Executive and Liaison Committee as well as to the Consultative Committee for Postal Studies.

**ARTICLE 9****Withdrawal from the Union**

1. Each member-Country is free to withdraw from the Union by notice given through the diplomatic channel to the Government of the Swiss Confederation and by that Government to the Governments of the member-Countries.

2. Withdrawal from the Union becomes effective on the expiry of a period of one year from the day on which the notice is received by the Government of the Swiss Confederation.

**ARTICLE 10****Languages**

1. The official language of the Universal Postal Union is French.

2. For the debates of Congresses, of Conferences and of their committees, the French, English, Spanish and Russian languages are admitted, by means of a system of interpretation—with or without electronic equipment—the choice of which is left to the judgment of the organisers of the meeting after consultation with the Director of the International Bureau and the member-Countries concerned. The same applies as regards meetings of the Universal Postal Union which are held in the intervals between Congresses.

3. Other languages are likewise admissible for the debates and meetings mentioned in § 2.

4. a) The cost of installing and maintaining the system of simultaneous interpretation for French, English, Spanish and Russian is borne by the Union ;

b) the cost of the interpretation services for the same languages is borne by the member-Countries which use English, Spanish or Russian. It is divided into three equal parts each of which is apportioned among the Countries of the group to which they belong in proportion to their contributions to the general expenses of the Union.

5. Delegations using other languages provide for simultaneous interpretation into one of the languages mentioned in § 2, either by the system therein indicated, when the necessary technical modifications can be made, or by individual interpreters.

6. The cost of using other languages, including the cost of any technical alterations described in § 5 that may be made to the system mentioned in § 2, are apportioned among the member-Countries using those languages on the same basis as in § 4 b).

7. Postal Administrations may come to an understanding about the language to be used for official correspondence in their relations with one another. In the absence of such agreement, the language to be used is French.

## CHAPTER II

### Organisation of the Union

#### ARTICLE 11

##### Congress

1. Delegates of the Countries of the Union meet in Congress not later than five years after the date of the entry into force of the Acts of the preceding Congress in order to revise or complete those Acts, as required.

2. Each Country arranges for its representation at Congress by one or more plenipotentiary delegates furnished with the necessary powers by their Government. It may, if necessary, arrange for its representation by the delegation of another Country. It is understood, nevertheless, that a delegation may represent only one Country other than its own.

3. In the debates each Country is entitled to one vote only.

4. Each Congress fixes the place of assembly for the next Congress. The Countries of the Union are convened, directly or through the intermediary of a third Country, by the good offices of the Government of the Country in which the Congress is to take place, in agreement with the International Bureau. That Government is also responsible for notifying the decisions taken by the Congress to all the Governments of the Countries.

#### ARTICLE 12

##### Extraordinary Congresses

1. An extraordinary Congress may be assembled at the request or with the consent of at least two-thirds of the member-Countries.

2. The place of assembly is fixed, in agreement with the International Bureau, by the member-Countries initiating the Congress.

3. The regulations of Article 11, §§ 2 to 4, apply by analogy to extraordinary Congresses.

#### ARTICLE 13

##### Presentation of proposals to Congresses

The Administration of any member-Country has the right to present to Congresses proposals concerning the Acts of the Union to which that Country is a party.

**ARTICLE 14****Administrative Conferences**

1. Conferences charged with examining purely administrative questions may be convened at the request or with the consent of at least two-thirds of the Administrations.

2. The place of assembly is fixed, in agreement with the International Bureau, by the Administrations initiating the Conference. The invitations are issued by the Administration of the Country in which the Conference is to be held.

**ARTICLE 15****Rules of Procedure of Congresses and Conferences**

Each Congress and Conference draws up the rules of procedure necessary for its work. Until these rules are adopted, the provisions of the rules of procedure drawn up by the previous Congress apply insofar as they are relevant to the debates.

**ARTICLE 16****Executive and Liaison Committee**

1. In the interval between Congresses an Executive and Liaison Committee ensures the continuity of the work of the Universal Postal Union in accordance with the provisions of the Convention and the Agreements.

2. The Committee consists of twenty members who exercise their functions on behalf of and in the interest of the Union during the interval between two successive Congresses.

3. The member-Countries of the Committee are appointed by Congress on the basis of an equitable geographical distribution. At least half of the membership is renewed at each Congress; no Country may be chosen by three Congresses in succession.

4. The representative of each of the member-Countries of the Committee is appointed by the postal Administration of his Country. This representative shall be a qualified official of the postal Administration.

5. The office of Committee member is unpaid. The working expenses of the Committee are borne by the Union.

6. The functions of the Committee are as follows:

- a) to maintain the closest contact with the Administrations of the Countries of the Union with a view to improving the international postal service;
- b) to study administrative, legislative and juridical problems connected with the international postal service and to communicate the results of such studies to the postal Administrations;
- c) to submit, for examination by the Consultative Committee for Postal Studies, questions on which the latter will carry out studies and issue opinions according to the provisions of Article 17;
- d) to make useful contact with the United Nations, its Councils and Commissions, and also with the specialised agencies and other international organisations, for research and the preparation of reports to be submitted for approval to the Administrations of the Countries of the Union; and to send as occasion arises representatives of the Union to take part on its behalf in meetings of these international organisations;

- e) to formulate as may be necessary proposals to be submitted for the approval either of the Administrations of the member-Countries of the Union under the provisions of Articles 28 and 29, or of Congress when the proposals concern studies entrusted by Congress to the Committee or when they arise out of the Committee's own activities as defined in this Article ;
- f) to examine at the request of the Administration of a Country any proposal which that Administration forwards to the International Bureau under the provisions of Chapter V, to prepare observations on it and to charge the International Bureau with annexing these observations to the said proposal before submitting it for approval to the Administrations of member-Countries of the Union ;
- g) within the framework of the Convention and its Detailed Regulations :
  - 1° to ensure the control of the activities of the International Bureau of which it appoints, when the need arises, and on the proposal of the Government of the Swiss Confederation, the Director and other higher officials ;
  - 2° to approve, on the proposal of the Director of the International Bureau, the appointments of officials of the 1st and 2nd salary grades after examining the professional qualifications of the candidates sponsored by the Administrations of the Union, taking into account an equitable geographical distribution with respect to continents and language and all other relevant considerations, due regard being had to the Bureau's own internal promotion arrangements ;
  - 3° to approve the annual report on the Union's activities drawn up by the International Bureau and, where appropriate, to furnish observations upon it.

## ARTICLE 17

### Consultative Committee for Postal Studies

1. The Consultative Committee for Postal Studies is a permanent organ of the Union charged with carrying out studies and issuing opinions on technical, operational and economic questions concerning the postal service.

2. All the member-Countries of the Union are, as of right, members of the Committee.

3. The Committee elects, from its number, a Management Council of twenty members responsible for directing, fostering and co-ordinating its work.

4. The members of the Management Council are divided into three specialised sections :

- a) Technical Section ;
- b) Operational Section ;
- c) Economic Section.

5. The Sections set up working parties charged with the study of specific questions. Countries which do not belong to the Management Council may, at their request, collaborate in the activities of the working parties.

6. Congress submits to the Committee the questions for study. The Executive and Liaison Committee may also submit subjects for study to

the Consultative Committee for Postal Studies. Countries which desire, in the interval between Congresses, to propose the study of a particular question forward their request to the Chairman of the Management Council.

7. The Management Council reports annually to the Executive and Liaison Committee and, in due course, to Congress, on the work of the Committee. The report of the Management Council to Congress is first submitted to the Consultative Committee for Postal Studies in plenary session.

8. The working expenses of the Committee are borne by the Union.

#### ARTICLE 18

##### **Special Committees**

Committees appointed by a Congress or Conference to study one or more specific questions are convened by the International Bureau, after agreement, where appropriate, with the Administration of the Country in which these Committees are to meet.

#### ARTICLE 19

##### **International Bureau**

A central Office operating at the headquarters of the Union, under the title of the International Bureau of the Universal Postal Union and set under the general supervision of the Swiss Postal Administration, serves postal Administrations as an organisation for liaison, information and consultation.

#### ARTICLE 20

##### **Expenditure of the Union**

1. Each Congress fixes the maximum figure for the ordinary annual expenditure of the Union, including the working expenses of the Executive and Liaison Committee and of the Consultative Committee for Postal Studies. This expenditure, together with the extraordinary expenses occasioned by the meeting of a Congress, Conference or special Committee and the expenses which may result from special tasks entrusted to the International Bureau, is borne in common by all the Countries of the Union.

2. To this end, member-Countries are grouped in 7 classes and contribute to the expenses of the Union in the following proportion:

1st class, 25 units	5th class, 5 units
2nd „ 20 „	6th „ 3 „
3rd „ 15 „	7th „ 1 unit
4th „ 10 „	

3. In the case of a new admission the Government of the Swiss Confederation fixes by common consent with the Government of the Country concerned the class in which the latter shall be placed for the apportionment of the expenditure.

**CHAPTER III****Relationship of the Union with the United Nations****ARTICLE 21****Relationship with the United Nations**

The relationship between the Universal Postal Union and the United Nations is governed by the two following agreements, the texts of which are annexed to the present Convention :

- a) Agreement signed at Paris on the 4th July 1947 ;<sup>1</sup>
- b) Supplementary Agreement signed at Paris on the 13th July 1949 and at Lake Success on the 27th July 1949.<sup>1</sup>

**CHAPTER IV****Acts of the Union****ARTICLE 22****Convention and Agreements of the Union**

1. The Convention is the constitutive Act of the Union.
2. The letter post service is regulated by the provisions of the Convention.
3. The other services are regulated by the following Agreements :<sup>2</sup>
  - the Agreement concerning Insured Letters and Boxes ;<sup>3</sup>
  - the Agreement concerning Postal Parcels ;
  - the Agreement concerning Postal Money Orders and Postal Travellers' Cheques ;
  - the Agreement concerning Transfers to and from Postal Cheque Accounts ;
  - the Agreement concerning Cash on Delivery items ;
  - the Agreement concerning the Collection of Bills ;
  - the Agreement concerning the International Savings Bank Service ;
  - the Agreement concerning Subscriptions to Newspapers and Periodicals.
4. These Agreements are binding only upon the member-Countries which have acceded to them.
5. Accession by member-Countries to one or more of these Agreements is notified in accordance with the provisions of Article 3, § 2.

**ARTICLE 23****Withdrawal from participation in the Agreements**

Each member-Country is free to withdraw from participation in one or more of the Agreements, under the conditions laid down in Article 9.

**ARTICLE 24****Detailed Regulations**

The Administrations of member-Countries draw up by common consent, in the Detailed Regulations, the detailed rules and procedures necessary for the implementation of the Convention and the Agreements.

<sup>1</sup> See p. 212 of this volume.

<sup>2</sup> See footnote 3. Will also appear in United Nations, *Treaty Series*, Vols. 365 and 366, under Nos. 5213 to 5219.

<sup>3</sup> See p. 359 of this volume.

**ARTICLE 25****Ratification**

1. The Acts adopted by a Congress are ratified as soon as possible by the signatory Countries; the ratifications are communicated to the Government of the Country where the Congress was held and by that Government to the Governments of the signatory Countries.

2. These Acts come into force simultaneously and are current for the same period.

3. As from the date fixed for the entry into force of the Acts adopted by a Congress, the Acts of the previous Congress are rescinded.

4. If one or more of the Countries do not ratify one or other of the Acts signed by them, those Acts shall be none the less valid for the Countries that have ratified them.

**ARTICLE 26****National legislation**

The stipulations of the Convention and the Agreements of the Union and of their Final Protocols do not override the legislation of any Country as regards anything for which they do not expressly provide.

**CHAPTER V****Proposals designed to amend or interpret the Acts of the Union in the interval between Congresses****ARTICLE 27****Presentation of proposals**

1. In the interval between Congresses, any Administration of a member-Country has the right to address to the other Administrations through the intermediary of the International Bureau proposals relating to the Acts of the Union to which that Country is a party.

2. To be eligible for consideration all proposals presented by an Administration in the interval between Congresses shall be supported by at least two other Administrations. Such proposals lapse when the International Bureau does not receive, at the same time, the necessary number of declarations of support.

**ARTICLE 28****Examination of proposals**

1. Every proposal is subjected to the following procedure: a period of two months is allowed to Administrations of member-Countries to examine the proposal circulated by the International Bureau and to forward their observations, if any, to the Bureau. Amendments are not admitted. The replies are collected by the International Bureau and communicated to Administrations with an invitation to pronounce for or against the proposal. Those that have not notified their vote within a period of two months are considered as abstaining. The periods quoted are reckoned from the date of the International Bureau circulars.

2. If the proposal relates to an Agreement, its Detailed Regulations or their Final Protocols, only the Administrations of Countries which are parties to that Agreement may take part in the procedure laid down in § 1.



## ARTICLE 29

**Conditions of approval**

1. To become effective, a proposal shall obtain:

- a) the unanimity of the votes if it involves amendments to the provisions of Articles 1 to 47 (Part I), 48, 49, 52, 55, 68, 69, 71 to 74, 76 to 83 (Part II), 84 (Part III) of the Convention, of any of the Articles of its Final Protocol and of Articles 101, 102, 103, 106, § 2 to 5, 112, § 1, 116, 117, 119, 134, 169, 173, 180, 184 and 191 of its Detailed Regulations;
- b) two-thirds of the votes if it involves amendments of principle to provisions other than those mentioned under a);
- c) the majority of the votes if it is a question of:
  - 1° editorial amendments to the provisions of the Convention and its Detailed Regulations other than those mentioned under a);
  - 2° an interpretation of the provisions of the Convention, its Final Protocol and its Detailed Regulations, except in the case of a disagreement to be submitted to arbitration as provided for in Article 33.

2. The conditions to be fulfilled for the approval of proposals concerning the Agreements are fixed by the Agreements themselves.

## ARTICLE 30

**Promulgation of decisions**

1. Amendments made to the Convention, the Agreements, the Final Protocols and the Annexes to those Acts are sanctioned by a diplomatic declaration which the Government of the Swiss Confederation is charged with preparing and conveying at the request of the International Bureau to the Governments of the member-Countries.

2. Amendments made to the Detailed Regulations and their Final Protocols are recorded and notified to Administrations by the International Bureau. The same applies to the interpretations referred to in Article 29, § 1, c), 2°.

## ARTICLE 31

**Implementation of decisions**

Any amendment which has been adopted does not take effect until at least three months after its promulgation.

## ARTICLE 32

**Proposals concerning the Agreements with the United Nations**

The procedure envisaged in Article 29, § 1, a) applies also to proposals designed to modify the Agreements concluded between the Universal Postal Union and the United Nations to the extent that these Agreements do not lay down conditions for the amendment of the provisions they contain.

## CHAPTER VI

### Arbitration

#### ARTICLE 33

### Arbitration

1. In the event of disagreement between two or more postal administrations of member-Countries as to the interpretation of the Convention, the Agreements and their Final Protocols as well as their Detailed Regulations and their Final Protocols or as to the responsibility imposed on a postal Administration by the application of these Acts, the question at issue is settled by arbitration.

2. To this end, each of the Administrations in the case selects an Administration of the Union not directly interested in the dispute. When several Administrations make common cause, they count as a single Administration for the purposes of this provision.

3. If one of the Administrations in disagreement does not act on a proposal for arbitration within a period of six months, the International Bureau, if requested, calls on the defaulting Administration to appoint an arbitrator or itself appoints one *ex officio*.

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

5. The decision of the arbitrators is taken on a majority of the votes.

6. If the voting is equal the arbitrators select another postal Administration also disinterested in the question at issue to settle the difference. Should they fail to agree on the choice, this Administration is appointed by the International Bureau from among members of the Union not proposed by the arbitrators.

7. If the dispute concerns one of the Agreements, the arbitrators may only be appointed from among the Administrations giving effect to that Agreement.

## SECTION II

### General provisions

#### CHAPTER I

#### Rules concerning the international postal service

#### ARTICLE 34

### Freedom of transit

1. Freedom of transit is guaranteed throughout the entire territory of the Union. It applies equally to air-mail correspondence, whether or not the intermediate administrations take part in reforwarding it.

2. Member-Countries which do not participate in the exchange of letters containing perishable biological substances have the option of not admitting these items sent in transit, *à découvert*, through their territories.

3. Member-Countries not providing the insured letters and boxes service or not accepting responsibility for insured items carried by their sea or air

services cannot refuse to accept such items in closed mails for transit through their territories or for conveyance by their sea or air services; but their responsibility is limited to that laid down for registered items.

4. Freedom of transit for postal parcels forwarded by land and by sea is limited to the territories of the Countries taking part in this service.

5. Freedom of transit for air parcels is guaranteed throughout the entire territory of the Union. Nevertheless, member-Countries which are not parties to the Agreement concerning Postal Parcels cannot be required to forward air parcels by surface.

6. Member-Countries which are parties to the Agreement concerning Postal Parcels are bound to provide transit for insured postal parcels despatched in closed mails, even if those Countries do not themselves admit such items or do not accept responsibility in respect of such items carried by their sea or air services, in which case their responsibility is limited to that laid down for uninsured parcels of the same weight.

#### ARTICLE 35

##### **Failure to give freedom of transit**

When a Country fails to observe the provisions of Article 34 concerning freedom of transit the Administrations of the other member-Countries are at liberty to discontinue their postal service with that Country. They shall give prior notice of this step to the Administrations concerned by telegram.

#### ARTICLE 36

##### **Temporary suspension of services**

When, owing to exceptional circumstances, a Postal Administration finds itself obliged to suspend its services temporarily either wholly or in part, it is bound to notify the fact immediately, if need be by telegram, to the Administration or Administrations concerned.

#### ARTICLE 37

##### **Charges**

1. The charges and fees for the various international postal services are fixed by the Convention and the Agreements.

2. No postal charge, surcharge or fee of any kind may be imposed other than those which are prescribed in the Convention and Agreements.

#### ARTICLE 38

##### **Free postage**

1. Correspondence relating to the postal service is exempted from all postal charges if exchanged between the following:

- a) postal Administrations,
- b) postal Administrations and the International Bureau,
- c) post offices of the countries of the Union,
- d) post offices and postal Administrations.

2. Items for which free conveyance is expressly laid down by the provisions of the Convention, the Agreements and their Detailed Regulations are also exempted from all postal charges.

## ARTICLE 39

**Free postage for items relating to prisoners of war and civilian internees**

1. Correspondence, insured letters and boxes, postal parcels and postal money orders addressed to or sent by prisoners of war, either directly or through the Information Bureaux and the Central Prisoner of War Information Agency prescribed in Articles 122 and 123 respectively of the Geneva Convention of the 12th of August 1949 relative to the treatment of prisoners of war,<sup>1</sup> are exempted from all postal charges. Belligerents apprehended and interned in a neutral Country are classed as prisoners of war properly so called so far as the application of the foregoing provisions is concerned.

2. The provisions of § 1 apply also to items of correspondence, insured letters and boxes, postal parcels and postal money orders originating in other Countries and addressed to or sent by civilian internees as defined by the Geneva Convention of the 12th of August 1949 relative to the protection of civilian persons in time of war,<sup>2</sup> either directly 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 also enjoy exemption from postage in respect of correspondence, insured letters and boxes, postal parcels and postal money orders concerning the persons referred to in §§ 1 and 2, which they send or receive, either directly or as intermediaries, under the conditions laid down in those paragraphs.

4. Parcels are admitted free of postage up to a weight of 5 kgs. The weight limit is increased to 10 kgs. in the case of parcels whose contents 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 40

**Free postage for literature for the blind**

Literature for the blind, including letters in writing used by the blind posted unsealed, is exempted from the prepayment of postage as well as the special fees for registration, advice of delivery, express, enquiry and cash on delivery.

<sup>1</sup> United Nations, *Treaty Series*, Vol. 75, p. 135; Vol. 78, p. 367; Vol. 84, p. 415; Vol. 87, p. 395; Vol. 91, p. 380; Vol. 96, p. 325; Vol. 100, p. 294; Vol. 120, p. 299; Vol. 128, p. 308; Vol. 131, p. 333; Vol. 139, p. 461; Vol. 141, p. 384; Vol. 149, p. 410; Vol. 150, p. 371; Vol. 165, p. 328; Vol. 167, p. 297; Vol. 171, p. 417; Vol. 173, p. 399; Vol. 180, p. 303; Vol. 181, p. 351; Vol. 184, p. 339; Vol. 186, p. 316; Vol. 188, p. 370; Vol. 191, p. 367; Vol. 198, p. 388; Vol. 199, p. 331; Vol. 202, p. 332; Vol. 207, p. 346; Vol. 213, p. 383; Vol. 230, p. 433; Vol. 247, p. 390; Vol. 248, p. 364; Vol. 251, p. 374; Vol. 253, p. 339; Vol. 257, p. 368; Vol. 260, p. 442; Vol. 264, p. 335; Vol. 267, p. 373; Vol. 269, p. 285; Vol. 270, p. 376; Vol. 274, p. 339; Vol. 278, p. 261; Vol. 286, p. 339; Vol. 310, p. 338; Vol. 314, p. 332; Vol. 320, p. 336; Vol. 328, p. 307, and Vol. 330, p. 356.

<sup>2</sup> United Nations, *Treaty Series*, Vol. 75, p. 287; Vol. 78, p. 368; Vol. 84, p. 416; Vol. 87, p. 395; Vol. 91, p. 381; Vol. 96, p. 326; Vol. 100, p. 295; Vol. 120, p. 300; Vol. 128, p. 308; Vol. 131, p. 333; Vol. 139, p. 462; Vol. 141, p. 385; Vol. 149, p. 411; Vol. 150, p. 372; Vol. 165, p. 329; Vol. 167, p. 298; Vol. 171, p. 418; Vol. 173, p. 400; Vol. 180, p. 304; Vol. 181, p. 352; Vol. 184, p. 340; Vol. 186, p. 317; Vol. 188, p. 371; Vol. 191, p. 368; Vol. 198, p. 390; Vol. 199, p. 332; Vol. 202, p. 333; Vol. 207, p. 346; Vol. 213, p. 384; Vol. 230, p. 434; Vol. 247, p. 391; Vol. 248, p. 365; Vol. 251, p. 375; Vol. 253, p. 340; Vol. 257, p. 370; Vol. 260, p. 444; Vol. 264, p. 336; Vol. 267, p. 374; Vol. 269, p. 286; Vol. 270, p. 377; Vol. 274, p. 341; Vol. 278, p. 262; Vol. 286, p. 340; Vol. 310, p. 339; Vol. 314, p. 333; Vol. 320, p. 337; Vol. 328, p. 308; and Vol. 330, p. 357.

## ARTICLE 41

**Monetary standard**

The franc adopted as the monetary unit in the provisions of the Convention and the Agreements is the gold franc of 100 centimes of a weight of 10/31 of a gramme and of a fineness of 0.900.

## ARTICLE 42

**Settlement of accounts**

Settlements between Administrations of international accounts arising from postal traffic may be regarded as current transactions and made in accordance with the current international obligations of the Countries concerned, when there are agreements to this effect. In the absence of such agreements, accounts are settled in accordance with the provisions of the Detailed Regulations.

## ARTICLE 43

**Equivalents**

In each member-Country, the charges and fees are fixed on the basis of the closest possible equivalent of the value of the franc in the currency of the Country.

## ARTICLE 44

**Postage stamps**

The postal Administrations of the Union issue postage stamps for the prepayment of postage. Each new issue of stamps is reported with the necessary information to all the other postal Administrations of the Union through the intermediary of the International Bureau.

## ARTICLE 45

**Forms**

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

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

3. The texts, colours and sizes of the forms which are the subject of §§ 1 and 2 shall be as prescribed in the Detailed Regulations of the Convention and of the Agreements.

## ARTICLE 46

**Postal identity cards**

1. Each Administration may issue to persons who apply for them, postal identity cards valid as proof of identity for every kind of post office business in the Countries which have not notified their refusal to admit them.

2. The Administration which issues a card is authorised to levy, on this account, a charge which must not exceed 70 centimes.

3. Administrations are relieved of all responsibility when it is established that the delivery of a postal item or the payment of a money order was made on the presentation of a genuine card. Moreover, they are not responsible for consequences arising from the loss, theft or fraudulent use of a genuine card.

4. A card is valid for a period of five years from the date of issue.

## CHAPTER II

### Penal measures

#### ARTICLE 47

#### Undertakings regarding penal measures

The Governments of member-Countries 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 the putting into circulation :
  - 1° of counterfeit postage stamps (even if withdrawn from circulation) or used postage stamps, as well as of counterfeit or used impressions of postal franking machines or printing presses ;
  - 2° of counterfeit international reply coupons ;
  - 3° of counterfeit postal identity cards ;
- c) for punishing the fraudulent use of genuine postal identity cards ;
- d) for prohibiting and suppressing the fraudulent manufacture and putting into circulation of impressed or adhesive stamps in use in the postal service, counterfeited or imitated in such a manner that they could be mistaken for the impressed or adhesive stamps issued by the Administration of one of the member-Countries ;
- e) for preventing and, if necessary, for punishing the insertion in postal items of opium, morphine, cocaine or other narcotics as well as explosive or easily inflammable substances, where their insertion has not been expressly authorised by the Convention and the Agreements.

## PART II

### PROVISIONS CONCERNING THE LETTER POST

#### CHAPTER I

#### General provisions

#### ARTICLE 48

#### Correspondence

The term correspondence applies to letters, single and reply-paid postcards, commercial papers, printed papers, literature for the blind, samples of merchandise, small packets and "Phonopost" items.

#### ARTICLE 49

#### Charges and general conditions

1. The charges to be prepaid for the conveyance of correspondence throughout the entire extent of the Union, together with the limits of weight and size, are fixed in accordance with the table below. Except in the cases provided for in Article 50, § 3 these charges cover delivery of the correspondence to the place of address to the extent that a delivery service is organised in the Country of destination:

Category	Unit of weight	Charge	Limits	
			of weight	of size
1	2	3	4	5
Letters:	g.	c.		
first weight step ...	20	25	2 kg.	Maxima: length, width and depth combined: 90 cm., but the greatest dimension may not exceed 60 cm. <sup>1</sup> In roll form: length plus twice the diameter, 100 cm., but the greatest dimension may not exceed 80 cm. Minima: having a surface measuring not less than 10 x 7 cm. In roll form: length plus twice the diameter: 17 cm., but the greatest dimension may not be less than 10 cm.  Items with a size less than the minimum set out above are nevertheless admitted if they bear a rectangular address label of cardboard or strong paper of which the two adjacent sides measure not less than 16 cm. and the smaller side is not less than 4 cm.
each succeeding step ...		15		
Postcards:				
single ...	—	15	—	Maxima: 15 x 10.5 cm. Minima: as for letters.
reply-paid ...	—	30	—	
Commercial papers...	50	—	2 kg.	
first weight step ...	—	10		
each succeeding step ...	—	5		
Minimum charge ...	—	25		
Printed papers ...	50	—	3 kg.	
first weight step ...	—	10	(for books: 5 kg.;	
each succeeding step ...	—	5	this limit of weight may be raised to 10 kg. after agreement between the Administrations concerned)	
Literature for the blind ...	see Article 40	—	7 kg.	As for letters.
Samples of merchandise ...	50	—	500 g.	
first weight step ...	—	10		
each succeeding step ...	—	5		
Minimum charge ...	—	25		
Small packets ...	50	10	1 kg.	
Minimum charge ...	—	50		
"Phonopost" items ...				
first weight step ...	20	18	300 g.	Maxima: length, width and depth combined: 60 cm., but the greatest dimension may not exceed 26 cm. Minima: as for letters.
each succeeding step ...		12		

2. The limits of weight and size fixed in § 1 do not apply to the correspondence sent on postal service which is the subject of Article 38.

3. Perishable biological substances packed and labelled in accordance with the conditions stipulated in the Detailed Regulations are subject to the ordinary tariff for letters and may only be exchanged between officially recognised, qualified laboratories. This exchange is, moreover, restricted to those countries which have declared their willingness to admit such items, whether reciprocally or in one direction only.

4. Each Administration has the option of conceding a reduction of 50 per cent. of the ordinary tariff for printed papers to newspapers and periodicals published in its Country, whilst reserving the right to restrict this reduction to newspapers and periodicals which fulfil the conditions required for transmission at the tariff for newspapers in its internal service. Commercial printed papers such as catalogues, prospectuses, price lists, etc., are excluded from this reduction, no matter how regularly they are issued; the same applies to advertisement slips annexed to newspapers and periodicals.

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

6. Despatching Administrations admitting the principle of the 50 per cent. reduction reserve to themselves the option of fixing a minimum charge for the items mentioned in §§ 4 and 5 above, which, while remaining within the limits of the 50 per cent. reduction, is not lower than the rate that applies in their internal service to newspapers and periodicals on the one hand, and ordinary printed matter on the other.

7. Items other than registered letters in a closed envelope may not contain coin, bank notes, currency notes or securities of any kind payable to bearer, platinum, gold or silver, manufactured or not, precious stones, jewels and other valuable articles.

8. Administrations of Countries of origin and of destination have the option of dealing, according to their internal legislation, with letters containing documents having the character of current and personal correspondence addressed to persons other than the addressee or persons living with the addressee.

9. Except as provided for in the Detailed Regulations, commercial papers, printed papers, literature for the blind, samples of merchandise and small packets:

- a) should be made up in such a manner that they may be easily examined;
- b) must not bear any inscription or contain any document having the character of current or personal correspondence;
- c) must not contain any postage stamp or form of prepayment, whether cancelled or not, or any paper representing a monetary value.

10. Samples of merchandise must not contain any article having a saleable value.



11. The small packets and "Phonopost" items services are restricted to those Countries which have announced their willingness to admit such items reciprocally or in the inward direction only.

12. The combining in one item of correspondence of different categories (grouped categories) is authorised under the conditions laid down in the Detailed Regulations.

13. Apart from the exceptions allowed by the Convention and its Detailed Regulations, items not fulfilling the conditions laid down in the present Article and the Detailed Regulations are not forwarded. Items which have been wrongly admitted should be returned to the Administration of origin. Nevertheless, the Administration of destination may deliver them to the addressees. In that event it applies to them, as necessary, the charges and surcharges prescribed for the category of correspondence to which they belong by reason of their contents, weight or size. Items whose weights exceed the maximum limits laid down in § 1 may be charged according to their actual weight.

#### ARTICLE 50

##### **Special charges**

1. Administrations are authorised to impose an additional charge, according to the provisions of their internal legislation, on items presented for forwarding after the prescribed time.

2. Items addressed *poste restante* may be subjected by Administrations of Countries of destination to the special charge, if any, prescribed by their legislation for items of the same kind in their internal service.

3. Administrations of Countries of destination are authorised to levy a special charge not exceeding 40 centimes on each small packet delivered to the addressee. This charge may be increased by 20 centimes, at most, when the item is delivered to the place of address.

#### ARTICLE 51

##### **Storage fee**

The Administration of destination is authorised to collect the storage fee adopted in its internal service for commercial papers, printed papers and small packets weighing more than 500 grammes of which the addressee has not taken delivery within the period during which they are held at his disposal free of charge.

#### ARTICLE 52

##### **Prepayment of postage**

1. As a general rule, all the items mentioned in Article 48, with the exception of literature for the blind, are to be fully prepaid by the sender.

2. Unpaid or underpaid items other than letters and single postcards are not forwarded, nor are reply-paid postcards of which the two halves are not fully prepaid at the time of posting.

3. When unpaid or underpaid letters or single postcards are posted in great number, the Administration of the Country of origin is at liberty to return them to the sender.

## ARTICLE 53

**Methods of prepaying postage**

1. Prepayment of postage is effected either by means of postage stamps printed on or affixed to the items and valid in the Country of origin for the correspondence of private individuals or by means of impressions of postal franking machines officially adopted and working under the immediate control of the Administration or by means of impressions by a printing press or by any other process when such a system is authorised by the internal regulations of the Administration of origin.

2. The following are considered as duly prepaid : reply postcards bearing postage stamps, printed or affixed, of the Country of issue, items properly prepaid for their first transmission and on which the complementary charge has been paid before their redirection, as well as newspapers or packets of newspapers and periodicals which bear on the address side the indication "*Abonnement-poste*" or "*Abonnement direct*" and which are sent under the Agreement concerning Subscriptions to Newspapers and Periodicals.

## ARTICLE 54

**Prepayment of postage on board ship**

1. In the absence of other arrangements between the Administrations concerned, the postage on correspondence posted on board ship on the high seas may be prepaid by means of the postage stamps and according to the tariff of the Country to which the ship belongs or by which it is maintained.

2. If the posting on board takes place during the stay at one of the two terminal points of the voyage or at any intermediate port of call, prepayment of postage is valid only if it is effected by means of the postage stamps and according to the tariff of the Country in whose waters the ship is lying.

## ARTICLE 55

**Charge on unpaid or underpaid correspondence**

1. Apart from the exceptions laid down in Article 68, § 6 for registered items and in Article 153, §§ 3, 4 and 5 of the Detailed Regulations for certain classes of redirected items, unpaid or underpaid letters and single postcards are liable to a charge equal to double the amount of the deficient postage, to be paid by the addressees ; but that charge may not be less than 5 centimes.

2. The same treatment may be applied in similar circumstances to other items of correspondence which have been incorrectly forwarded to the Country of destination.

## ARTICLE 56

**International reply coupons**

1. International reply coupons are placed on sale in the Countries of the Union.

2. Their selling price is fixed by the Administrations concerned ; but it may not be less than 40 centimes or the equivalent in the currency of the Country of sale.

3. Each coupon is exchangeable in any Country for a stamp or stamps representing the postage prepayable on an unregistered single-rate letter for abroad from that Country. On presentation of a sufficient number of reply coupons Administrations shall supply the postage stamps necessary for prepaying an unregistered letter weighing not more than 20 grammes for despatch by air.

4. Furthermore, each Country reserves the right to demand that the coupons and the items of correspondence to be prepaid by the exchange of coupons shall be presented at the same time.

#### ARTICLE 57

##### **Express items**

1. At the senders' request items of correspondence are sent out for delivery to an address by special messenger immediately after arrival in those Countries where the Administration agrees to undertake the service.

2. These items called "express" are subject, in addition to the ordinary postage, to a special charge which may not be less than the amount of postage prepayable on an unregistered single-rate letter and not more than 60 centimes or the amount of the charge applied by the Country of origin in its internal service, if this is higher. This charge is to be fully paid in advance.

3. The special charge envisaged in § 2, can be validly paid for the express delivery of the reply half of a postcard only by the sender of that half.

4. When the address of the addressee is situated outside the local delivery area of the office of destination, express delivery may give rise to the collection by the Administration of destination of an additional charge not greater than that fixed for items of the same kind in the internal service. Express delivery is, however, not obligatory in this case.

5. Express items on which the total amount of the charges payable in advance has not been prepaid are delivered in the ordinary way unless they have been treated as express by the office of origin. In that case, they are charged in accordance with the provisions of Article 55.

6. Administrations are at liberty to consider themselves bound to make not more than one attempt at express delivery. If that attempt fails, the item may be treated as an ordinary item.

7. If the regulations of the Country of destination permit, addressees may ask the delivery office to deliver to them by express any registered or other items which come to hand for them. In that case the Administration of destination is authorised to collect, at the time of delivery, the charge that applies in its internal service.

#### ARTICLE 58

##### **Withdrawal from the post. Alteration of address**

1. The sender of an item of correspondence 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 the provisions of Article 60,
- c) has not been seized by virtue of the internal legislation of the Country of destination.

2. The request to be made to this effect is forwarded by post or by telegraph at the expense of the sender who should pay, for each request, a charge not exceeding 40 centimes in addition to the registration fee. If the request is to be forwarded by air or by telegraph, the sender shall pay in addition the corresponding air-mail surcharge or the charge of the telegram. In addition, if the sender wishes to be informed by air or by telegraph of the action taken by the office of destination following his request for withdrawal from the post or alteration of the address, he shall pay for this purpose the relative air mail surcharge or charge for the telegram.

3. Only one of the charges or surcharges prescribed in § 2 is levied in respect of a request for withdrawal from the post or alteration of address concerning several items posted at the same time at the same office by the same sender to the same addressee.

4. A request for simple correction of address (without alteration of the name or status of the addressee) may be addressed directly to the office of destination by the sender, that is to say, without compliance with the formalities and without payment of the charges prescribed in §§ 2 and 3.

#### ARTICLE 59

##### **Redirection. Undeliverable items**

1. If an addressee changes his address, items of correspondence are redirected to him forthwith unless the sender has forbidden redirection by means of a note to that effect on the address side in a language known in the Country of destination. Nevertheless, redirection from one Country to another is effected only if the items satisfy the conditions required for the further conveyance. If the items of correspondence are, at the request of the sender or the addressee, to be redirected or returned by air, the stipulations of articles 4 and 9, §§ 2 and 3, of the Air Mail Provisions apply by analogy.

2. Undeliverable correspondence should be returned forthwith to the Country of origin.

3. The period of retention for correspondence retained at the disposal of the addressees or addressed *poste restante* is fixed by the regulations of the Country of destination. As a general rule, however, this period must not exceed one month, except in particular cases when the Administration of destination considers it necessary to prolong it up to a maximum of two months. Return to the Country of origin should take place 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. Printed papers of no value are not returned, unless the sender has asked for their return by means of a note on the outside of the item in a language known in the Country of destination. Registered printed papers ought always to be returned.

5. Except as provided in the Detailed Regulations, the redirection of items of correspondence from Country to Country or their return to the Country of origin does not give rise to the collection of any supplementary charge.

6. Redirected or undeliverable correspondence is delivered to the addressees or senders against payment of the charges raised 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.

7. In the event of redirection to another Country or of non-delivery, the *poste restante* fee, the customs clearance fee, the storage fee, the commission fee, the additional express charge and the special fee for delivery of small packets to the addressees are cancelled.

## ARTICLE 60

### Prohibitions

1. The forwarding of the following articles is prohibited :

- a) articles which, by their nature or their packing, may expose officials to danger, or soil or damage correspondence (see also letter g) ;
- b) articles subject to customs duty (apart from the exceptions mentioned in Article 61) and samples sent in quantities with the intention of avoiding payment of this duty ;
- c) opium, morphine, cocaine and other narcotics ;
- d) articles of which the importation or the circulation is prohibited in the Country of destination ;
- e) living animals, except :
  - 1° bees, leeches and silkworms ;
  - 2° parasites and destroyers of noxious insects intended for the control of those insects and exchanged between officially recognised institutions ;
- f) explosive or inflammable substances ;
- g) dangerous substances ; nevertheless the perishable biological substances mentioned in article 49 § 3 are not considered dangerous ;
- h) obscene or immoral articles.

2. Items containing articles mentioned in § 1 which have been wrongly admitted to the post are dealt with in accordance with the internal legislation of the Country of the Administration establishing their presence.

3. Nevertheless, the items which contain articles referred to in § 1, c), f), g) and h) are in no circumstances forwarded to their destination, delivered to the addressees or returned to origin.

4. In cases where items wrongly admitted to the post are neither returned to origin nor sent on to the addressee, the Administration of origin shall be informed exactly how they have been dealt with.

5. Moreover, every Country reserves the right to deny conveyance to items of correspondence in transit *à découvert* over its territory, 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 should be returned to the Administration of the Country of origin.

**ARTICLE 61****Articles subject to customs duty**

1. Small packets and printed papers subject to customs duty are admitted.
2. The same applies to letters and samples of merchandise containing articles subject to customs duty where the Country of destination has given its consent. Nevertheless, each Administration has the right to restrict to the registered letter service letters containing articles subject to customs duty.
3. Consignments of serums, vaccines, perishable biological substances and also of medicines urgently required and difficult to obtain, are admitted in every case.

**ARTICLE 62****Customs control**

The Administration of the Country of destination is authorised to submit to customs control the items mentioned in Article 61, and, if necessary, to open them as a matter of course.

**ARTICLE 63****Customs clearance fee**

Items submitted to customs control in the Country of destination may be subjected on this account to a customs clearance fee not exceeding 40 centimes per item as a postal charge when they are found to be liable to customs duty.

The amount of this customs clearance fee may be increased to 1 gold franc for the items mentioned in Article 164 § 19 of the Detailed Regulations which exceed the weight limits prescribed in Article 49 § 1.

**ARTICLE 64****Customs duty and other non-postal fees**

Postal Administrations are authorised to collect from the addressees of the items the customs duty and all other non-postal fees which may be due.

**ARTICLE 65****Items for delivery free of charges**

1. In the service between those Countries which have notified their agreement to that effect, the senders may by means of a previous declaration at the office of origin undertake to pay the whole of the postal and non-postal charges 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 and on payment of a charge not exceeding 40 centimes, that the item be delivered free of charges. If the request is to be forwarded by air or by telegraph, the sender shall pay in addition the appropriate air-mail surcharge or the charge for the telegram.
2. In the cases provided for in § 1, senders shall undertake to pay the amounts which may be claimed by the office of destination and, if necessary, to pay a sufficient deposit.

3. The Administration of destination is authorised to collect a commission fee not exceeding 40 centimes per item. This fee is independent of that prescribed in Article 63.

4. Every Administration has the right to restrict the service of delivery free of charges to registered items.

#### ARTICLE 66

##### **Cancellation of customs duty and other non-postal fees**

Postal Administrations undertake to use their good offices with the appropriate services in their Country with a view to the cancellation of the customs duty and other non-postal fees on items returned to origin, destroyed because of complete damage of the contents or redirected to a third Country.

#### ARTICLE 67

##### **Enquiries and requests for information**

1. Enquiries are entertained within a period of a year from the day after that on which the item was posted.

2. Enquiries initiated by an Administration are in order and must be dealt with, provided only that they reach the Administration concerned within eighteen months from the date of posting of the items under enquiry.

3. Each Administration is bound to accept enquiries and requests for information relating to any item posted in the service of another Administration.

4. Unless the sender has already paid the special fee for an advice of delivery, each enquiry or request for information may be subject to payment of a fee not exceeding 60 centimes. Enquiries and requests for information are forwarded as a matter of course by the quickest available means (air or surface). If a request is made for transmission by telegraph, the cost of the telegram and, where appropriate, of the reply is collected in addition to the enquiry fee.

5. If the enquiry or request for information relates to several items posted at the same time at the same office by the same sender addressed to the same addressee, only one fee is levied. If, however, the matter is one of registered items which were at the sender's request to have been forwarded by different means, a separate fee is levied for each of the means used.

6. If an enquiry or request for information has been occasioned by a service error, the fee collected for it is refunded.

## CHAPTER II

### Registered items

#### ARTICLE 68

##### Charges

1. The items of correspondence specified in Article 48 may be sent as registered items.
2. The charge on every registered item shall be paid in advance. It is made up of :
  - a) the ordinary postage according to the category of the item ;
  - b) a fixed registration fee not exceeding 40 centimes.
3. The fixed registration fee on the reply half of a postcard can be validly paid only by the sender of that half.
4. A receipt shall be handed over free of charge to the sender of a registered item at the time of posting.
5. Administrations of Countries prepared to cover risks arising from causes beyond control are authorised to levy a special charge not exceeding 40 centimes for each registered item.
6. Unpaid or underpaid registered items which have been incorrectly forwarded to the Country of destination are liable to a charge, to be paid by the addressee, equal in amount to the deficient postage.

#### ARTICLE 69

##### Advice of delivery

1. The sender of a registered item may apply for an advice of delivery on payment at the time of posting of a fixed fee not exceeding 40 centimes. This advice is sent to him by air if he pays, in addition to the fixed fee mentioned, an additional fee not exceeding the air surcharge corresponding to the weight of the form.
2. An advice of delivery may be applied for after posting within the period of one year and under the conditions laid down in Article 67.
3. When the sender enquires about an advice of delivery which he has not received within a normal period, neither a second advice of delivery fee nor the fee prescribed in Article 67 for enquiries and requests for information is charged.

#### ARTICLE 70

##### Delivery to the addressee in person

1. In the service between those Administrations which have given their consent registered items of correspondence that are accompanied by an advice of delivery are, at the sender's request, delivered to the addressee in person ; in such cases, the sender pays a special fee of 20 centimes or the fee charged in the Country of origin for a request for delivery to the addressee in person.
2. Administrations are bound to make two attempts to deliver such items.



**ARTICLE 71****Responsibility**

1. Administrations are answerable for the loss of registered items.
2. The sender is entitled on this account to an indemnity the amount of which is fixed at 25 francs per item.

**ARTICLE 72****Non-responsibility**

Postal Administrations are not responsible :

1° for the loss of registered items :

- a) in circumstances beyond control. The Administration in whose service the loss occurs should decide, in the light of its internal legislation, whether the loss is due to circumstances attributable to a cause beyond control ; these are notified to the Administration of the Country of origin. Nevertheless responsibility still rests with the Administration of the despatching Country if it has undertaken to cover risks arising from causes beyond control (Article 68, § 5) ;
- b) when they cannot account for items owing to the destruction of official records through a cause beyond control, provided that proof of their responsibility has not been otherwise established ;
- c) where it is a question of items whose contents fall within the prohibitions specified in Articles 49, §§ 7 and 9 c) and 60, § 1 ;
- d) when the sender has made no enquiry within the period of one year prescribed in Article 67 ;

2° for registered items which they have delivered according either to the conditions laid down for items of the same kind in their internal regulations or to those set out in Article 46, § 3 ;

3° for items confiscated under the internal legislation of the Country of destination.

**ARTICLE 73****Apportionment of responsibility between postal Administrations**

1. Until the contrary is proved, responsibility for the loss of a registered item rests with the Administration which, having received it without comment and being furnished with all the prescribed means of enquiry, cannot prove either delivery to the addressee or, where appropriate, regular transfer to another Administration.

2. Until the contrary is proved and subject to the provisions of § 3, an intermediate Administration or the Administration of destination is relieved of all responsibility :

- a) when it has observed the provisions of Article 36 of the Convention and Articles 165, § 3 and 166, § 4 of the Detailed Regulations ;
- b) when it can prove that it was not informed of the enquiry until after the destruction of the official records relating to the item in question, the period of retention prescribed in Article 121 of the Detailed Regulations having expired ; this reservation does not prejudice the rights of the enquirer.

3. If, however, the loss occurs in course of conveyance and it is impossible to establish in which Country's territory or service the loss took place, the Administrations concerned bear the loss equally.

4. When a registered item has been lost in circumstances beyond control, the Administration in whose territory or service the loss occurred is not responsible to the despatching Administration unless the two Countries undertake to cover risks arising out of causes beyond control.

5. The customs duty and other charges of which it has not been possible to secure cancellation are borne by the Administrations responsible for the loss.

6. An Administration which has paid the indemnity takes 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 74

##### **Payment of indemnity**

Subject to its right to make a claim on the Administration which is responsible, the Administration to which the office of posting belongs must pay the indemnity.

#### ARTICLE 75

##### **Period for payment of the indemnity**

1. The indemnity shall be paid as soon as possible and at the latest within a period of six months from the day following the date of the enquiry.

2. If the Administration of origin does not undertake to cover risks arising out of causes beyond control it may postpone settlement of the indemnity beyond the period prescribed in § 1, when the question whether the loss of the item is due to such causes has not been decided.

3. The Administration of origin is authorised to settle with the sender at the expense of the Administration, whether intermediate or of destination, which, duly informed, has allowed five months to pass without settling the matter. A longer period is permitted if the loss appears to be due to a cause beyond control; this fact is, in any case, to be communicated to the Administration of origin.

#### ARTICLE 76

##### **Reimbursement of the indemnity to the despatching Administration**

1. The Administration which is responsible or on whose account payment is made in accordance with Article 75 is bound to reimburse the despatching Administration for the amount of the indemnity actually paid to the sender, within four months from the date of despatch of the notice of payment.

2. If the indemnity is to be borne by several Administrations in accordance with Article 73, the whole of the indemnity due shall be paid to the despatching Administration within the period mentioned in § 1 by the first Administration which, having duly received the item under enquiry, is unable to prove its regular transfer to the next service. It rests with this

Administration to recover from the other Administrations responsible the share falling to each one of them of the indemnity paid to the entitled person.

3. The Administration making payment is reimbursed in accordance with the rules for payment prescribed in Article 42.

4. When responsibility is admitted, as well as in the case provided for in Article 75, § 3, the amount of indemnity may also be recovered as a matter of course from the Country responsible by means of an account, either directly or through the intermediary of an Administration which exchanges accounts regularly with the Administration responsible.

5. The Administration of origin may only claim reimbursement from the Administration responsible within one year from the date of despatch of the notice of payment to the sender.

6. The Administration whose responsibility is duly proved and which has at first declined to pay the indemnity shall assume all additional costs resulting from the unwarranted delay in payment.

7. Administrations may agree to settle periodically for the indemnities which they have paid to the senders and which they have accepted as justified.

#### ARTICLE 77

##### **Subsequent discovery of a registered item considered as lost**

1. In the event of the subsequent discovery of a registered item or part of the item considered as lost, the sender and the addressee are informed of the fact.

2. The sender is further informed that he may take delivery of it within a period of three months on repayment of the amount of the indemnity received. If by the end of that period the sender has not claimed the item, the addressee is notified that he may take delivery of it within a similar period on payment of the sum paid to the sender.

3. If the sender or the addressee takes delivery of the item after repayment of the amount of the indemnity, that sum is refunded to the Administration or where appropriate the Administrations which bore the loss.

4. If the sender and the addressee refuse to take delivery of the item, it becomes the property of the Administration or where appropriate the Administrations which paid the indemnity.

#### CHAPTER III

##### **Allocation of charges. Transit charges**

#### ARTICLE 78

##### **Allocation of charges**

Except where expressly provided by the Convention and the Agreements each Administration retains the whole of the charges which it has collected.

## ARTICLE 79

**Transit charges**

1. Subject to the provisions of Article 80, 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) are subject, in favour of each of the Countries across whose territory or by whose services they are carried, to the transit charges indicated in the table below. These charges are payable by the Administration of the Country of origin of the mail. Nevertheless, costs of conveyance between two offices of the Country of destination are payable by that Country.

Distances traversed										Charge per kg. gross
1										2
1° Distances traversed by land expressed in kilometres										fr. c.
Up to 300 km.	...	...	...	...	...	...	...	...	...	0·07
Above 300 up to 600	...	...	...	...	...	...	...	...	...	0·12
" 600 " 1000	...	...	...	...	...	...	...	...	...	0·17
" 1000 " 1500	...	...	...	...	...	...	...	...	...	0·24
" 1500 " 2000	...	...	...	...	...	...	...	...	...	0·32
" 2000 " 2500	...	...	...	...	...	...	...	...	...	0·39
" 2500 " 3000	...	...	...	...	...	...	...	...	...	0·46
" 3000 " 3800	...	...	...	...	...	...	...	...	...	0·55
" 3800 " 4600	...	...	...	...	...	...	...	...	...	0·66
" 4600 " 5500	...	...	...	...	...	...	...	...	...	0·77
" 5500 " 6500	...	...	...	...	...	...	...	...	...	0·90
" 6500 " 7500	...	...	...	...	...	...	...	...	...	1·03
" 7500 by each additional 1000	...	...	...	...	...	...	...	...	...	0·15
2° Distance traversed by sea										
a) expressed in nautical miles					b) expressed in kilometres converted on the basis of one nautical mile = 1·852 km.					
Up to 300 nautical miles	...	...	...	...	Up to 556 km.	...	...	...	...	0·12
Above 300 up to 600	...	...	...	...	Above 556 up to 1111	...	...	...	...	0·17
" 600 " 1000	...	...	...	...	" 1111 " 1852	...	...	...	...	0·21
" 1000 " 1500	...	...	...	...	" 1852 " 2778	...	...	...	...	0·24
" 1500 " 2000	...	...	...	...	" 2778 " 3704	...	...	...	...	0·27
" 2000 " 2500	...	...	...	...	" 3704 " 4630	...	...	...	...	0·30
" 2500 " 3000	...	...	...	...	" 4630 " 5556	...	...	...	...	0·32
" 3000 " 3500	...	...	...	...	" 5556 " 6482	...	...	...	...	0·34
" 3500 " 4000	...	...	...	...	" 6482 " 7408	...	...	...	...	0·36
" 4000 " 5000	...	...	...	...	" 7408 " 9260	...	...	...	...	0·38
" 5000 " 6000	...	...	...	...	" 9260 " 11112	...	...	...	...	0·41
" 6000 " 7000	...	...	...	...	" 11112 " 12964	...	...	...	...	0·44
" 7000 " 8000	...	...	...	...	" 12964 " 14816	...	...	...	...	0·46
" 8000 ...	...	...	...	...	" 14816 ...	...	...	...	...	0·48

2. In the absence of other arrangements direct sea conveyance between two Countries by the ships of one of them is regarded as a third party service.

3. Sea transit begins when the mails are deposited on the quay serving the ship in the port of departure and ends when they are delivered on the quay of the port of destination.

4. So far as the payment of transit charges is concerned, missent mails are considered to have followed their normal route ; consequently, administrations concerned in the conveyance of such mails are not entitled on that account to demand a payment from the despatching Administration, but the latter remain liable for the appropriate transit charges to the Countries whose services they normally use.

#### ARTICLE 80

##### **Exemption from transit charges**

Items exempted from postage under Articles 38 to 40 are exempted from all land or sea transit charges.

#### ARTICLE 81

##### **Extraordinary services**

The transit charges specified in Article 79 are not applicable to conveyance by extraordinary services specially established or maintained by an Administration at the request of one or more other Administrations. The conditions of this class of conveyance are regulated by mutual consent between the Administrations concerned.

#### ARTICLE 82

##### **Accounting for transit charges**

1. The general accounting for transit charges is based on data from statistical returns taken once in every three years, during a period of 14 days. This period is extended to 28 days for mails exchanged less than six times a week by the services of any one Country. The Detailed Regulations fix the incidence of the statistics and the duration of their application.

2. When the annual balance between two Administrations does not exceed 25 francs, the debtor Administration is exempted from any payment.

3. Every Administration is authorised to submit for the consideration of a committee of arbitrators the results of statistics which in its opinion differ too much from reality. The arbitration is arranged as laid down in Article 33.

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

#### ARTICLE 83

##### **Exchange of closed mails with warships or military aircraft**

1. Closed mails may be exchanged between the post offices of any one of the member-Countries 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

one 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 or sea services of other Countries.

2. Correspondence of every kind enclosed in these mails shall be confined to that addressed to or sent by the officers and crews of the ships or aircraft to or from which the mails are forwarded; the rates and conditions of despatch applicable to them are fixed, according to its internal regulations, by the postal Administration of the Country to which the ships or aircraft belong.

3. In the absence of other arrangements, the postal Administration of the Country to which the warships or military aircraft belong is accountable to the intermediate Administrations for the transit charges for the mails calculated in accordance with the provisions of Article 79.

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## PART III

### FINAL PROVISIONS

#### ARTICLE 84

##### **Entry into force and duration of the Convention**

The present Convention shall come into force on the 1st of April 1959 and shall remain in operation for an indefinite period.

In faith whereof, the Plenipotentiaries of the Governments of the above-named Countries have signed the present Convention in a single copy which shall lie in the Archives of the Government of Canada and of which a copy shall be delivered to each Party.

Done at Ottawa, the 3rd of October 1957.

For Afghanistan:

Abdul QAYYUM  
Mohammad Qassem FAZELI

For the Union of South Africa:

Leonard Cecil BURKE

For the People's Republic of Albania:

Jonuz MERSINI

For Germany:

Dr. Hans STEINMETZ  
Dr. Fritz SCHUSTER  
Dr. Werner SEEBASS  
Dr. Frederick REISS

For the United States of America:

E. George SIEDLE  
Greever ALLAN  
Frederick E. BATRUS  
David S. GOODSON  
Raymond K. HANCOCK  
Armand J. RIOUX  
Edward J. MAHONEY

For the whole of the territories of the United States of America, including the Trust Territory of the Pacific Islands:

E. George SIEDLE  
Greever ALLAN  
Frederick E. BATRUS  
David S. GOODSON  
Raymond K. HANCOCK  
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For the Kingdom of Saudi Arabia:

Sheikh Ibrahim SILSELAH  
Awadh Hamid HAJAJ

For the Argentine Republic:

Norberto Silva D'HERBIL

For the Commonwealth of Australia:

Brian Farquhar JONES

William George WRIGHT

For Austria:

Dr. Benno SCHAGINGER

Dr. Paul MACHOLD

Dr. Julius PAROUBEK

Hermann HERMANY

For Belgium:

J. B. L. LEMMENS

M. LONNAY

A. V. E. FAZZI

M. RICHIR

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J. A. M. VANSTEEVENVOORT

For the Soviet Socialist Republic of Byelorussia:

Ivan Nikitavich KVACHA

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U PA AUNG

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Dr. Ernesto CACERES B.

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Petre Yordanov BAIKOUCHEV  
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Luis CARVAJAL

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Col. Jorge MENDEZ CALVO  
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For the Republic of Cuba:

Francisco GUIGOU GIOL  
Oscar SIGARROA GUTIÉRREZ  
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Marcel FAUCON  
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For the whole of the territories represented by the French Office of Overseas Posts  
and Telecommunications:

MEYER  
SKINAZI

For Ghana:

For the United Kingdom of Great Britain and Northern Ireland, including the  
Channel Islands and the Isle of Man:

Robert Henry LOCKE, C.B.  
Sir Dudley OWEN LUMLEY, K.B.E., C.B.  
Anthony Hubert RIDGE  
Trevor Charles CARPENTER  
Dorothy Joan FOTHERGILL  
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For the whole of the British overseas territories, including the colonies, the protectorates and the Territories under trusteeship exercised by the Government of the United Kingdom of Great Britain and Northern Ireland:

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For New Zealand:

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For Pakistan:

Lt. Col. Shahabuddin Ahmed SIDDIQI  
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For the Republic of Panama:

Francisco RUIZ

For Paraguay:

Virgilio CATALDI  
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J. D. H. VAN DER TOORN  
F. A. HOFMAN  
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For the People's Republic of Poland:

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Engenheiro Teodoro DE MATOS FERREIRA DE AGUIAR

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For Viet-Nam:

NGUYỄN-DUY-LIÊN  
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For Yemen:

For the Federal People's Republic of Yugoslavia:

Nikola MILANOVIC  
Vazilije KOVAČEVIĆ  
(for Milomir MIČIĆ)  
(for Janko YANJATOVIĆ)

## FINAL PROTOCOL TO THE UNIVERSAL POSTAL CONVENTION

At the moment of proceeding to sign the Universal Postal Convention concluded this day, the undersigned Plenipotentiaries have agreed the following:

### ARTICLE I

#### Exception to free postage for literature for the blind

Notwithstanding the provisions of Articles 40 and 49 those Countries which do not concede free postage to literature for the blind, including letters in writing used by the blind posted unsealed, in their internal service have the option of making a charge which must not in any event exceed the one in their internal service.

### ARTICLE II

#### Equivalents. Maximum and minimum limits

1. Each Country has the option of increasing by 50% or reducing by 20%, at most, the charges prescribed in Article 49, § 1, in accordance with the following table:

Category 1	Charges	
	Upper limit 2	Lower limit 3
Letters { first weight step ... ..	c. 40	c. 20
{ each succeeding step ... ..	24	12
Postcards { single ... ..	24	12
{ reply-paid ... ..	48	24
Commercial papers { first weight step ... ..	16	8
{ each succeeding step ... ..	8	4
Minimum charge ... ..	40	20
Printed papers { first weight step ... ..	16	8
{ each succeeding step ... ..	8	4
Literature for the blind ... ..	—	—
Samples of merchandise { first weight step ... ..	16	8
{ each succeeding step ... ..	8	4
Minimum charge ... ..	40	20
Small packets, per 50 grammes ... ..	16	8
Minimum charge ... ..	80	40
"Phonopost" items { first weight step ... ..	28·8	14·4
{ each succeeding step ... ..	19·2	9·6

2. The charges adopted are, as far as possible, to bear the same proportions to one another as the basic charges, each Administration being free to round its charges up or down as the case may be according to the characteristics of its monetary system.

3. The tariff adopted by a Country applies to the charges to be collected on arrival in cases of non-payment or underpayment of postage.

4. Nevertheless Administrations which take advantage of the increase provided for in § 1 may fix the charges to be collected in cases of non-payment or underpayment of postage in accordance with the equivalent of the basic charges indicated in Article 49, § 1, and not with their increased outward charges.

### ARTICLE III

#### **Exceptions to the application of the tariff for commercial papers, printed papers and samples of merchandise**

1. Notwithstanding the provisions of Article 49, Countries have the right not to apply to commercial papers, printed papers and samples of merchandise the charge fixed for the first weight step, and to apply for that step the charge of 5 centimes ; but they may apply a minimum charge of 10 centimes to samples of merchandise. In the case of grouped categories, the charge paid shall be the minimum charge for samples if the item consists of printed papers and samples.

2. Exceptionally, Countries are authorised to bring their international rates for commercial papers, printed papers and samples of merchandise up to those laid down by their internal legislation for similar items in their internal service.

### ARTICLE IV

#### **Ounce avoirdupois**

As an exceptional measure, Countries which by reason of their internal regulations are unable to adopt the metric-decimal system of weight are permitted the right to substitute for it the ounce avoirdupois (28.3465 grammes) taking one ounce as equivalent to 20 grammes for letters and "Phonopost" items and two ounces as equivalent to 50 grammes for commercial papers, printed papers, samples of merchandise and small packets.

### ARTICLE V

#### **Exception to the inclusion of articles of value in registered letters**

Notwithstanding the provisions of Article 49, § 7, the postal Administrations of the United States of Brazil, Chile, the Republic of the Philippines and the Swiss Confederation are authorised not to admit in registered letters the articles of value mentioned in the said § 7.

### ARTICLE VI

#### **Posting of correspondence abroad**

A Country is not bound to forward or deliver to the addressees 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 ; this applies also to such items posted in large quantities whether or not such postings are made with a view to benefiting from lower charges. The rule is 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. The Administration concerned may either return the items in question to origin or tax them at its internal rates. The method by which the charges are collected is left to its discretion.

## ARTICLE VII

**International reply coupons**

Administrations are permitted not to undertake the sale of international reply coupons or to limit their sale.

## ARTICLE VIII

**Withdrawal from the post. Alteration of address**

The provisions of Article 58 do not apply to the Union of South Africa, the Commonwealth of Australia, Burma, Canada, the United Kingdom of Great Britain and Northern Ireland, India, New Zealand and Pakistan, or to those of the British overseas Territories, including the Colonies, the Protectorates and the Territories under trusteeship exercised by the United Kingdom of Great Britain and Northern Ireland or to the Irish Republic, whose internal legislation does not permit the withdrawal from the post or the alteration of the address of correspondence at the sender's request.

## ARTICLE IX

**Registration and advice of delivery fees**

Countries which cannot fix their registration and advice of delivery fees at the levels prescribed in Articles 68, § 2 and 69, §§ 1 and 2, are authorised to charge the fees fixed for their internal service.

## ARTICLE X

**Special transit charges for conveyance by the Trans-Siberian and Trans-Andine**

1. The postal Administration of the Union of Soviet Socialist Republics is authorised to collect a supplement of 1 franc 30 centimes in addition to the transit charges indicated in Article 79, § 1, 1° (table of distances traversed by land) for each kilogramme of correspondence of every type conveyed in transit over the Trans-Siberian route.

2. The postal Administration of the Argentine Republic is authorised to charge a supplement of 30 centimes over and above the transit charges indicated in Article 79, § 1, 1° (table of distances traversed by land) for each kilogramme of correspondence of every type conveyed in transit over the Argentine section of the "*Ferrocarril Trasandino*".

## ARTICLE XI

**Special transit conditions for Afghanistan**

Notwithstanding the provisions of Article 79, § 1, the Administration of Afghanistan is authorised 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 conditions specially agreed with the Administrations concerned.

## ARTICLE XII

**Special storage charges at Aden**

Exceptionally, the Administration of Aden is authorised to collect a charge of 40 centimes per bag for all mails stored at Aden, provided that that Administration does not receive any fee in respect of land or sea transit for those mails.

**ARTICLE XIII****Air services**

1. The Provisions concerning air mail are annexed to the Universal Postal Convention and are regarded as forming an integral part of it and of its Detailed Regulations.

**ARTICLE XIV****Protocol left open to member-Countries for signature and accession**

The Protocol remains open for the benefit of member-Countries whose representatives have today signed only the Convention or the Convention and one or more of the Agreements drawn up by the Congress, with the aim of allowing them to accede to the Agreements which they have not signed or to one or more of them.

**ARTICLE XV****Protocol left open to member-Countries not represented**

The Protocol remains open to member-Countries not represented at the Congress, in order to allow them to accede to the Convention only, or to the Convention and the Agreements, or to the Convention and one or more of the Agreements concluded by the Congress.

**ARTICLE XVI****Period for the notification of accessions**

The accessions referred to in Articles XIV and XV shall be notified in diplomatic form by the respective Governments to the Government of Canada and by that Government to the Governments of the other member-Countries of the Union. The period allowed to the said Governments for such notification expires on the 1st April, 1959.

**ARTICLE XVII****Executive and Liaison Committee**

Notwithstanding the provisions of Article 84, the Executive and Liaison Committee is authorised to assume its functions before the entry into force of the Acts of Congress on the basis of the membership adopted by Congress in accordance with Article 16 § 3.

**ARTICLE XVIII****Consultative Committee for Postal Studies**

Notwithstanding the provisions of Articles 20 and 84, the Consultative Committee for Postal Studies is authorised to function before the entry into force of the Acts of the Congress. The International Bureau is authorised to charge the resultant expenses to the extraordinary account for the year 1958.

In faith whereof, the undermentioned Plenipotentiaries have drawn up the present Protocol which shall have the same force and validity as if the provisions were inserted in the actual text of the Convention, and they have signed it in a single copy which shall lie in the Archives of the Government of Canada and of which a copy shall be delivered to each Party.

Done at Ottawa, the 3rd of October, 1957.

**SIGNATURES**

*(The same as on pages 197 to 207 of this volume.)*

DECLARATION MADE AT THE MOMENT OF SIGNATURE ON BEHALF OF THE WHOLE  
OF THE BRITISH OVERSEAS TERRITORIES, INCLUDING THE COLONIES, THE PRO-  
TECTORATES AND THE TERRITORIES UNDER TRUSTEESHIP EXERCISED BY THE  
GOVERNMENT OF THE UNITED KINGDOM OF GREAT BRITAIN AND  
NORTHERN IRELAND

The delegation does not accept the reservation made by Guatemala which purports to dispute Her Majesty's sovereignty over British Honduras.

DECLARATION MADE AT THE MOMENT OF SIGNATURE ON BEHALF OF  
GUATEMALA

With reservation concerning the rights of Guatemala to the territory of Belice.

ANNEX

AGREEMENTS BETWEEN THE UNITED NATIONS  
AND THE UNIVERSAL POSTAL UNION

[*The Agreements annexed to the Universal Postal Convention in pursuance of the provisions of article 21 of the said Convention are not reproduced herein. See United Nations, Treaty Series, Vol. 19, p. 219, and Vol. 43, p. 344.*]

# DETAILED REGULATIONS FOR IMPLEMENTING THE UNIVERSAL POSTAL CONVENTION

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## DETAILED REGULATIONS FOR IMPLEMENTING THE UNIVERSAL POSTAL CONVENTION

Having regard to Article 24 of the Universal Postal Convention concluded at Ottawa on the 3rd of October, 1957,<sup>1</sup> the undersigned, on behalf of their respective Administrations, have, by common consent, drawn up the following measures for ensuring that the said Convention is implemented :

### PART I

## GENERAL PROVISIONS

### CHAPTER I

#### Congress

#### ARTICLE 101

#### Presentation of proposals to Congresses

1. The presentation of proposals to Congresses by Administrations of member-Countries is subject to the following rules :

- a) proposals which reach the International Bureau at least 6 months before the date fixed for the opening of Congress are published in the files of proposals ;
- b) no proposal of an editorial nature is accepted during the period of 6 months preceding the opening date of Congress ;
- c) proposals of substance which reach the International Bureau in the interval between 6 and 4 months before the date fixed for the opening of Congress are not published in the files of proposals unless they are supported by at least two Administrations ;
- d) proposals of substance which reach the International Bureau during the period of 4 months preceding the date fixed for the opening of Congress are not published unless they are supported by at least eight Administrations ;
- e) declarations of support must reach the International Bureau in the same interval as the proposals to which they refer.

2. Proposals of an editorial nature are headed "Proposal of an editorial nature" by the Administrations which present them and are published by the International Bureau under a number followed by the letter R. Proposals not given this heading but which, in the view of the International Bureau, are only of an editorial nature, are published with an appropriate annotation ; the International Bureau draws up a list of these proposals for the use of Congress.

3. The procedure set out in §§ 1 and 2 does not apply to amendments to proposals already made.

<sup>1</sup> See p. 159 of this volume.

## CHAPTER II

### Executive and Liaison Committee

#### ARTICLE 102

##### Meetings

1. On convocation by its Chairman, the Executive and Liaison Committee meets, in principle once a year, at the seat of the Union. The International Bureau prepares the work of the Committee and sends all the documents of each meeting to the Administrations of the member-Countries of the Committee, to the restricted Unions and to other Administrations which ask for them.

2. At its first meeting, which is convened by the Chairman of the last Congress, the Committee elects from amongst its members a Chairman and four Vice-Chairmen and draws up the rules necessary for its work and debates. The Director of the International Bureau fills the office of Secretary-General to the Committee and takes part in the debates without the right to vote.

3. The representative of each of the member-Countries of the Committee is entitled to reimbursement of the cost of one return 1st class travel ticket by air, sea or land.

4. The Committee may invite to take part in its meetings, without the right to vote, any representative of an international organisation or any other qualified person whom it wishes to associate with its work. It may invite, under the same conditions, representatives of one or more Administrations of the Union interested in questions on its agenda; these Administrations themselves bear the travelling expenses of their representatives.

#### ARTICLE 103

##### Reports on the activities of the Committee

1. The Committee sends to Administrations, for information, an analytical report at the end of each meeting of the Committee.

2. The Committee makes a report to Congress on the whole of its activities and sends it to Administrations at least two months before the opening of Congress.

## CHAPTER III

### Consultative Committee for Postal Studies

#### ARTICLE 104

##### Working Arrangements

1. The Management Council chooses from its number a Chairman and three Vice-Chairmen. Each Vice-Chairman is responsible for the direction of one of the Sections.

2. The Committee meets in plenary session at the request of the Chairman of the Management Council in agreement with the Chairman of the Executive and Liaison Committee and the Director of the International Bureau.

3. The Management Council meets once a year; the place and date of the meeting are fixed by its Chairman in agreement with the Chairman of the Executive and Liaison Committee and the Director of the International Bureau.

4. At its meeting the Management Council takes stock of the progress of the work of the Sections, co-ordinates it and draws up a composite report for the Executive and Liaison Committee and members of the Committee.

5. In the course of this annual meeting the Management Council draws up the programme of work to be undertaken during the following year.

6. Amendments to the internal rules of procedure are the responsibility of the Committee in plenary session, on the proposal of the Management Council.

7. The period of office of the Management Council corresponds to the interval between two Congresses.

8. The Secretariat of the Committee and its organs is provided by the International Bureau.

9. The members of the Committee and its organs receive no payment in connection with the tasks they perform. The travel and accommodation expenses of the representatives of Administrations taking part in the work of the Committee and its organs are borne by the Administrations themselves.

## CHAPTER IV

### International Bureau

#### ARTICLE 105

#### **Preparation of the work of Congresses and Conferences**

1. The International Bureau prepares the work of Congresses and Conferences. It arranges the printing and distribution of the necessary documents.

2. The Director of the International Bureau attends the sittings of Congresses and Conferences and takes part in the discussions without the right to vote.

#### ARTICLE 106

#### **Information. Opinions. Requests for interpretation and amendment of the Acts. Enquiries. Intervention in the liquidation of accounts**

1. The International Bureau should at all times be ready to furnish the Executive and Liaison Committee, the Consultative Committee for Postal Studies and Administrations with any necessary information on questions relating to the service.

2. In particular, it is responsible for collecting, collating, publishing and distributing information of every kind relating to the international postal service ; for giving an opinion on questions in dispute, when asked to do so by the parties in the case ; for acting upon requests for interpretation and amendment of the Acts of the Union and, in general, for carrying out such studies and editorial work or documentation as the Convention, the Agreements and their Detailed Regulations may assign to it or as may be referred to it in the interests of the Union.

3. It also conducts enquiries asked for by Administrations in order to learn the opinion of other Administrations on a particular question. The result of an enquiry does not have the status of a vote and is not formally binding.

4. It advises the Chairman of the Management Council of the Consultative Committee for Postal Studies of questions which are within the scope of that body, for any appropriate action.

5. It intervenes, as a clearing house, in the liquidation of accounts of every kind relating to the international postal service between those Administrations which claim such intervention.

## ARTICLE 107

**Postage stamps and postal franking impressions**

Administrations exchange on a reciprocal basis, through the intermediary of the International Bureau, three sets of their postage stamps and impressions of their postal franking machines.

## ARTICLE 108

**Postal identity cards. International reply coupons**

The International Bureau is responsible for arranging for the manufacture of postal identity cards and international reply coupons and for their supply on demand to Administrations.

## ARTICLE 109

**Communications and information to be forwarded to the International Bureau**

1. Postal Administrations should communicate or forward to the International Bureau :

- a) their decision on the option to apply or not certain general provisions of the Convention and of its Detailed Regulations ;
- b) the expression they have adopted, under Article 186, § 3, of the Detailed Regulations of the Convention, as the equivalent of the phrase "*Taxe perçue*" or "*Port payé*" ;
- c) the reduced charges they have adopted under Article 8 of the Convention and details of the services to which the charges apply ;
- d) the extraordinary conveyance charges collected under Article 81 of the Convention together with the names of the Countries to which the charges apply and, where appropriate, particulars of the services for which the charges are due ;
- e) the necessary information concerning customs or other regulations, as well as the prohibitions or restrictions regulating the entry and transit of postal items in their services ;
- f) the number of customs declarations required for items subject to customs control addressed to their Countries and the languages in which declarations or customs labels may be completed ;
- g) an indication whether or not they admit articles subject to customs duty in items prepaid at the tariff for letters or samples ;
- h) a list of kilometric distances for land sectors followed in their Countries by mails in transit ;
- i) 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 should be paid if the ships are used ;
- j) their list of distant Countries and Countries treated as such ;
- k) any necessary information concerning their organisation and internal services ;
- l) their internal postal charges.

2. Any amendments to the information referred to in § 1 should be notified without delay.

3. Administrations should supply the International Bureau with two copies of the documents which they publish, whether relating to the internal or international service.

4. Two copies of the Acts of restricted Unions and of special Agreements concluded under the provisions of Article 8 of the Convention should be forwarded to the International Bureau by the offices of those Unions or, failing that, by one of the contracting Parties.

#### ARTICLE 110

##### Publications

1. The International Bureau publishes, with the assistance of documents put at its disposal, a special journal in German, English, Arabic, Chinese, Spanish, French and Russian.

2. It publishes an official compendium of all information of general interest, on the basis of that supplied in accordance with the provisions of Article 109, relating to the implementation in each Country of the Convention and of its Detailed Regulations.

3. In addition, it publishes similar compendia relating to the implementation of the Agreements, on the basis of the information supplied by the Administrations concerned.

4. It also publishes from information supplied by Administrations and, as appropriate, the United Nations as regards letter j) ;

- a) a list of the names of the Countries, Territories, etc., of the world, with their geographical position ;
- b) a list of the addresses of postal Administrations ;
- c) a list of the heads and senior officials of postal Administrations ;
- d) a directory of post offices ;
- e) a world map of surface postal communications (land and sea transit), with an annexe showing offices of exchange and the Countries for which they serve as intermediaries ;
- f) a list of kilometric distances relating to land sectors ;
- g) a list of shipping lines ;
- h) a list of distant Countries and Countries treated as such ;
- i) a compendium of equivalents ;
- j) a list of prohibited articles ; this list includes narcotics prohibited under the multilateral treaties on narcotics ;
- k) a compendium of information about the organisation and internal services of Administrations ;
- l) a compendium of the internal charges of Administrations ;
- m) statistical data relating to the postal services (internal and international) ;
- n) studies, opinions, reports and other statements relating to the postal service ;
- o) a general catalogue of information of every kind concerning the postal service and of the documents in the lending service (U.P.U. Catalogue).

5. Finally, it publishes:

1° a telegraphic code of the international postal service (U.P.U. telegraphic code);

2° a polyglot vocabulary of the international postal service.

6. Amendments to the various documents listed in §§ 2 to 5 are notified by circular, bulletin, supplement or any other convenient means.

7. The documents published by the International Bureau are distributed to Administrations in the proportion of the number of contribution units assigned to them under Article 20 of the Convention. The directory of post offices, however, is distributed on a scale of 10 copies for each contribution unit. Additional copies of these documents asked for by Administrations are paid for by them on the basis of their cost price.

8. The documents published by the International Bureau are likewise forwarded to the restricted Unions.

#### ARTICLE 111

##### **Annual report on the activities of the Union**

The International Bureau makes an annual report on the activities of the Union, which is sent to every Administration. This report is to be approved by the Executive and Liaison Committee.

#### CHAPTER V

##### **Expenditure of the Union**

#### ARTICLE 112

##### **Limit of credit**

1. The ordinary expenditure of the Union shall not exceed the sum of 1,750,000 francs per annum, including the working expenses of the Executive and Liaison Committee and of the Consultative Committee for Postal Studies. Within this limit, the expenses arising from the activities of the Consultative Committee for Postal Studies (staff expenditure, expenditure for meetings of the Management Council, of its Sections and working parties, publications, etc.) shall not exceed the sum of 250,000 francs.

2. The Swiss Postal Administration makes the necessary advances and supervises the expenditure of the Union.

3. The sums advanced by the Swiss Postal Administration, in accordance with § 2, are to be repaid by the debtor Administrations as soon as possible and at the latest by the 31st of December of the year in which the account is despatched. After that period the sums due are chargeable with interest in favour of the Swiss Administration, at the rate of 5% per annum reckoned from the date of expiry of the said period.

#### ARTICLE 113

##### **Apportionment of expenses**

The Countries are classed as follows for the apportionment of expenses:

1st class: Union of South Africa, Germany, United States of America, Argentine Republic, Commonwealth of Australia, United States of Brazil, Canada, China, Spain, France, United Kingdom of Great Britain and Northern Ireland, India, Italy, Japan, New Zealand, Pakistan, Union of Soviet Socialist Republics;

2nd class :—

3rd class: The Whole of the Territories of the United States of America, including the Trust Territory of the Pacific Islands, Belgium, Egypt, Algeria, the Whole of the Territories represented by the French Office of overseas Posts and Telecommunications, the Whole of the British overseas Territories, including the Colonies, the Protectorates and the Territories under Trusteeship exercised by the Government of the United Kingdom of Great Britain and Northern Ireland, Republic of Indonesia, Mexico, Netherlands, People's Republic of Poland, Roumanian People's Republic, Sweden, Swiss Confederation, Czechoslovakia, Turkey, Soviet Socialist Republic of Ukraine, Federal People's Republic of Yugoslavia ;

4th class: Republic of Korea, Denmark, Finland, Hungarian People's Republic, Irish Republic, Morocco, Norway, Portugal, Portuguese Provinces in West Africa, Portuguese Provinces in East Africa, Asia and Oceania ;

5th class: Austria, Soviet Socialist Republic of Byelorussia, People's Republic of Bulgaria, Ceylon, Chile, Republic of Colombia, Greece, Iran, Peru, Tunisia ;

6th class: Afghanistan, People's Republic of Albania, Belgian Congo, Burma, Bolivia, Republic of Costa Rica, Republic of Cuba, Dominican Republic, Republic of El Salvador, Ecuador, Ethiopia, Ghana, Guatemala, Republic of Haiti, Republic of Honduras, Israel, Luxembourg, Nepal, Nicaragua, Republic of Panama, Paraguay, Netherlands Antilles and Surinam, Thailand, Eastern Republic of Uruguay, Republic of Venezuela, Viet-nam ;

7th class: Kingdom of Saudi Arabia, Cambodia, Spanish Territories in Africa, Iraq, Republic of Iceland, Territory of Somalia under Italian Administration, Hashemite Kingdom of Jordan, Laos, Lebanon, Republic of Liberia, Libya, Principality of Monaco, Republic of the Philippines, Republic of San Marino, Republic of Sudan, Syria, State of the City of the Vatican, Yemen.

#### ARTICLE 114

##### **Payment for supplies from the International Bureau**

1. Supplies provided by the International Bureau to Administrations at their expense are to be paid for as soon as possible and at the latest within six months from the first day of the month following that in which the account is despatched by the International Bureau.

2. After that period the sums due are chargeable with interest in favour of the Swiss Postal Administration, which advanced them, at the rate of 5% per annum reckoned from the date of expiry of the said period.

#### CHAPTER VI

##### **Settlement of accounts**

#### ARTICLE 115

##### **Preparation and settlement of accounts**

1. Each Administration draws up its accounts and submits them in duplicate to the others concerned. An accepted copy, if necessary amended or accompanied by a statement of differences, is returned to the creditor Administration. This account serves as a basis for the preparation, as necessary, of the final general account between the two Administrations.

2. In accordance with the provisions of Article 106, § 5, the International Bureau arranges the settlement of accounts of every kind relating to the international postal service. To this end the Administrations concerned consult with each other and with the Bureau and decide upon the method of settlement. Accounts of the telecommunications services may also be included in these special liquidation accounts.

#### ARTICLE 116

##### **Payment of gold debts. General provisions**

1. Subject to the provisions of Article 42 of the Convention, the rules for payment set out below apply to all debts expressed in gold francs and arising out of a postal transaction, whether they result from general accounts or statements drawn up by the International Bureau or from general accounts or statements established without its intervention; they also relate to the settlement of differences, of interest or, where necessary, of payments on account.

2. Every Administration remains free to discharge its liabilities by payments on account, the amount of which is deducted from its debts when these have been established.

3. Provided the periods for payment are observed, any Administration may settle postal debts of the same or different kind, established in gold, by offsetting credits and debits in its relations with another Administration. The offsetting may be extended by mutual agreement to debts arising from telecommunications services when both Administrations operate postal and telecommunications services. Offsetting cannot be effected with debts in respect of traffic devolved to an organisation or company under the control of a postal Administration if that Administration objects.

#### ARTICLE 117

##### **Rules for payment**

1. Debts are discharged by the debtor Administration by the payment to the creditor Administration of an amount equivalent to their value, in accordance with the following rules.

2. The Administrations concerned may discharge their liabilities in gold or agree on a special arrangement; they may also employ the intermediary of a bank which uses the clearing facilities of the Bank of International Settlements at Basle or, finally, conform to special monetary agreements existing between the Countries by which they are maintained.

3. Failing these methods of payment, the debtor Administration arranges a transfer of funds by cheque, draft, transfer or deposit payable at a place in the creditor Country, or in currency. A postal money order or postal transfer free of charges may be used for very small sums (100 francs or under).

4. This transfer is made:

- a) in principle in a gold-based currency, i.e., the currency of a Country where the central issuing Bank or other official issuing authority buys and sells gold against the national currency at fixed rates determined by law or under an agreement with the Government. If the currencies of several Countries satisfy these conditions, the creditor Country nominates the currency which suits it;
- b) if the creditor agrees, in its own or any other currency.



5. When the currency of payment does not satisfy the definition of a gold-based currency, it is a matter for consideration whether it can be related to gold, either directly (special agreement between the Countries concerned—equivalent fixed by the International Monetary Fund—internal law—agreement between the Government and an official issuing authority) or through the intermediary of a gold-based currency with which it is linked by a fixed relationship. Conversion is carried out in accordance with the gold equivalent determined in these circumstances and recognised by both parties.

6. When the currency of payment cannot be related to gold, the conversion of the gold debt into that currency is carried out in accordance with the official or banking rates of exchange in force in the debtor Country on the day of the transaction or on the day before. To this end the debt is converted into a gold-based currency on the basis of the fixed parity of that currency, then into the currency of the debtor Country and finally converted into the currency selected.

7. If, however, as the result of slight variations in the rates of exchange existing between the places, the amount of the settlement effected under the provisions of §§ 5 or 6 differs by more than 0.5% below or above that which would be arrived at by applying the rates in force on the same day in the creditor Country, the settlement shall be adjusted by a complementary transaction in respect of the part exceeding 0.5%.

8. Losses or gains of more than 5% resulting from a fall or rise in the parity of a gold-based currency or the equivalent of a currency which can be related to gold, and arising up to and including the day of receipt of the instrument of payment (the advice of credit or funds in the case of payment without an instrument of payment) are shared equally between the two Administrations. If, however, there is an unjustified delay of more than four working days, excluding the day of issue, in the despatch of an issued instrument of payment, or of more than four working days, excluding the day of issue of an order for deposit or transfer, in the transmission of the order to the Bank, the debtor Administration alone bears the losses; if the delay results in a gain, half of it shall be paid over to the debtor Administration; the period for the settlement of differences is reckoned from the date of receipt of the instrument of payment, of the advice of the credit, or of the funds.

9. Unless the currency is that of the creditor Administration, the rules of § 8 apply when a payment is made in a gold-based currency or in a currency which can be related to gold if the parity or equivalent used by the debtor Administration in its calculations is no longer valid at the time of encashment by the creditor Administration. Those rules are also followed, if the payment is made in another currency, when in the same period there is an appreciable variation (more than 5%) in the different parities or exchange rates used for the conversion, except when the rise or fall results from the revaluation or devaluation of the currency of the creditor Country.

10. When the amount of the debt exceeds 5,000 francs, the date of purchase, the date of despatch and the amount of the instrument of payment, or the date of the order and the amount of the transfer or deposit shall be notified by telegram to the creditor Administration, at its expense, if it has so requested.

11. The payment charges levied in the debtor Country (taxes, clearance fees, deposits, bank charges, etc.) are borne by the debtor Administration. The charges levied in the creditor Country including payment charges levied by intermediary banks in a third country are borne by the creditor Administration where it is not possible to avoid or reduce them by conforming with the arrangements communicated by that Administration.

12. Payment shall be made as quickly as possible and at the latest before the expiry of a period of four months from the date of receipt of the general or special accounts, accounts or statements drawn up by common consent, notifications, requests for payments on account, etc., indicating the amounts or balances to be settled; after that period the amounts due are chargeable with interest at the rate of 5% per annum. By payment is meant the despatch of funds or the instrument of payment (cheque, draft, etc.) or the handing over of the order for transfer or deposit to the organisation responsible for the transfer in the debtor Country.

13. When the creditor Administration has not made known that it wishes to modify the conditions of settlement agreed upon (§ 4b) in sufficient time for the period for payment to be observed, and at the latest three weeks before the expiry of that period, the debtor Administration is authorised to settle in the currency used for the last payment of a debt of the same kind.

## CHAPTER VII

### Miscellaneous provisions

#### ARTICLE 118

##### Postal identity cards

1. Each Administration appoints the offices or authorities which issue postal identity cards.

2. These cards are made out on forms C 25 in the form of the annexed specimen, supplied by the International Bureau at cost price.

3. At the time of application the applicant hands in his photograph and proves his identity. Administrations take the necessary measures to ensure that cards shall be issued only after careful enquiry into the identity of the applicant.

4. The official enters the application in a register; he fills up in ink and in Roman characters by hand or by typewriter, without erasure or alteration, all the particulars required by the form and affixes the photograph to it in the space indicated; then he affixes a postage stamp representing the charge collected, half on the photograph and half on the card, and cancels it by a clear impression of the date-stamp. He then makes an impression of this same stamp or of an official seal in such a way that it appears partly on the upper portion of the photograph and partly on the card; finally he repeats this impression on the third page of the card, signs it and issues it to the applicant after having obtained his signature.

5. When the appearance of the holder is so altered as no longer to agree with the photograph or the description the card should be renewed.

6. Each Country retains the right to issue cards for the international service in accordance with the rules applied to the cards in use in its internal service.

7. Administrations may add a fly-leaf to form C 25 to cater for special notes required for their internal service.

## ARTICLE 119

**Fixing of equivalents**

1. Postal Administrations fix the equivalents of the postal charges and fees prescribed in the Convention and the Agreements and the selling price of international reply coupons after agreement with the Swiss Postal Administration which is responsible for having them notified through the intermediary of the International Bureau. To this end each Administration should make known to the Swiss Postal Administration the conversion factor for the gold franc in the currency of its Country. The same procedure is followed when equivalents are changed.

2. Equivalents or changes of equivalents may come into force only on the first of a month and, at the earliest, fifteen days after their notification by the International Bureau.

3. The Bureau draws up a compendium showing, for each Country, the equivalents of the charges and fees, the conversion factor and the selling price of international reply coupons mentioned in § 1 and including, where appropriate, the percentage increase or decrease of charge applied under Article II of the Final Protocol to the Convention.

4. Monetary fractions resulting from the complementary charge appropriate to underpaid correspondence may be rounded by the Administration which collects the charge. The sum to be added on this account must not exceed 5 centimes in value.

5. Each Administration notifies to the International Bureau direct the equivalent it has adopted of the indemnity prescribed in Article 71 of the Convention.

## ARTICLE 120

**Distant Countries**

1. Countries are considered as distant when the time taken in conveyance between them by the most rapid surface route exceeds ten days, or when the average frequency of the mail service between them is less than twice a month.

2. As regards the periods prescribed in the Convention and Agreements, Countries of very large extent or those with little developed means of internal communication are treated as distant Countries for questions in which these factors play a preponderant part.

## ARTICLE 121

**Period of retention of documents**

1. Documents of the international service shall be kept for a minimum period of eighteen months from the day following the date to which they refer.

2. Documents concerning a dispute or enquiry are to be kept until the matter has been settled. If the initiating Administration, duly informed of the result of the enquiry, allows six months to pass from the date of the communication without raising any objections, the matter is regarded as closed.

## ARTICLE 122

**Telegraphic addresses**

1. For telegraphic communications which they exchange with each other, postal Administrations use the following telegraphic addresses:
  - a) "Postgen" for telegrams destined for central Administrations;
  - b) "Postbur" for telegrams destined for post offices;
  - c) "Postex" for telegrams destined for offices which operate as offices of exchange and are different from the principal post office in the same locality.
2. These telegraphic addresses are 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 is "UPU" Berne.
4. The telegraphic addresses indicated in §§ 1 to 3 serve also as the signature to telegraphic communications.

## ARTICLE 123

**Postal telegraphic code**

Administrations wishing to use the postal telegraphic code, either in both directions or incoming only, should inform the International Bureau which notifies all Administrations.

## PART II

### PROVISIONS CONCERNING THE LETTER POST

#### SECTION I

#### Conditions of acceptance of items of correspondence

##### CHAPTER I

##### Provisions applicable to all categories of items

##### ARTICLE 124

##### Make-up and address

1. Postal Administrations should recommend the public :

- a) to write the address in Roman letters setting it out on the right-hand side lengthwise so as to leave the necessary space for postage stamps or postal franking impressions and service instructions or labels ;
- b) to show the names of the place and Country of destination in capital letters ;
- c) to show the address precisely and completely so that the forwarding of the item and its delivery to the addressee may be effected without enquiry ;
- d) to apply the postage stamps or postal franking impressions at the upper right-hand corner of the address side ;
- e) to show the name and place of address of the sender either on the front, at the left-hand side so as to interfere neither with the clarity of the address nor with the addition of service instructions or labels, or on the back ;
- f) to make up items securely, particularly if they are intended for distant Countries ;
- g) to add the word "Letter" to the address side of letters which, because of their volume or make-up, might be taken for other items ;
- h) as regards items sent at the reduced rate, to show by such indications as "Commercial papers", "Printed papers", "Printed papers at reduced rate", "Samples", etc., the category to which they belong.

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

3. Non-postal stamps and charity or other labels liable to be mistaken for postage stamps must not be affixed to the address side. The same applies to impressions of stamps liable to be mistaken for postal franking impressions.

## ARTICLE 125

**Poste restante items**

The address of items sent *post restante* shall show the name of the addressee. The use of initials, figures, forenames only, fictitious names or conventional marks of any kind is not permitted for these items.

## ARTICLE 126

**Items in panel envelopes**

1. Items in envelopes with a transparent address panel are admitted subject to the condition that the Administration of origin has the right to refuse to accept any item on which either the address cannot easily be read through the panel or indications other than the address visible through the panel detract from the clarity of the address.

2. Items in envelopes with a transparent address panel are not admitted if the panel is not arranged parallel to the greatest dimension so that the address of the addressee appears in the same direction and the application of the date-stamp is not interfered with.

3. Items in envelopes which are wholly transparent or which have an open panel are not admitted.

## ARTICLE 127

**Items sent free of postage**

1. Items on postal service sent free of postal charges should bear, at the front upper left-hand corner, the indication "*Service des postes*" [Postal Service] or a similar indication.

2. Items benefiting by the freedom from postal charges prescribed under Article 39 §§ 1 to 3 of the Convention and the forms relating to them shall bear the indications "*Service des prisonniers de guerre*" [Prisoners of War Service] or "*Service des internés*" [Civilian Internees Service].

3. The indications prescribed in §§ 1 and 2 may be followed by a translation in another language.

## ARTICLE 128

**Items subject to customs control**

1. Items to be submitted to customs control should bear on the front a green label in the form of the annexed specimen C 1. As regards small packets, the addition of this label is obligatory in every case.

2. If the Administration of the Country of destination requires or if the sender prefers, the items referred to in § 1 are also accompanied by the prescribed number of separate customs declarations in the form of the annexed specimen C 2; these declarations are securely fastened to the outside of the item by a string tied crosswise or are inserted in the item itself. In the latter case, only the upper part of the label C 1 is affixed to the item.

3. The absence of a label C 1 must not, in any circumstances, involve the return to the office of origin of consignments of printed papers, serums, vaccines, perishable biological substances and medicines urgently required and difficult to obtain.

4. Administrations accept no responsibility as regards customs declaration in whatever form they are prepared.

5. The contents of the item are to be shown in detail on the customs declaration. Descriptions of a general character are not admitted.

## ARTICLE 129

**Items for delivery free of charges**

1. Items to be delivered to the addressees free of all charges shall bear in bold letters on the front the heading "*Franc de droits*" [Free of charges] or a similar indication in the language of the Country of origin. These items are provided on the address side with a yellow label also bearing in bold letters the indication "*Franc de droits*".

2. Every item sent free of charges is accompanied by a franking note on yellow paper in the form of the annexed specimen C 3. The sender of the item and, as regards the postal service indications, the despatching office, complete the text of the right hand side of the front of Parts A and B of the franking note. The entries of the sender may be made with the use of carbon paper. The text shall include the undertaking prescribed in Article 65 § 2 of the Convention. The franking note, duly completed, is securely attached to the item.

3. When the sender asks after posting for the item to be delivered free of charges, the procedure is as follows:—

- a) if the request is to be forwarded by post, the office of origin informs the office of destination by an explanatory note. This latter, bearing the prepayment of the charge due, is forwarded as a registered item to the office of destination accompanied by a franking note duly completed. If air transmission is involved, the prepayment of the air-mail surcharge is also represented on the explanatory note. The office of destination affixes the label prescribed in § 1 to the item.
- b) if the request is to be forwarded by telegraph, the office of origin informs the office of destination by telegraph and at the same time advises the relative particulars of the posting of the item. The office of destination itself makes out a franking note.

## CHAPTER II

**Special provisions applicable to each category of items**

## ARTICLE 130

**Letters**

1. No condition is laid down for the form or closing of letters subject to the observance of the provisions of this Article and of Article 126. The space on the front necessary for the postage, the address and the service instructions or labels is to be left completely clear.

2. Letters containing perishable biological substances are subject to the following special packing conditions:

- a) perishable biological substances consisting of living pathogenic micro-organisms or of living pathogenic viruses shall be enclosed in a bottle or tube of thick glass, well stoppered, or in a sealed phial. This container shall be impermeable and hermetically sealed. It shall be surrounded with a thick and absorbent material (absorbent cotton wool, swan's down cloth or flannelette) wrapped round the con-

tainer several times and bound both above and below it so as to form a sort of cocoon. The container so wrapped shall be placed in a solid, well fastened, metal box. The absorbent material placed between the inner container and the metal box shall be of sufficient quantity to absorb, in case of a breakage, all the liquid contained, or capable of being formed, in the inner container. The metal box shall be made and fastened in such a way as to make any contamination of the outside of the box impossible. The metal box itself shall be wrapped in cotton or spongy material and enclosed in its turn in a protective box in such a way as to prevent any movement. This outer protective box shall be hollowed out from a block of solid wood, or shall be of metal, or may be of a material and construction of equivalent strength, and furnished with a well fitting lid fastened so that it cannot open in course of transmission. Special provision such as drying by freezing or packing in ice, shall be made to ensure the preservation of substances sensitive to high temperatures. Air transmission, which entails changes in atmospheric pressure, makes it necessary that the packing should be strong enough to withstand these variations in pressure. Moreover the outer box, (as well as the outer wrapping if there is any) shall be furnished on the side which bears the addresses of the officially recognised laboratories sending and receiving the item, with a violet coloured label with a special symbol and the following indications: "This label can be used only by officially recognised laboratories" "Perishable biological substances (for medical use)"; "Dangerous; Not to be opened in transit"; "No commercial value"; "Packed in accordance with the safety regulations of the international postal service";

- b) perishable biological substances which contain neither living pathogenic micro-organisms nor living pathogenic viruses shall be packed in an inner impermeable 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 a 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 should 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 a special symbol and the following indications: "This label can be used only by officially recognised laboratories"; "Perishable biological substances (for medical use)"; "Not to be opened in transit"; "No commercial value"; "Packed in accordance with the safety regulations of the international postal service".



## ARTICLE 131

**Single postcards**

1. Postcards shall be made of cardboard or of paper stout enough not to make handling difficult.

2. Folded sheets of paper, of which the two inside faces have been completely gummed together so that other items cannot be trapped between them, are treated as postcards.

3. Postcards should bear on the front the heading "*Carte postale*" [Postcard] in French or its equivalent in another language. This heading is not obligatory for cards of private manufacture.

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

5. The right-hand half at least of the front is reserved for the address of the addressee and for service instructions or labels; the postage stamps or postal franking impressions are to be placed on the front and, as far as possible, on the right-hand half of the card. The sender may make use of the back and of the left-hand half of the front, subject to the provisions of § 6.

6. It is forbidden to join or attach samples of merchandise or similar articles to postcards. Nevertheless, illustrations, photographs, stamps of every kind, labels and cuttings of every kind, of paper or other very thin substance, as well as address slips or fold-back sheets 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 or labels which may occupy the whole of the front. Stamps of any kind liable to be mistaken for postage stamps are only permitted on the back.

7. Postcards not complying with the regulations for that category are treated as letters, except when the irregularity derives only from showing the prepayment on the back. Such cards are regarded as unpaid and are treated accordingly.

## ARTICLE 132

**Reply-paid postcards**

1. Reply-paid postcards shall bear in French on the front of the first half the heading "*Carte postale avec réponse payée*" [Reply-paid postcard]; on the second half "*Carte postale-réponse*" [Reply postcard]. Each of the two halves shall, moreover, satisfy the other conditions laid down for a single postcard; the two are folded one on the other so that the fold forms the upper edge, and they must not be closed in any way.

2. The address of the reply postcard shall be on the inside of the item.

3. The sender is permitted to show his name and address on the front of the reply half.

4. The sender is also authorised to have printed on the back of the reply postcard a questionnaire to be filled up by the addressee; the latter may in addition return the "Question" half attached to the "Answer" half. In that case the address on the "Question" card shall be struck through and shall be on the inside of the item.

5. The prepayment of postage on the reply half by means of postage stamps of the Country which issued the card is valid only if the reply half is addressed to that Country. If this condition is not fulfilled, it is treated as an unpaid postcard.

#### ARTICLE 133

##### **Commercial papers**

1. The following are considered as commercial papers, provided that they have not the character of a current and personal correspondence: all papers and all documents wholly or partly written or drawn, such as correspondence—unclosed letters and postcards—which is out-of-date and has already fulfilled its original purpose and copies thereof, papers of legal proceedings, documents of every kind drawn up by law officials, way bills or bills of lading, invoices, certain documents of insurance companies, copies of or extracts from deeds under private seal written on stamped or unstamped paper, musical scores or sheets of music in manuscript, manuscripts of works or for newspapers sent unaccompanied, pupils' exercises in the original or with corrections but without any note which does not relate directly to the performance of the work.

2. Those documents may be accompanied by reference slips or covering statements showing the following particulars or similar details: list of the papers included in the item, references to correspondence exchanged between the sender and the addressee, such as:

“Annexe to our letter of..... to Mr.....  
Our reference..... Client's reference.....”.

3. Out-of-date correspondence may bear the cancelled postage stamps or the impressions which served for the original postage.

4. All items containing correspondence exchanged between school pupils even when it has the character of a current and personal correspondence, are also considered as commercial papers, provided that they are forwarded through the intermediary of the principals of the schools concerned.

5. As regards form and make-up, commercial papers are subject to the provisions of Article 137 for printed papers.

#### ARTICLE 134

##### **Printed papers**

1. The following are considered as printed papers: newspapers and periodicals, books, pamphlets, sheets of music, visiting cards, address cards, proofs of printing, engravings, photographs and albums containing photographs, pictures, drawings, plans, maps, patterns to be cut out, catalogues, prospectuses, advertisements and notices of various kinds, printed, engraved, lithographed, mimeographed or photographed, and in general all impressions or copies obtained on paper or other similar material, on parchment or on cardboard by means of printing, engraving, lithography, mimeography and photography or any other readily recognisable mechanical process; however, copies obtained by means of tracing, stamps with or without moveable type and typewriter are not considered as printed papers.

2. The charge for printed papers is not appropriate to printed papers bearing any marks whatever capable of constituting a conventional language nor, apart from the exceptions expressly authorised by Article 136, to those of which the text has been amended after printing.

3. Films, gramophone records and perforated sheets intended to be fitted to automatic musical instruments are not admitted at the printed papers tariff. The same applies to articles of stationery, properly so-called, when it seems clear that the printed part is not the essential part of the article.

#### ARTICLE 135

##### **Printed papers. Assimilated articles**

Copies by a mechanical manifolding process, colour printing, etc., of a manuscript or typewritten master copy are treated as printed papers if they are posted in accordance with the internal regulations of the Administration of origin. The annotations authorised for printed papers may also be made to these copies.

#### ARTICLE 136

##### **Printed papers. Authorised annotations and enclosures**

1. It is permissible, on the outside or inside of any printed papers:
  - a) to show the name, status, profession, style and address of the sender and of the addressee, the date of despatch, the signature, telephone number and exchange, telegraphic address and code, telex exchange and number and "answer back", current postal account and current banking account of the sender and a serial or registration number referring solely to the item;
  - b) to correct printing errors;
  - c) to strike out, to underline or to ring round certain words or certain parts of the printed text, provided this does not give to the printed text the character of a current and personal correspondence.
2. It is also permissible to show or to add:
  - a) on advices of the departures and arrivals of ships and aircraft: the dates and times of departures and arrivals and the names of the ships, aircraft, ports of departure, call and arrival;
  - b) on travellers' advices: the name of the traveller, the date, time and place of his intended visit and the address at which he is staying;
  - c) on order forms, subscription forms or offers in respect of published works, books, newspapers, engravings, pieces of music: 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 covered", "stiff covered" or "bound";

- d) 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 and other short notes referring to the works in question ;
  - e) on illustrated cards, on printed visiting cards and on Christmas and New Year cards: good wishes, greetings, congratulations, thanks, condolences or other formulas of courtesy expressed in five words or five conventional initials at the most ;
  - f) in proofs of printing: 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 fashion plates, maps, etc.: colours ;
  - h) in price-lists, tenders for advertisements, stock and share lists, market quotations, trade circulars and prospectuses: figures ; any other notes giving essential elements of the price ;
  - i) on books, pamphlets, newspapers, photographs, engravings, sheets of music and in general on all literary or artistic productions, printed, engraved, lithographed or mimeographed: a dedication consisting of a simple expression of regard and, on photographs or engravings, a very brief explanatory caption and other short notes referring to the photograph or to the engraving itself ;
  - j) on cuttings from newspapers and periodicals: the title, date, number and address of the publication from which the article is taken ;
  - k) on advices of change of address: the old and the new address and the date of the change.
3. The additions and corrections provided for in §§ 1 and 2 may be made by hand or by any mechanical process.
4. Finally, it is permitted to enclose:
- a) with proofs of printing, corrected or not: the relative manuscript ;
  - b) with articles of the kind mentioned under § 2 i): the relative open invoice, reduced to its essential elements ;
  - c) with the articles referred to in Article 49 §§ 4 and 5 of the Convention: a deposit note bearing the printed particulars of a current postal account ;
  - d) with all printed papers: a card, envelope or wrapper bearing the address of the sender of the item and which may be prepaid for return by means of postage stamps of the Country of destination of the item ;
  - e) 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 137

**Printed papers. Make-up of items**

1. Printed papers shall either be placed in a wrapper, on a roller, between cardboard, in an open container, or in an unclosed envelope, supplied, if necessary, with clips easy to unfasten and refasten and not dangerous, or shall be done up with a string easy to untie.

2. Printed papers of the form and consistency of a card may be sent unenclosed without wrapper, envelope or fastening. The same method of despatch is allowed for printed papers so folded that they cannot become unfolded during conveyance.

3. The right-hand half at least of the front of printed papers sent in the form of cards, including illustrated cards benefiting by the reduced charge, is reserved for the address of the addressee and for service instructions or labels. The postage stamps or postal franking impressions should be placed on the front and, as far as possible, on the right-hand half of the card.

4. In every case, items are to be made up so that other items do not run the risk of being trapped.

## ARTICLE 138

**Articles assimilated to literature for the blind**

Plates bearing the characters of writing used by the blind are treated as literature for the blind. The same applies to sound records and to the special paper intended solely for the use of the blind, provided that they are sent by or addressed to an officially recognised institute for the blind.

## ARTICLE 139

**Samples. Assimilated articles**

The following are admitted at the sample tariff : printers' plates, cut-out patterns sent unaccompanied, keys sent unaccompanied, cut fresh flowers, natural history specimens (dried or preserved animals and plants, geological specimens, etc.), tubes of serum or vaccine, medicines urgently required and difficult to obtain. With the exception of tubes of serum and vaccine and of medicines urgently required and difficult to obtain, sent in the general interest by officially recognised laboratories or institutions, these articles must not be sent for a commercial purpose. Their packing should conform to the general provisions for samples of merchandise.

## ARTICLE 140

**Samples. Authorised annotations**

It is permitted to show by hand or by a mechanical process on the outside or on the inside of items consisting of samples and, in the latter case, on the sample itself or on a special sheet relating to it, the name, status, profession, style and address of the sender and of the addressee, the date of despatch, the signature, telephone number and exchange, telegraphic address and code, the telex exchange and number and "answer back", the current postal account and current banking account of the sender, a manufacturer's or trade mark, a short note referring to the manufacturer and to the person

supplying the goods or concerning the person for whom the sample is 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.

#### ARTICLE 141

##### **Samples. Make-up of items**

1. Samples of merchandise shall be placed in bags, boxes or envelopes which are unclosed or can be readily opened.

2. Articles of glass or other fragile materials, consignments of liquids, oils, fatty substances, dry powders, colouring or not, and items containing live bees, leeches, silk-worm eggs or the parasites referred to in Article 60, § 1 of the Convention are admitted for conveyance as samples of merchandise, provided that they are packed in the following manner:

- a) articles of glass or other fragile materials shall be securely packed (boxes of metal, wood or strong corrugated cardboard) so as to prevent any danger to officials and correspondence ;
- b) liquids, oils and substances which easily liquefy shall be enclosed in hermetically sealed containers. Each container shall be placed in a special box of metal, tough wood or strong corrugated cardboard containing a sufficient quantity of sawdust, cotton wool or spongy 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 fewer difficulties, shall be enclosed in a first covering (box, bag of cloth, parchment, etc.), which is itself placed in a second box of wood, metal or stout, thick leather ;
- d) dry colouring powders, such as aniline blue, etc., are only admitted in strong tin boxes, placed in turn in wooden boxes with sawdust between the two containers. Dry non-colouring powders shall be placed in boxes of metal, wood or cardboard ; those boxes shall themselves be enclosed in a bag of cloth or parchment ;
- e) live bees, leeches and parasites shall be enclosed in boxes so constructed as to avoid any danger.

3. Exceptionally, articles which would be spoilt if packed according to the general rules and samples packed in a transparent packing permitting check of their contents, may be admitted in a hermetically sealed packing. The same applies to samples of 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 the check of the contents, either by opening certain of the items indicated by them or in some other satisfactory manner.

4. Packing is not stipulated for articles in one piece, such as pieces of wood, metal, etc., which it is not the custom of the trade to pack.

5. The address of the addressee should be shown, as far as possible, on the packing or on the article itself. If the packing or the article is not suitable for the inscription of the address and service instructions or for affixing the postage stamps, use should be made of a tie-on label, preferably of parchment, securely attached. The same applies when stamping is liable to damage the item.

#### ARTICLE 142

##### Small packets

1. Small packets shall bear in bold letters on the front the indication "*Petit paquet*" [Small packet] or its equivalent in a language known in the Country of destination. They are subject to the provisions laid down for samples of merchandise as regards make-up and packing.

2. It is permitted to enclose therein an open invoice reduced to its essential elements and one copy of the address of the item with a note of the sender's address.

3. The name and address of the senders should appear on the outside of the items

#### ARTICLE 143

##### "Phonopost" items

1. Subject to the provisions expressly laid down for them "Phonopost" items are governed by the regulations applicable to letters.

2. Phonograph discs and tapes or wires bearing sound recordings which are sent as "Phonopost" items should be protected by a substantial unclosed envelope or box.

3. In addition to the ordinary particulars, the sender shall mark the word "Phonopost" in bold letters on the front of the envelope or box. It is permissible to print on the front, in one or more languages, a notice relating to the method of playing the recording.

4. It is permitted to enclose in the item, suitably protected, needles for use in playing the recording.

#### ARTICLE 144

##### Grouped categories

1. The combination in one item of correspondence of different categories is limited to commercial papers, printed papers and samples of merchandise, provided that each article taken by itself does not exceed the limits of weight which are applicable to it and on condition :

- a) that the total weight does not exceed 2 kilogrammes per item if it consists only of commercial papers and samples ; this limit is raised to 3 kilogrammes if the item also contains printed papers, but in that case the total weight of the commercial papers and samples should not exceed 2 kilogrammes ;

- b) that the size of the grouped categories does not exceed that for letters ;
  - c) that the charge paid is at least the minimum charge for commercial papers if the item contains commercial papers.
2. Those provisions apply only to articles subject to the same unit charge. When an Administration establishes that articles liable to different charges have been combined in the same item, that item is charged for its total weight at the charge applicable to the category subject to the highest tariff.

## SECTION II

### Registered items

#### CHAPTER I

##### ARTICLE 145

##### Registered items

1. Registered items shall bear in bold letters on the front the heading "*Recommandé*" [Registered] or 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 is prescribed for those items.
3. Correspondence bearing an address written in pencil or composed of initials is not 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 at the left-hand corner of the address side a label in the form of the annexed specimen C 4 showing in Roman letters the letter "R", the name of the office of origin and the serial number of the item. Nevertheless, it is permitted to Administrations whose internal regulations at present forbid the use of labels to postpone the introduction of this arrangement and to distinguish registered items by the use of stamps "*Recommandé*" [Registered] or "R" by the side of which should appear the indication of the office of origin and that of the serial number. These stamps should also be impressed at the left-hand corner of the address side.
5. No serial number shall be placed on the front of registered items by the intermediate Administrations.

##### ARTICLE 146

##### Advice of delivery

1. Items for which the sender requests an advice of delivery shall bear in bold letters on the front the indication "*Avis de réception*" [Advice of delivery] or the stamp impression "A.R.", completed by the indication "*Par avion*" [By air mail] when the sender has asked for air transmission. The sender should show his name and address in Roman letters on the outside of the item.



2. They are accompanied by a form, of the consistency of a postcard and light red in colour, in the form of the annexed specimen C 5. After the sender has written his name and address in Roman letters on the front of the form, using means other than an ordinary pencil, the form is completed by the office of origin or by any other office appointed by the despatching Administration and is securely attached to the outside of the item; if the form does not reach the office of destination that office itself makes out a new advice of delivery.

3. When the sender asks for the return of the advice of delivery by air the front of the form C 5 shall bear in bold letters the indication "*Renvoi par avion*" [Return by air mail]; an impression or a label "*Par avion*" [By air mail] in blue is also affixed to the form. The surcharge paid by the sender for the return by air of the advice of delivery, and which is calculated according to the weight of the form, is represented on the item with the other charges.

4. The weight of the advice of delivery form is not taken into account in calculating the postage charge.

5. The office of destination returns the form C 5, duly filled up, unenclosed and free of postal charges, to the address shown by the sender. The form is returned by the first air mail if the sender has paid the relative charges.

6. When the sender enquires about an advice of delivery which he has not received within a normal period the procedure is similar to that outlined in Article 147. The office of origin enters at the head of the form C 5 the indication "*Duplicata de l'avis de réception, etc.*" [Duplicate of the advice of delivery, etc.].

#### ARTICLE 147

##### Advices of delivery requested after posting

1. When the sender asks for an advice of delivery after the item has been posted, the office of origin fills up a form C 5, on the front of which the sender has already written his name and address in Roman letters.

2. The form C 5 is attached to an enquiry form C 9 referred to in Article 158; this enquiry form, after having a postage stamp representing the charge due affixed to it, is dealt with in accordance with the provisions of the said Article 158 except that, where the item has been duly delivered, the office of destination withdraws the form C 9 and returns the form C 5 to origin in the manner prescribed in Article 146, § 5. Where return of the advice of delivery by air has been asked for, the form C 5 should be dealt with as prescribed in Article 146, §§ 3 and 5. The amount paid by the sender for the return by air of the advice of delivery shall be represented on the form C 9.

3. The office of destination which has received a request by telegraph prepares an advice of delivery as a matter of course.

4. The detailed arrangements adopted by Administrations, under Article 158, for the transmission of enquiries about registered items, apply to requests for advices of delivery made after posting.

#### ARTICLE 148

##### Delivery to the addressee in person

Registered items for delivery to the addressee in person shall bear in bold letters on the front the indication "*À remettre en main propre*" [For delivery to the addressee in person] or its equivalent in a language known in the Country of destination.

## SECTION III

## Operations on departure and arrival

## CHAPTER I

## ARTICLE 149

**Application of the date-stamp**

1. Correspondence is impressed on the front by the office of origin with a stamp showing, in Roman letters, the place of origin and the date of posting. An equivalent indication in the characters of the country of origin may be added. In places having several post offices, the stamp should show which is the office of posting.

2. The application of the stamp prescribed in § 1 is not obligatory:

- a) for correspondence prepaid by means of impressions of postal franking machines if the indication of the place of origin and the date of posting appear on these impressions;
- b) for correspondence prepaid by means of impressions obtained by a printing press or by any other process;
- c) for unregistered reduced rate items, provided that the place of origin is shown on these items.

3. All postage stamps valid for prepayment purposes shall be cancelled.

4. Unless Administrations have prescribed cancellation by means of a special stamp impression, postage stamps not cancelled through error or omission in the service of origin should be struck through with a thick line in ink or in indelible pencil by the office which detects the irregularity. In no case are these stamps impressed with the date-stamp.

5. Mis-sent correspondence, except for unregistered reduced rate items, shall be impressed with the date-stamp of the office which it has reached in error. This obligation rests not only with stationary offices, but also, as far as possible, with travelling post offices. The impression is to be added on the back of the items in the case of letters and on the front in the case of postcards.

6. The stamping of correspondence posted on ships rests with the postal official or the officer on board charged with the duty, or, failing those, with the post office at the port of call to which the correspondence is handed over *à découvert*. In that case, the office impresses the correspondence with its date-stamp and adds the indication "*Navire*", "*Paquebot*" or any other similar note.

7. The office of destination of a reply-paid postcard may apply its date-stamp to the left hand side of the front of the reply half.

## ARTICLE 150

**Express items**

Items to be delivered by express are provided, beside the indication of the place of destination, with a printed label, dark red in colour, bearing the indication "*Exprès*" [Express] in bold letters. Alternatively, an inscription may be used.

## ARTICLE 151

**Unpaid or underpaid items**

1. Correspondence on which any charge whatever is to be collected after posting, either from the addressee or, in the case of undeliverable items, from the sender, is marked with the T stamp in the middle of the upper part of the front ; the indication in francs and centimes of the amount to be collected is written in very legible figures beside this stamp.

2. The application of the T stamp and the indication of the amount to be collected is the responsibility of the Administration of origin or, in the case of redirection or non-delivery, of the redirecting Administration. However, in the case of items originating in Countries which apply reduced charges in the service with the redirecting Administration, the amount to be collected is marked by the Administration which effects delivery.

3. The delivering Administration marks the item with the charge to be collected.

4. Every item not bearing the T stamp is considered as duly prepaid and treated accordingly unless there is an obvious error.

5. Postage stamps and postal franking impressions not valid for prepayment of postage are not taken into account. In that case, the figure nought (0) is placed beside such postage stamps or impressions, which are to be marked around in pencil.

## ARTICLE 152

**Return of Part A of franking notes. Recovery of sums advanced for the sender of an item for delivery free of charges**

1. After delivery to the addressee of an item for delivery free of charges, the office which has advanced the customs or other charges on behalf of the sender completes, 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 sends Part A, accompanied by the supporting vouchers, to the office of origin of the item ; this transmission is effected in a closed envelope, without indication of the contents. Part B is retained by the Administration of destination of the item for accounting with the debtor Administration.

2. However, each Administration has the right to arrange for the return of Part A of the franking notes on which charges have been raised by specially appointed offices and to request that this part be forwarded to a specified office.

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

4. When an item bearing the indication "*Franc de droits*" [Free of charges] reaches the service of destination without a franking note, the office responsible for customs clearance prepares a duplicate note ; on Parts A and B of this note it shows the name of the Country of origin and, as nearly as possible, the date of posting of the item.

5. When the franking note is lost after delivery of an item, a duplicate is 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 should be cancelled through the good offices of 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 converts the amount of those charges into its own currency at a rate which should not be higher than the rate fixed for the issue of postal money orders on the Country concerned. The result of the conversion is 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 hands to the sender the coupon from the note and any supporting vouchers.

#### ARTICLE 153

##### **Redirected items**

1. Correspondence addressed to addressees who have changed their address is considered as addressed directly from the place of origin to the place of the new destination.

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

3. Items properly prepaid for their first transmission, but on which the complement of the charge appropriate to the further transmission has not been paid before their redirection, are subject to a charge equal to the difference between the amount of postage already paid and that which would have been charged if the items had been despatched originally to their new destination. In the case of redirection by air the items are, in addition, subject to the air surcharge for the further transmission.

4. Items originally for an address within a Country and duly prepaid according to the internal regulations are considered as items properly prepaid for their first transmission.

5. Items having originally circulated free of postage within a Country are subject to the charge which would have been payable if they had been addressed directly from the place of origin to the place of the new destination.

6. At the time of redirection, the redirecting office applies its date-stamp to the front of items in the form of cards and on the back of all other categories of correspondence.

7. Correspondence, unregistered or registered, which is returned to the senders for completion or correction of the address is not considered as redirected correspondence at the time of reposting; it is treated as new correspondence and consequently becomes liable to a new charge.

8. The customs duty and other non-postal fees of which it has not been possible to secure cancellation on redirection or on return to origin (Article 155), are collected, as trade charges, from the Administration of the new destination. In that case, the Administration of the original destination attaches to the item an explanatory note and a trade charge money order (form R 3 of the Agreement concerning Cash on Delivery items). If there is no cash on delivery service between the Administrations concerned, the fees in question are recovered by correspondence.

9. If the attempt to deliver an express item at the place of address by a special messenger has failed, the redirecting office should strike through the label or the indication "*Exprès*" [Express] by two thick horizontal lines.

## ARTICLE 154

**Redirection envelopes and collective envelopes**

1. Unregistered correspondence to be redirected to the same person at a new address may be enclosed in the 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 are to be written.

2. Neither items to be submitted to customs control nor articles of which the shape, volume and weight might cause tears must be enclosed in these envelopes; the total weight of an envelope and its contents should in no case exceed 500 grammes.

3. The envelope shall be presented open at the redirecting office to enable that office to collect, if necessary, the complementary 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 complementary charge has not been paid. After check, the redirecting office closes the envelope and applies to it, where necessary, the T stamp with the indication in francs and centimes of the total amount of the charges to be collected.

4. On arrival at destination, the envelope may be opened and its contents checked by the delivering office which collects, where necessary, the unpaid complementary charges.

5. Unregistered correspondence addressed either to sailors and passengers aboard the same ship, or to persons travelling as a party, may also be treated according to the provisions of §§ 1 to 4. In that case, the collective envelopes should bear the address of the ship or of the shipping or travel agency, etc., to which they are to be delivered.

## ARTICLE 155

**Undeliverable items**

1. Before returning to the Administration of origin correspondence which for any reason has not been delivered, the office of destination should show clearly and concisely, in French and as far as possible on the front of these items the reason for non-delivery, in the following form:—“*inconnu*” [not known], “*refusé*” [refused], “*en voyage*” [travelling], “*parti*” [gone away], “*non réclamé*” [not claimed], “*décédé*” [deceased], etc. As regards postcards and printed papers in the form of cards the reason for non-delivery is shown on the right-hand half of the front.

2. This indication is made by the application of a stamp or by affixing a label. Each Administration has the option of adding 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 the officials or by the post offices may also be regarded as sufficient in that case.

3. The office of destination should strike out the particulars of the place with which it is concerned and enter the indication “*Retour*” [Return] on the front of the item beside the indication of the office of origin. It should also apply its date-stamp on the back of letters and on the front of postcards.

4. Undeliverable correspondence is returned either individually or in a special bundle labelled "*Rebuts*". Every Administration may request, through the intermediary of the International Bureau, that undeliverable correspondence be forwarded to an office which it appoints specially.

5. Undeliverable registered correspondence is returned to the office of exchange of the Country of origin as if it were registered correspondence addressed to that Country.

6. Undeliverable internal correspondence which has to be sent abroad to be returned to the sender is dealt with in accordance with the provisions of Article 153. The same applies to international correspondence when the sender has removed to another Country.

7. Correspondence for persons addressed care of a consul and returned by him to the post office as unclaimed are to be treated as undeliverable items. In no case should they be considered as new items subject to prepayment.

8. Correspondence for persons addressed to hotels or lodgings and returned to the post office because they cannot be delivered to the addressees are treated in the way prescribed in § 7.

#### ARTICLE 156

##### **Withdrawal from the post. Alteration of address**

1. Requests for withdrawal of correspondence from the post or for alteration of address entail the filling up by the sender of a form C 7 in the form of the annexed specimen; a single form may be used for several items posted at the same time at the same office by the same sender to the address of 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 assumes responsibility, the procedure is as follows:

- a) if the request is to be forwarded by postal means, the form accompanied by a perfect facsimile of the envelope or of the address of the item is sent as a registered item direct to the office of destination;
- b) if the request is to be made by telegraphic means, the form is handed over to the telegraph service which is instructed to transmit its terms to the post office of destination.

2. On receipt of form C 7 or of the telegram sent instead, the office of destination searches for the correspondence in question and takes the necessary action.

3. The action taken by the office of destination on the requests for withdrawal from the post or modification of the address is communicated immediately to the office of origin, which informs the applicant. The same applies in the following circumstances:

- fruitless searches;
- item already delivered to the addressee;
- request by telegraphic means not sufficiently explicit to permit the item to be identified with certainty;
- item confiscated, destroyed or seized.

4. Any Administration may request by a notification addressed to the International Bureau that so far as it is concerned requests should be exchanged through its central Administration or through a specially appointed office; the said notification should include the name of this office.

5. If requests are exchanged through the central Administrations, requests sent directly by the offices of origin to the offices of destination should be acted on to the extent that the correspondence in question is withheld from delivery until the arrival of the request from the central Administration.

6. Administrations which exercise the option allowed by § 4 assume the burden of the charges which may result from the transmission in their internal service by postal or telegraphic means of the communications to be exchanged with the office of destination. Recourse to telegraphic means is obligatory when the sender has himself used this means and the office of destination cannot be advised in good time by postal means.

#### ARTICLE 157

##### **Enquiries. Unregistered items**

1. Every enquiry about an unregistered item involves the preparation of a form C 8 in the form of the annexed specimen which should be accompanied, as far as possible, by a facsimile of the address of the item on a small sheet of thin paper.

2. The office which receives the enquiry forwards the form direct as a matter of course by the most rapid means (air or surface) without a covering letter and in a closed envelope, to the corresponding office. The latter, after obtaining the necessary information from the addressee or the sender, as the case may be, returns the form as a matter of course by the most rapid means (air or surface) in a closed envelope to the office which prepared it.

3. If the enquiry is acknowledged to be justified this last-mentioned office forwards the form to its central Administration for further investigation.

4. A single form may be used for several items posted at the same time at the same office by the same sender to the address of the same addressee.

5. Any Administration may request by a notification addressed to the International Bureau that enquiries which concern its service should be forwarded to its central Administration or to an office specially appointed.

6. The form C 8 is to be returned to the Administration of origin of the item under enquiry in accordance with the conditions prescribed in Article 158, § 8.

#### ARTICLE 158

##### **Enquiries. Registered items**

1. Every enquiry about a registered item is made on a form C 9 in the form of the annexed specimen which should be accompanied as far as possible by a facsimile of the address of the item on a small sheet of thin paper.

2. If the enquiry concerns a cash on delivery item, it should also be accompanied by a duplicate money order form R 3 of the Agreement concerning Cash on Delivery items or by a deposit note, as the case may be.

3. A single 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 means to the address of the same addressee.

4. As a general rule the enquiry is sent direct by the office of origin to the office of destination; this transmission is effected as a matter of course without a covering letter and in a closed envelope and always by the most rapid means (air or surface). If the office of destination is able to furnish the information as to the final fate of the item it completes the form in table 2 and returns it to the office of origin as a matter of course by the most rapid means (air or surface).

5. When the fate of the item cannot be established by the office of destination it records the fact on the form in table 2B and returns it to the office of origin, enclosing, as far as possible, a declaration by the addressee stating that he has not received the item. In that case, the Administration of origin completes the form by showing optionally in table 3A details of the circulation of the item in its internal services and in table 3B details of the transmission to the first intermediate Administration. It then sends the form to this last-mentioned Administration which records its observations in table 4 and forwards the form, if necessary, to the next Administration. The enquiry thus passes from one Administration to the other until the fate of the item under enquiry is established. The Administration which has effected delivery to the addressee or which, as the case may be, is unable to establish either delivery or regular transmission to another Administration records the fact on the form and returns it to the Administration of origin. All these operations are to be effected by the most rapid means (air or surface).

6. If, however, the Administration of origin or the Administration of destination so requests, the enquiry is forwarded at the outset from office to office, following the same circulation as the item. In that case, the search from the Administration of origin to the Administration of destination proceeds in accordance with the procedure set out in § 5.

7. Any Administration may request by a notification addressed to the International Bureau that enquiries which concern its service should be forwarded to its central Administration or to an office specially appointed.

8. The form C 9 and the documents annexed to it are in every case to be returned to the Administration of origin of the item under enquiry as soon as possible and at the latest within five months from the date of the enquiry.

9. The foregoing provisions do not apply to cases of theft from a mail, loss of a mail or to other similar cases, which necessitate a more detailed correspondence between Administrations.

## ARTICLE 159

### Requests for information

Requests for information about unregistered or registered items are dealt with in accordance with the rules laid down in Articles 157 and 158 respectively.



## ARTICLE 160

**Enquiries and requests for information concerning items posted in another Country**

1. In the cases provided for in Article 67, § 3 of the Convention, forms C 8 and C 9 concerning enquiries or requests for information are forwarded to the Administration of origin. Form C 9 should be accompanied by the certificate of posting.

2. The Administration of origin should be placed in possession of the form within the periods prescribed in Article 67 of the Convention.

## SECTION IV

**Exchange of items. Mails**

## CHAPTER I

## ARTICLE 161

**Letter bills**

1. A letter bill in the form of the annexed specimen C 12 accompanies each mail. It is placed in a blue envelope bearing in bold letters the indication "*Feuille d'avis*" [Letter bill].

2. The despatching office fills up the letter bill with all the details for which the layout of the form provides having regard to the following provisions :

- a) Table I: the presence of unregistered express or air items is shown by a stroke underlining the corresponding indication ;
- b) Table II: in the absence of any agreement to the contrary, despatching offices do not number the letter bills when mails are made up once every day. In every other case they number them according to an annual series for each office of destination. Each mail should in that event bear a separate number, even if it is a supplementary mail sent by the same means or the same ship as the normal mail. In the case of the first outlet of each year the bill should bear, in addition to the serial number of the mail, that of the last mail of the preceding year. The name of the ship transporting the mail or the official abbreviation of the air line being used is shown when the despatching office knows it. Furthermore, Administrations may agree that, for surface mails, only red label bags need be entered on the letter bills.
- c) Table III : one or more special lists in the form of the annexed specimen C 13 may be used, either in place of table V or as a supplement to the letter bill. The use of special lists is obligatory if the Administration of destination so requests. The lists in question should show the same serial number as that shown on the letter bill of the corresponding mail. When several special lists are used they should also be numbered in their own series for each mail. The number of registered items which can be entered on a single special list is restricted to the number for which the layout of the form provides ;

- d) Table IV: where necessary the number of empty bags belonging to an Administration other than that to which the mail is addressed should be shown separately with a reference to that Administration. Unclosed official letters and the various communications or recommendations from the despatching office relating to the service are also mentioned in table IV ;
- e) Table V: 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 on the letter bills the total number of these items is to be shown in figures and in words. When the mail does not contain registered items the indication "Néant" [Nil] is entered in table V.
3. Administrations may arrange with each other to include other tables or headings in the letter bill when they consider it necessary. They may, in particular, modify tables V and VI to suit their needs.
4. When an office of exchange has nothing 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 § 2 b) that office merely sends a "Nil" letter bill in the next mail.
5. When closed mails are to be forwarded by means of ships which the intermediate Administration maintaining them does not use regularly for its own traffic, the weight of the letters and other items shall be shown with the address of the mails if the Administration responsible for arranging the embarkation so requests.

## ARTICLE 162

### Transmission of registered items

1. Registered items and, if need be, the special lists provided for in Article 161, § 2 are 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 of plastic material. 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 permit of that office being identified. The registered items are arranged in each packet according to their order of entry. When one or more special lists are used each of them is tied up with the registered items to which it refers and placed after 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.
2. Subject to agreement between the Administrations concerned and when their volume permits, the registered items may be enclosed in the special envelope containing the letter bill. This envelope shall be sealed.
3. In no case may registered items be included in the same bundle as unregistered items.
4. Subject to agreement between Administrations registered items other than letters and postcards sent in separate bags may be accompanied by special lists on which they are advised in bulk.

5. As far as possible a single bag should not contain more than 600 registered items.

6. The special envelope containing the letter bill is attached to the outside of the packet of registered items by string tied crosswise ; when the registered items are enclosed in a bag the said envelope is fixed to the neck of this bag.

7. If there is more than one packet or bag of registered items each of the additional packets or bags is labelled to show the nature of the contents.

#### ARTICLE 163

##### **Transmission of express items**

1. Unregistered express items are made up in a special bundle provided with a label bearing in bold letters the indication "*Exprès*" [Express] and enclosed by the offices of exchange in the envelope containing the letter bill which accompanies the mail.

2. If, however, this envelope has to be fixed to the neck of the bag of registered items (Article 162, § 6) the bundle of express items is placed in the outer bag. The presence of correspondence of the kind in the mail is then shown by a slip placed in the envelope containing the letter bill. The same procedure is followed when the express items cannot be associated with the letter bill because of their number, shape or size.

3. Registered express items are arranged in their order among the other registered items and the indication "*Exprès*" [Express] is entered against the respective entries in the "*Observations*" column of table V of the letter bill or the special lists. In the case of bulk advice, the presence of registered items for delivery by express is shown simply by the indication "*Exprès*" [Express] in table V of the letter bill.

#### ARTICLE 164

##### **Make-up of mails**

1. As a general rule items are arranged and bundled according to the nature of the correspondence, letters and postcards being included in the same bundle and newspapers and periodicals being made up in bundles separate from ordinary printed papers. The bundles are distinguished by labels showing the indication of the office of destination or of the reforwarding office of the items enclosed in the bundles. Correspondence which can be bundled shall be arranged with the addresses facing the same way. Prepaid items are separated from those which are unpaid or underpaid and the labels of bundles of unpaid or underpaid items are impressed with the T stamp.

2. Letters bearing traces of opening, dilapidation or damage shall be noted to this effect and be marked with the date-stamp of the office which has discovered the fact.

3. Postal money orders sent unenclosed are made up in a separate bundle which should be put in a packet or bag containing registered items or, if there is one, in the packet or bag with insured items. If the mail contains neither registered nor insured items, the money orders are placed in the envelope containing the letter bill or are bundled with the latter.

4. Mails are contained in bags the number of which shall be kept to the strict minimum. The bags are suitably closed, sealed with or without lead and labelled. The seals may also be made of light metal or of plastic material. When string is used it should be passed twice round the neck of the bag before being tied in such a way that one of the two ends is drawn under the loops. (See the illustration appearing at the end of the forms annexed to the Detailed Regulations.) The impressions of the seals, lead or otherwise, shall reproduce, in very legible Roman letters, the name of the office of origin or an indication sufficient to permit of that office being identified.

5. The labels of the mails should have an eyelet and be made of cloth, strong cardboard, parchment or of paper gummed to a wood block. Their lay-out and text should conform to the annexed specimen C 28. In the service between neighbouring offices, strong paper labels may be used; these shall, however, be sufficiently stout to withstand the various handling processes suffered by the mails in course of transmission. Labels are made in the following colours:

- a) in vermilion red, for bags containing registered items;
- b) in white, for bags containing only unregistered letters and postcards;
- c) in light blue, for bags containing exclusively unregistered other items;
- d) in green, for bags containing only empty bags returned to origin.

6. Bags containing mixed unregistered correspondence (letters, postcards and other items) shall be furnished with a white label.

7. The use of vermilion red, white, light blue and green labels is obligatory.

8. A white label may also be used in conjunction with a tab 5 centimetres by 3 in one of the colours mentioned in § 5.

9. The labels bear the indication of the name of the despatching office printed in small Roman letters and of the name of the office of destination in large Roman letters, preceded respectively by the words "*de*" [from] and "*pour*" [for]. In exchanges between distant Countries not made by direct sea services, and in exchanges with other Countries which expressly request it, these particulars are completed by the indication of the date of despatch, the number of the mail and the port of disembarkation.

10. The bags shall show legibly in Roman letters the office or Country of origin and bear the indication "*Postes*" [Posts] or any other similar expression distinguishing them as postal despatches.

11. Intermediate offices shall not enter any serial number on the labels of bags or packets of closed mails in transit.

12. In the absence of any agreement to the contrary small mails or "Nil" mails are simply wrapped in strong paper so as to prevent any damage to the contents, then tied with string and sealed with seals of lead, light metal or plastic material. In the case of sealing by lead, light metal or plastic material these mails should be made up so that the string cannot be detached. When they contain only unregistered correspondence they may be closed by means of gummed seals bearing the printed indication of the despatching office or

Administration. 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. The addresses of the packets and envelopes should conform, as regards the printed indications and the colours, to the provisions prescribed in §§ 4 to 11 for the labels of bags of correspondence.

13. When the number or volume of the items necessitates the use of more than one bag, separate bags should, as far as possible, be used :

a) for letters and postcards ;

b) for other items ; in addition, should the occasion arise, separate bags should be used for small packets ; the labels on those last-mentioned bags bear the indication "*Petits paquets*".

14. The packet or bag of registered items attached to the letter bill in the manner prescribed in Article 162, § 6 is placed in one of the bags of letters or in a special bag ; the outer bag shall in every case bear a red label. When there is more than one bag of registered items the additional bags may be sent unenclosed bearing the red label.

15. The label of the bag or packet containing the letter bill, even if it is a "Nil" bill, always bears a bold letter "F" and may show an indication of the number of bags comprising the mail.

16. In accordance with the provisions of § 5 a red label shall be used only if the bag contains registered items.

17. The weight of each bag shall in no circumstances exceed 30 kilogrammes.

18. As far as possible, offices of exchange include in their own mails for a particular office all the small mails (packets or bags) which reach them for that office.

19. Every packet of printed papers for the same addressee at the same address may be enclosed in one or more special bags ; in that case the packets of printed papers are not subject to the limits of weight prescribed in Article 49, § 1 of the Convention. Information concerning the addressee of the items must be shown on the label in addition to the prescribed indications. In the absence of any advice to the contrary, these special bags may contain registered items ; these are then entered on a special list C 13 and separated from the other items included in the mail.

## ARTICLE 165

### Transfer of mails

1. In the absence of any agreement to the contrary between the Administrations concerned, the transfer of mails between two corresponding offices is carried out by means of a delivery bill in the form of the annexed specimen C 18. Three copies of the bill are prepared :

- the first, duly signed by the carrier, is retained at the office of despatch ;
- the second is handed to the carrier who retains it after obtaining discharge from the service which takes delivery of the mails ;
- the third accompanies the mails.

2. When the transfer of mails between two corresponding offices involves a sea service, the office of exchange of origin may prepare a fourth copy which the office of exchange of destination returns after certifying it. In this case the third and fourth copies accompany the mail.

3. Only the bags and packets distinguished by red labels, which should be completely examined as to their sealing and make-up at the time of delivery, are entered in detail on the delivery bill C 18. As regards other bags and packets for which examination is optional they are entered in bulk by category on the delivery bill C 18 and each category is transferred in bulk.

4. The mails should be delivered in good condition. Nevertheless, a mail must not be refused because of damage. When a mail is received in bad condition by an intermediate office, it should be put as it is in new packing. The office which repacks it should copy the particulars from the original label to the new one and apply to the latter an impression of its date-stamp, preceded by the endorsement "*Remballé à.....*" [Repacked at.....].

#### ARTICLE 166

##### Check of mails

1. When an intermediate office has to repack a mail it checks the contents if it has reason to believe that these have not remained intact. It makes out a verification note in the form of the annexed specimen C 14, in accordance with the provisions of §§ 4 to 6. This note is sent to the office of exchange from which the mail has been received ; a copy of it is addressed to the office of origin and another is enclosed in the repacked mail.

2. The office of destination checks whether the mail is complete and whether the entries on the letter bill and, if need be, on the special lists of registered items are correct. In the event of loss of a mail or of one or more bags thereof, of registered items, of a letter bill, of a special list of registered items or when there is any other irregularity, the fact is immediately confirmed by two officials. These make the necessary corrections on the bills or lists, taking care, where necessary, to cross out the incorrect entries in such a way as to leave the original entries legible. Unless there is an obvious error the corrections are accepted in preference to the original statement.

3. When an office receives letter bills or special lists which are not intended for it, it sends them or, if its internal regulations so require, certified true copies to the office of destination.

4. The facts confirmed are notified, by means of a verification note, to the office of origin of the mail and, in case of actual loss, to the last intermediate office by the first available mail after the complete check of the mail. The details on the note must specify as precisely as possible the bag, packet or item concerned.

5. In the case of important irregularities which give grounds for presuming loss or theft, the envelope or bag, as well as the string and the lead or other seal closing the packet or bag of registered items, is sent with the verification note to the office of origin unless this is impossible for a stated reason. The same applies to the outer envelope or bag, with its string, label and lead or seal.

6. In the cases provided for in §§ 1 to 3, 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 telegraphic advice should be sent whenever the mail shows obvious traces of having been tampered with, in order that the despatching or intermediate office may proceed with the investigation of the matter without delay and, where necessary, advise the preceding Administration also by telegram for the continuation of the enquiry.

7. When the absence of a mail is the result of failure of a mail connection or when it is duly explained on the waybill, the preparation of a verification note is necessary only if the mail does not reach the office of destination by the next opportunity.

8. As soon as a mail which had been reported as missing to the office of origin and, where appropriate, to the last intermediate office comes to hand, a second verification note announcing the receipt of the mail is sent to these offices by the first mail.

9. The offices to which the verification notes are sent 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 despatch, they are considered, until proof to the contrary, as duly accepted by the offices to which they were sent. This period is extended to four months in the service with distant Countries.

10. 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 first available mail after the check, it is considered, until proof to the contrary, as having received the mail and its contents. The same assumption is made in respect of irregularities to which no reference has been made or which have been incompletely reported in the verification note; the same applies when the provisions of the present Article regarding the formalities to be fulfilled have not been observed.

11. Verification notes and any associated evidence are forwarded as registered items.

#### ARTICLE 167

##### **Routeing of mails**

To determine the most favourable route and the time of transmission of air mails, 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 should be included in the mail and attached to the letter bill: duly completed by the office of destination, the trial notes for air mails are returned by air and those for surface mails are returned by the most rapid means.

#### ARTICLE 168

##### **Exchange in closed mails**

1. The exchange of correspondence in closed mails is regulated by common consent between the Administrations concerned.

2. It is obligatory to make up closed mails whenever one of the intermediate Administrations so asks on the ground that the amount of *à découvert* correspondence is such as to hinder its work.

3. Administrations through the intermediary of which closed mails are to be forwarded should be given suitable notice.

4. In the event of a change in a service for the exchange of closed mails established between two Administrations through the intermediary of one or more third party Countries, the Administration of origin of the mail notifies the Administration of those Countries of the fact.

5. If it is a question of an alteration in the routing of mails, the new route to be followed should be notified to the Administrations which previously provided the transit, while the old route is notified, for information, to the Administrations which will provide the transit in the future.

#### ARTICLE 169

##### **Transit in closed mails and transit *à découvert***

1. Administrations may exchange, through the intermediary of one or more of their number, both closed mails and *à découvert* correspondence according to the needs of the traffic and the requirements of the service.

2. The transmission of *à découvert* correspondence to an intermediate Administration should be limited strictly to cases where the making up of closed mails, either for the Country of destination itself or for a Country nearer to it, is not justified.

3. When its volume permits, correspondence sent *à découvert* to an Administration should be made up in separate bundles with labels for each Country of destination.

#### ARTICLE 170

##### **Routing of correspondence**

1. Each Administration is obliged to forward by the most rapid routes that it uses for its own items closed mails and *à découvert* correspondence which are passed forward to it by another Administration.

2. When a mail consists of several bags, these should as far as possible remain together and be forwarded at the same time.

3. Mis-sent correspondence of every kind is sent on to its destination without delay by the quickest route.

4. The Administration of the Country of origin is at liberty to prescribe the route to be followed by the closed mails which it despatches, provided that the use of that route does not entail special costs for an intermediate Administration.

#### ARTICLE 171

##### **Mails exchanged with warships or military aircraft**

1. Intermediate Administrations should be informed, as far as possible in advance, of the establishment of an exchange in 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 is worded as follows:

From the office of... ..  
 For { the (nationality) naval unit of (designation of  
       the unit) at ... .. } (Country)  
       the (nationality) ship (name of the ship) at ... ..

or

From the (nationality) naval unit of (designation of the  
       unit) at ... .. } (Country)  
 From the (nationality) ship (name of the ship) at ... ..  
 For the office of ... ..

or

From the (nationality) naval unit of (designation of  
       the unit) at ... .. } (Country)  
 From the (nationality) ship (name of the ship) at ... ..  
 For { the (nationality) naval unit of (designation of  
       the unit) at ... .. } (Country)  
       the (nationality) ship (name of the ship) at ... ..

3. Unless a special route is indicated on the address, mails addressed to or coming from naval units or warships are forwarded by the most rapid means and under the same conditions as mails exchanged between post offices.

4. The captain of a mail-ship conveying mails for a naval unit or a warship holds them at the disposal of the commanding officer of the naval unit or ship of address, 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 are kept at the post office until they are collected by the addressee or redirected to another point. Redirection may be requested either by the postal Administration of origin, by the commanding officer of the naval unit or ship of address, or, finally, by a Consul of the same nationality.

6. Those mails which are marked "*Aux soins du Consul d.....*" [Care of the Consul at .....] are delivered at 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 are 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 are not, therefore, regarded as having reached their address until they have been delivered to the warship concerned.

8. By agreement with the Administrations concerned, the above procedure is also applicable, if the circumstances require, to mails exchanged with military aircraft.

#### ARTICLE 172

##### Return of empty bags

1. In the absence of any agreement to the contrary between corresponding Administrations, bags are to be returned empty by the next outlet in a mail for the Country to which they belong. The number of bags returned direct by each mail should be entered on the letter bill under the heading "*Indications de service*" [Official notes].

2. The return is 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 should as a general rule appoint only one office responsible for receiving empty bags which are returned to them.

3. The empty bags should be rolled into suitable bundles ; where appropriate the label blocks, labels of cloth, parchment or other stout material should be placed inside the bags. The bundles should bear a label showing the name of the office of exchange from which the bags have been received whenever they are returned through the intermediary of another office of exchange.

4. If the empty bags to be returned are not too numerous, they may be placed in the bags containing correspondence ; otherwise, they should be placed by themselves in sealed bags, labelled with the name of the offices of exchange. The labels should bear the indication "*Sacs vides*" [Empty bags].

5. If the control exercised by an Administration establishes that bags belonging to it have not been returned to its service within a period greater than that required for their transmission (going and coming), it has a right to claim reimbursement of the value of these bags as provided for in § 6. The Administration in question can only refuse this reimbursement if it is in a position to prove the return of the missing bags.

6. Each Administration fixes, periodically and uniformly for every kind of bag used by its offices of exchange, an average value in francs and communicates it to the Administrations concerned through the intermediary of the International Bureau.

## SECTION V

### Provisions concerning transit charges

#### CHAPTER I

##### Statistical operations

##### ARTICLE 173

##### **Incidence and duration of the statistics**

1. The transit charges provided for under Articles 79 *et seq.* of the Convention are established on the basis of statistics taken once every three years and alternately during the first fourteen or twenty eight days of the month of May or during the first fourteen or twenty eight days following the 14th of October.

2. The statistics are taken in the second year of each triennial period.

3. Mails made up on board ships are included in the statistics if they are landed during the statistical period.

4. In the absence of any agreement to the contrary between the Administrations concerned, air mails conveyed by surface for part of their journey are also included in the statistics.

5. The statistics of October–November 1958 apply, on the basis of the provisions of the Convention of Brussels, 1952, to the years 1957, 1958 and 1959 ; those of May 1961 apply to the years 1960, 1961 and 1962.

6. The annual payments of transit charges to be made on the basis of a set of statistics shall be continued provisionally until the accounts prepared in accordance with the next statistics are approved or regarded as fully accepted (Article 182). The provisional payments are then adjusted.

#### ARTICLE 174

##### **Make-up and designation of closed mails during the statistical period**

1. The number of bags used for making up a mail shall be kept to the strict minimum.

2. During the statistical period every mail exchanged in transit must be provided, in addition to the ordinary labels, with a special label bearing the indication "*Statistique*" in bold letters followed by the note "5 kilogrammes", "15 kilogrammes" or "30 kilogrammes", according to the weight category (*see* Article 175, § 1).

3. As regards bags containing only empty bags or correspondence exempted from all transit charges (Article 80 of the Convention), the indication "*Statistique*" is followed by the word "*Exempt*".

4. The letter bill of the last mail despatched during the statistical period should be endorsed "*Dernier envoi de la période de statistique*" [Last despatch of the statistical period]. When the despatching office, as a result particularly of the uncertainty of connections, has been unable to make this endorsement, it advises the office of destination as soon as possible, by air, of the date and serial number of the last mail included in the statistics.

#### ARTICLE 175

##### **Establishing of number of bags and weight of closed mails**

1. As regards mails which involve the payment of transit charges, the despatching office of exchange uses a special letter bill in the form of the annexed specimen C 15. It enters on this letter bill the number of bags, dividing them as appropriate into the following categories:

Number of bags of which the gross weight

does not exceed 5 kg. (light bags)	exceeds 5 kg. without exceeding 15 kg. (medium bags)	exceeds 15 kg. without exceeding 30 kg. (heavy bags)
1	2	3

Number of bags exempted from transit charges:.....

2. The number of bags exempted from transit charges should be the total of those bearing the indication "*Statistique—Exempt*" in accordance with the provisions of Article 174, § 3.

3. The entries on the letter bills are checked by the office of exchange of destination. If that office finds an error in the numbers entered, it corrects the bill and immediately notifies the mistake to the despatching office of exchange 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 despatching office of exchange holds good unless the actual weight exceeds by more than 250 grammes the maximum weight of the category in which the bag has been entered.

#### ARTICLE 176

##### **Preparation of statements of closed mails**

1. As soon as possible after the receipt of the last mail made up during the statistical period the offices of destination prepare statements in the form of the annexed specimen C 17, with a copy for each Administration concerned, including that of the place of departure, and send these statements, which should show the fullest possible details of the route followed and the services used, to the offices of exchange of the despatching Administration to be noted with their acceptance. The air route is used when it offers an advantage. After accepting the statements, the offices of exchange forward them to their central Administration which distributes them to the Administrations concerned.

2. If within three months (four months in the service with distant Countries) from the date of despatch of the last mail to be included in the statistics the offices of exchange of the despatching Administration have not received the number of statements indicated in § 1, these offices themselves prepare the said statements on the basis of their own information, endorsing each: "*Les relevés C 17 du bureau destinataire ne sont pas parvenus dans le délai réglementaire*" [The statements C 17 not received from the office of destination within the prescribed period]. They then forward the statements to their central Administration which distributes them to the Administrations concerned.

3. If within six months from the expiry of the statistical period the despatching Administration has not distributed the statements C 17 to the Administrations of the intermediate Countries, the latter themselves prepare them on the basis of their own information. These documents, endorsed "*Établi d'office*" [i.e. Prepared from this Administration's information], are to be attached to the account C 20 sent to the despatching Administration in accordance with the provisions of Article 182, § 6.

#### ARTICLE 177

##### **Closed mails exchanged with warships or military aircraft**

1. It is the responsibility of the Administrations of Countries to which warships or military aircraft belong to prepare the statements C 17 in respect of the mails sent or received by those ships or aircraft. Mails despatched to warships or military aircraft during the statistical period shall bear the date of despatch on the labels.

2. If these mails are redirected the redirecting Administration notifies the fact to the Administration of the Country to which the ship or aircraft belongs.

## ARTICLE 178

**Transit bulletin**

1. When the route to be followed and the conveyance services to be used for the mails despatched during the statistical period are unknown or uncertain, the Administration of origin shall, at the request of the Administration of destination, prepare for each mail a bulletin, green in colour, in the form of the annexed specimen C 19. The Administration of origin may also send this bulletin without a formal request from the Administration of destination if circumstances seem to require it.

2. The letter bills of the mails involving the preparation of the said bulletin are to be headed in bold letters "*Bulletin de transit*" [Transit bulletin]. The same note, also in bold letters, is made on the special "*Statistique*" labels referred to in Article 174, § 2.

3. The transit bulletin is to be forwarded unenclosed with the mails to which it refers to the different services participating in the conveyance of these mails. In each Country concerned, the inward and outward offices of exchange, to the exclusion of every other (intermediate) office, enter on the bulletin particulars of the transit performed by them. The last intermediate office of exchange forwards the bulletin C 19 to the office of destination which records on it the exact date of arrival of the mail. The bulletin C 19 is returned to the office of origin in support of the statement C 17.

4. The presence of a transit bulletin shall be advised in the "*Observations*" column of the delivery bill C 18 by the initials "B.T." When a transit bulletin advised on the delivery bill or at the head of the letter bill as having been despatched is missing, the intermediate office of exchange or the office of exchange of destination is required to make immediate enquiries about it.

## ARTICLE 179

**Exceptions to Articles 175, 176 and 178**

1. Each Country has the option of notifying other Countries, through the intermediary of the International Bureau, that verification notes C 16, statements C 17 and transit bulletins C 19 are to be sent to its central Administration.

2. In that case the latter takes the place of the offices of exchange for the preparation of the statements C 17 in accordance with the provisions of Article 176, § 2.

## ARTICLE 180

**Revision of transit charges' accounts**

1. In the absence of agreement between the Administrations concerned, each of them may ask for a revision of transit charges' accounts and, where necessary, for the taking of special statistics in the following cases:

- a) use of air instead of surface means for the conveyance of mails ;
- b) an important change in the surface routing of mails from one Country for one or more other Countries ;

- c) establishing by an intermediate Administration during the six months following the statistical period that there exists between the despatches made by an Administration during the statistical period and the normal traffic a difference of 20% at least in the total weight of mails despatched in transit ;
  - d) establishing by an intermediate Administration that the total weight of mails in transit has increased by at least 100% or decreased by at least 50% compared with the results of the last statistics.
2. The results of special transit statistics taken on the basis of the provisions of § 1 are only taken into consideration if they affect by more than 5000 francs per annum the accounts between the Administration of origin and the Administration concerned.
3. If the modification exceeds this sum it 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 change, even when for certain Administrations the reduction in the accounts does not reach the fixed minimum.
4. Notwithstanding the provisions of §§ 1 to 3 and in the event of complete and permanent diversion of mails from an intermediate Country by another Country, the transit payments due to be paid by the Administration of origin, on the basis of the last statistics, to the Country which previously effected the transit are to be paid by the Administration concerned to the new transit Country from the date the diversion was established.

#### ARTICLE 181

##### **Extraordinary services**

The only services considered as extraordinary services giving rise to the collection of special transit charges are the motor services Syria-Iraq.

#### CHAPTER II

##### **Accounting. Settlement of accounts**

#### ARTICLE 182

##### **Transit charges' accounts**

1. For the preparation of transit accounts, the light, medium or heavy bags, as defined in Article 175, are reckoned as having average weights of 2, 10 or 22 kilogrammes respectively.
2. The total amounts of the credits for closed mails are multiplied by 26 or 13 as the case may be and the product serves as the basis for the detailed accounts determining in francs the annual sums due to each Administration.
3. In cases where the multiplier 26 or 13 does not correspond to the normal traffic the Administrations concerned agree to the adoption of another multiplier which holds good during the years to which the statistics apply. However, a new multiplier may only be adopted if the established difference between the traffic as revealed by the statistics and the actual traffic involves a modification of more than 5000 francs per annum in the transit charges' account.
4. The creditor Administration is responsible for preparing the accounts and forwarding them to the debtor Administration.

5. In order to take account of the weight of the bags and packing and of the classes of correspondence exempted from all transit charges in accordance with the provisions of Article 80 of the Convention, the total amount of the account for closed mails is reduced by 10%.

6. The detailed accounts are prepared in duplicate on forms C 20 in the form of the annexed specimens and on the basis of the statements C 17. They are forwarded to the despatching Administration as soon as possible and at the latest within ten months following the expiry of the statistical period. The statements C 17 are forwarded in support of the account C 20 only if they have been prepared officially by the intermediate Administration (Article 176, § 3) or if the despatching Administration so requests.

7. If the Administration which has sent the detailed account has received no notice of amendment within three months from the date of despatch the account is regarded as fully accepted.

#### ARTICLE 183

#### **General annual liquidation account. Intervention of the International Bureau**

1. The general liquidation account of transit charges is prepared annually by the International Bureau; exceptionally, Administrations may agree to settle their accounts directly between themselves if they consider it expedient.

2. As soon as the detailed accounts between two Administrations are approved or regarded as fully accepted (Article 182, § 7) each of those Administrations forwards without delay to the International Bureau a statement in the form of the annexed specimen C 21 indicating the total amounts of the accounts. At the same time a copy of the statement is sent to the Administration concerned.

3. Centimes are ignored in the balance.

4. In the event of differences between corresponding particulars furnished by two Administrations, the International Bureau invites them to reach agreement and to notify to it the definitely agreed sums.

5. When only one Administration has furnished the statement C 21, the International Bureau so informs the other Administration concerned and tells it the amount on the statement C 21 received. If, one month from the date of its letter, the International Bureau has received no comment, the amount on the statement already on hand is accepted as final.

6. In the case provided for in Article 182, § 7, the statements should be endorsed "*Aucune observation de l'Administration débitrice n'est parvenue dans le délai réglementaire*" [No comment received from the debtor Administration within the prescribed period].

7. If two Administrations agree between themselves to make a special settlement, their statements C 21 are endorsed "*Compte réglé à part—à titre d'information*" [Account settled separately—for information only] and are not included in the general annual liquidation account.

8. At the end of each year the International Bureau prepares, on the basis of the statements which it has received up to that time and which are regarded as fully accepted, a general annual liquidation account of transit charges. If necessary it conforms to the rule laid down by Article 173, § 6 for annual payments.

9. The account shows:

- a) the debit and credit of each Administration;
- b) the debit balance or the credit balance of each Administration;
- c) the sums to be paid by the debtor Administrations;
- d) the sums to be received by the creditor Administrations.

10. The International Bureau arranges by off-setting balances to restrict to the minimum the number of payments to be made.

11. The general annual liquidation accounts shall be forwarded by the International Bureau to Administrations as soon as possible and at the latest before the expiry of the first quarter of the year following that of their preparation.

#### ARTICLE 184

##### **Payment of transit charges**

1. If the amounts due as a result of the general annual liquidation account of the International Bureau have not been paid one year after the expiry of the prescribed period (Article 117, §§ 12 and 13), it is permissible for the creditor Administration to notify the International Bureau which invites the debtor Administration to pay within a period of not more than four months.

2. If the amounts due have not been paid on the expiry of this new period the International Bureau includes them in the next general liquidation account to the credit of the creditor Administration. In this case compound interest is chargeable, that is to say, the interest is added to the principal at the end of each year until full settlement.

3. When the provisions of § 2 are applied, the general liquidation account in question and those of the following four years should not, as far as possible, include in the balances due as a result of the offsetting table sums to be paid by the defaulting Administration to the creditor Administration concerned.

## SECTION VI

### **Miscellaneous provisions**

#### CHAPTER I

##### ARTICLE 185

##### **Routine correspondence between postal Administrations**

For the exchange of routine correspondence, Administrations may use a form C 29 in the form of the annexed specimen.

##### ARTICLE 186

##### **Postage stamps and postal franking impressions**

1. Impressions produced by postal franking machines shall be of a bright red colour, whatever the value they represent.

2. Postage stamps and impressions of postal franking machines used by private individuals with a permit from the postal Administration of the Country of origin shall bear, as far as possible in Roman letters, an indication of the Country of origin and show their postage value according to the compendium of equivalents adopted. The number of units or fractions of a monetary unit used to express this value is indicated in Arabic figures. The postal franking impressions used by postal Administrations themselves shall bear the same indications as those of private individuals with a permit from the Administration or, alternatively, the indication of the Country of origin and the phrase "*Taxe perçue*" [Charge collected], "*Port payé*" [Postage paid] or a similar expression. This phrase may be given in French or in the language of the Country of origin; it may also be in an abridged form, e.g. "T.P." or "P.P."



3. As regards items prepaid by means of impressions obtained from the printing press or by another printing process (Article 53 of the Convention) the indications of the Country of origin and of the value of the postage prepaid may be replaced by the name of the office of origin and the phrase "*Taxe perçue*" [Charge collected], "*Port payé*" [Postage paid] or a similar expression. This phrase may be given in French or in the language of the Country of origin; it may also be in an abridged form, e.g. "T.P." or "P.P.". In every case the indication adopted should be marked round or underlined by a heavy stroke.

4. Commemorative or charity postage stamps, on which a supplementary charge is payable independently of their postage value, shall be designed so as to leave no doubt about that value.

5. 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 indications prescribed in § 2.

#### ARTICLE 187

##### **Use of postage stamps or of impressions of postal franking machines or printing presses presumed to be fraudulent**

1. Subject expressly to the provisions laid down by the legislation of each Country, the following procedure is observed in reporting the use for the prepayment of postage of postage stamps or of impressions of postal franking machines or printing presses presumed to be fraudulent:

- a) when the presence on any item of a postage stamp presumed to be fraudulent (presumption of being counterfeit or used again) or of impressions of postal franking machines or printing presses presumed to be fraudulent is detected at the time of despatch, the stamp or impression is not tampered with in any way and the item, accompanied by an advice in the form of the annexed specimen C 10, is sent to the delivering office in an officially registered envelope. A copy of the advice is forwarded, for information, to the Administrations of the Countries of origin and of destination;
- b) the item is only delivered to the addressee, who is invited to see the evidence, if he pays the charge due, discloses the name and address of the sender and places at the disposal of the Post Office, after acquainting himself with the contents, either the entire item, if it is inseparable from the part constituting the presumed offence, or the part of the item (envelope, wrapper, portion of letter, etc.) which contains the address and the impression or stamp reported as fraudulent. The result of the interview is 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 to sign, this is recorded on the document.

2. The official report is forwarded with the supporting papers, officially registered, to the Administration of the Country of origin, which proceeds according to its legislation.

3. Administrations whose legislation does not permit the procedure provided for in § 1 a) and b) should inform the International Bureau to that effect so that the other Administrations may be notified.

## ARTICLE 188

**International reply coupons**

1. International reply coupons are identical with the annexed specimen C 22. They are printed, on paper bearing as a watermark the initials UPU in large letters, under arrangements made by the International Bureau, which supplies them to Administrations at cost price.

2. Each Administration has the option:

- a) of giving the coupons a distinctive perforation which does not interfere with the reading of the text and is not such as to hinder the checking of those values;
- b) of amending the selling-price shown on the coupons by hand or by means of a printing process.

3. The value of the coupons is calculated at the rate of 40 centimes each in the liquidation accounts between Administrations.

4. There is no limit to the period of exchange for reply coupons. Post offices satisfy themselves as to the genuineness of the documents when they exchange them and check particularly the presence of the watermark. Reply coupons may bear in the left-hand circle the impression of the relative office of the issuing Administration. Coupons on which the printed text does not agree with the official text are refused as invalid. Exchanged coupons are marked in the right-hand circle with an impression of the date-stamp of the office exchanging them.

5. In the absence of other arrangements, the coupons exchanged are sent annually, at the latest within six months from the end of the year, to the Administrations which have issued them with a statement in the form of the annexed specimen C 23 showing in bulk their number and value.

6. Reply coupons put down in error to the account of an Administration other than the issuing Administration may be included in the account for the latter by the Administration which received them in error; they are then accompanied by a covering note. This adjustment may be made in the following year to avoid a supplementary account.

7. As soon as two Administrations have agreed on the number of coupons exchanged between them, each draws up and forwards to the International Bureau a statement in the form of the annexed specimen C 24 showing the debit or credit balance, if this balance exceeds 25 francs and if a special settlement has not been arranged between the two Countries. At the same time a copy of the statement C 24 is sent to the Administration concerned. Failing agreement within six months, the creditor Administration prepares its account and sends it to the International Bureau.

8. In every case centimes are ignored in the balance.

9. If only one of the Administrations supplies its statement the entries on that hold good.

10. The balance is included by the International Bureau in an annual liquidation account; the special provisions prescribed in Article 184 are applicable.

11. When the annual balance between two Administrations does not exceed 25 francs the debtor Administration is exempted from any payment.

## ARTICLE 189

**Accounting for customs, etc., charges with the postal Administration of origin of items sent free of charges**

1. Accounting in respect of customs, etc., charges paid out by each Administration on behalf of another is carried out by means of detailed monthly accounts in the form of the annexed specimen C 26, which are drawn up by the creditor Administration in the currency of its own Country. Parts B of the franking notes which have been retained are entered in alphabetical order of the offices which have advanced the charges and in the numerical order which has been given to them.

2. If the two Administrations concerned also operate the service of postal parcels in their relations with each other they may, in the absence of information to the contrary, include in the accounts for the franking notes of that service those of the letter post.

3. The detailed account, accompanied by Parts B of the franking notes, is forwarded to the debtor Administration at the latest by the end of the month following that to which it relates. "Nil" accounts are not prepared.

4. The accounts are checked under the conditions laid down by the Detailed Regulations of the Agreement concerning Postal Money Orders and Postal Travellers' Cheques.

5. The accounts are the subject of a special settlement. Each Administration may, however, request that these accounts be settled with those for postal money orders, for postal parcels (CP 16) or, finally, with the accounts R 5 for trade charges, without being incorporated in them.

## ARTICLE 190

**Forms for the use of the public**

For the purpose of applying the provisions of Article 45, § 2 of the Convention, the following are considered as forms for the use of the public :

- C 1 (Customs label),
- C 2 (Customs declaration),
- C 3 (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 amount of a  
trade charge),
- C 8 (Enquiry concerning an unregistered item),
- C 9 (Enquiry concerning a registered item, etc.),
- C 22 (International reply coupon),
- C 25 (Postal identity card).

### **PART III**

### **FINAL PROVISIONS**

#### **ARTICLE 191**

##### **Entry into force and duration of the Detailed Regulations**

1. The present Detailed 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 Ottawa, the 3rd of October, 1957.

#### **SIGNATURES**

*(The same as on pages 197 to 207 of this volume.)*

## LIST OF FORMS

No.	Title or nature of form	References
1	2	3
C 1	Customs label ... ..	art. 128, § 1
C 2	Customs declaration ... ..	art. 128, § 2
C 3	Franking note ... ..	art. 129, § 2
C 4	"R" label combined with the name of the office of origin and the serial number of the item ... ..	art. 145, § 4
C 5	Advice { of delivery ... .. } { of payment ... .. }	art. 146, § 2
C 6	Collective envelope for the redirection of correspondence ... ..	art. 154, § 1
C 7	Request { for withdrawal from the post ... .. } { for alteration of address ... .. } { for cancellation or alteration of the amount of a trade charge ... .. }	art. 156, § 1
C 8	Enquiry concerning an unregistered item ... ..	art. 157, § 1
C 9	Enquiry concerning a registered item or an insured letter or box ... ..	art. 158, § 1
C 10	Advice concerning the use of postage stamps or impressions of postal franking machines or printing presses presumed to be fraudulent ... ..	art. 187, § 1 a)
C 11	Report concerning the use of postage stamps or impressions of postal franking machines or printing presses presumed to be fraudulent ... ..	art. 187, § 1 b)
C 12	Letter bill concerning the exchange of mails ... ..	art. 161, § 1
C 13	Special list ... ..	art. 161, § 2 c)
C 14	Verification note concerning the exchange of mails ... ..	art. 166, § 1
C 15	Special letter bill showing statistical information ... ..	art. 175, § 1
C 16	Verification note concerning statistical information ... ..	art. 175, § 3
C 17	Statistical statement of mails in transit ... ..	art. 176, § 1
C 18	Delivery bill for mails ... ..	art. 165, § 1
C 19	Transit bulletin concerning the mail statistics ... ..	art. 178, § 1
C 20	Detailed account of transit charges ... ..	art. 182, § 6
C 21	Statement of transit charges ... ..	art. 183, § 2
C 22	International reply coupon ... ..	art. 188, § 1
C 23	Detailed annual statement of reply coupons ... ..	art. 188, § 5
C 24	Annual summary statement of reply coupons ... ..	art. 188, § 7
C 25	Postal identity card ... ..	art. 118, § 2
C 26	Detailed monthly account of customs, etc., charges ... ..	art. 189, § 1
C 27	Trial note to determine the most favourable route for a letter or parcel mail ... ..	art. 167
C 28	Bag label ... ..	art. 164, § 5
C 29	Routine correspondence ... ..	art. 185

## ANNEXES:

## FORMS C 1 TO C 29.

<b>C 1</b>
<b>CUSTOMS</b>
—— May be opened officially ——
(Part to be detached if the item is accompanied by a customs declaration. Otherwise to be filled up)
Detailed description of the goods:
.....
.....
.....
Value: .....
(Specify the currency)
.....
Net weight: .....

Ottawa Convention 1957, art. 128 § 1—Size: 44 × 62 mm., colour: green

**C 4**

<b>R</b> LAUSANNE 1 No. 460
--------------------------------

Ottawa Convention 1957, art. 145 § 4—Size: 37 × 13 mm.



C 3

<p><b>DETAIL OF CHARGES DUE</b> (in the currency of the Country of destination)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Commission fee</td> <td style="width: 10%;">...</td> <td style="width: 10%; border: 1px solid black;"></td> <td style="width: 10%; border: 1px solid black;"></td> <td style="width: 10%; border: 1px solid black;"></td> <td style="width: 10%; border: 1px solid black;"></td> </tr> <tr> <td>Customs duty</td> <td>...</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>Customs clearance fee</td> <td>...</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>Other charges</td> <td>...</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td><b>Total</b></td> <td></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> </table>	Commission fee	...					Customs duty	...					Customs clearance fee	...					Other charges	...					<b>Total</b>						<p style="text-align: center;"><b>Part B</b></p> <p style="text-align: center;">Part to be filled in by the Administration of destination</p> <p style="text-align: center;"><b>TOTAL OF THE CHARGES ADVANCED</b></p> <p style="text-align: center;">in Arabic figures</p> <div style="text-align: center;"> </div> <p style="text-align: center;">(in the currency of the Country of destination of the item)</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 20%; border: 1px solid black; height: 40px; vertical-align: bottom;">Date of the advance</td> <td style="width: 15%; border: 1px solid black; height: 40px; vertical-align: bottom;">Register no.</td> <td style="width: 25%; border: 1px solid black; height: 40px; vertical-align: bottom;">Office which has made the advance</td> <td style="width: 40%; border: 1px solid black; height: 40px; vertical-align: bottom;">Signature of the official</td> </tr> </table>	Date of the advance	Register no.	Office which has made the advance	Signature of the official
Commission fee	...																																		
Customs duty	...																																		
Customs clearance fee	...																																		
Other charges	...																																		
<b>Total</b>																																			
Date of the advance	Register no.	Office which has made the advance	Signature of the official																																

Stamp of the office which has advanced the charges

Part B (back)

---

**COUPON**

Stamp of office of origin

The sender of<sup>(1)</sup>.....

no.<sup>(2)</sup>.....

insured for.....fr.

posted at.....

addressed to.....

at.....

has paid the charges indicated on the back of the form.

**POSTAL ADMINISTRATION**

of.....

Stamp of office of origin

**FRANKING NOTE**

Part A

The<sup>(1)</sup>.....no.<sup>(2)</sup>.....from.....

insured for.....fr., despatched by.....

at.....

addressed to.....

(Street and number)

(Place of destination) (Country of destination)

is to be delivered free of all charges.

Signature of sender:

The undersigned undertakes to pay these charges.

To be returned to the office of.....

(Indicate the name of the office responsible for the recovery of the charges or, where appropriate, that of the office to which the form should be returned.)

(1) Nature of the item (letter, small packet, etc.).

(2) Strike out if necessary.

Upper edge of the form when Parts A and B are folded one upon the other.  
  
 Part A (front)



## C 3 (Cont'd)

<p>Coupon to be handed to the sender after recovery of the charges</p> <p><b>DETAIL OF CHARGES DUE</b> (in the currency of the Country of destination of the item)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Commission fee ...</td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Customs duty ...</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Customs clearance fee</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Other charges ...</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td><b>Total</b></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>		Commission fee ...				Customs duty ...				Customs clearance fee				Other charges ...				<b>Total</b>				<p><b>Part A</b> Part to be filled in by the Administration of destination</p> <p><b>TOTAL OF CHARGES ADVANCED</b> (See details on the coupon) — in Arabic figures — =====</p> <p>(in the currency of the Country of destination of the item)</p>		<p>Stamp of the office which has advanced the charges</p> <div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
Commission fee ...																								
Customs duty ...																								
Customs clearance fee																								
Other charges ...																								
<b>Total</b>																								
		<p>Date of the advance</p>	<p>Register no.</p>	<p>Office which has made the advance</p>	<p>Signature of the official</p>																			
<p>that is .....</p> <p>(Currency of Country of origin of the item)</p> <p>Stamp of the office which has recovered the charges</p> <div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>		<p><b>Part to be filled in by the Administration of origin</b> — in Arabic figures — that is =====</p> <p>(after conversion into the currency of the Country of origin of the item)</p>																						
		<p>Register of arrival</p> <p>No. ....</p>	<p>Converted by (Signature of the official)</p>	<p>Stamp of the office which has recovered the charges</p> <div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>																				

Part A (back)

<p><b>Part B</b></p> <p><b>POSTAL ADMINISTRATION</b></p> <p>of .....</p> <p><b>FRANKING NOTE</b></p> <p>The<sup>(1)</sup>..... no.<sup>(2)</sup>..... from.....</p> <p>insured for..... fr., despatched by.....</p> <p>at.....</p> <p>addressed to.....</p> <p>.....</p> <p style="text-align: center;">(Street and number)</p> <p>.....</p> <p style="text-align: center;">(Place of destination) (Country of destination)</p> <p>is to be delivered free of all charges.</p> <p style="text-align: right;">Signature of sender: .....</p> <p>The undersigned undertakes to pay these charges. ....</p> <p><sup>(1)</sup> Nature of the item (letter, small packet, etc.).</p> <p><sup>(2)</sup> Strike out if necessary.</p>		<p style="text-align: right;"><b>C 3</b></p> <p>Stamp of the office of origin</p> <div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
--	--	---

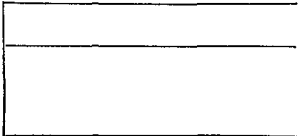
Part B (front)


Front

POSTAL ADMINISTRATION C 5

of .....

ON POSTAL SERVICE

(<sup>1</sup>) 

Stamp of the office returning the advice 

ADVICE OF (<sup>2</sup>) { DELIVERY  
PAYMENT

(<sup>3</sup>) { (Name or firm) .....

(Street and number) .....

to (Locality) ..... (Country) .....

(<sup>1</sup>) If this advice is to be returned by air, mark very clearly with the indication "Renvoi par avion" [Return by air mail] and with a blue label or stamp "Par avion" [By air mail].

(<sup>2</sup>) Strike out whichever entry does not apply.

(<sup>3</sup>) To be filled in by the sender, giving his address for the return of this advice.

Ottawa Convention 1957, art. 146, § 2—Size: 148 × 105 mm., colour: light red

Back

To be filled in by the office of origin { (<sup>1</sup>) Registered item ((<sup>2</sup>) ..... )

(<sup>1</sup>) { Letter  
Box  
Parcel } insured for .....

(<sup>1</sup>) Postal money order for ..... (Amount) .....

posted at the office of ..... 19..... under no. ....

on the ..... (Name or firm) .....


(Street and number) .....

(Place of destination) ..... (Country of destination) .....

To be completed at the place of destination { The undersigned declares that (<sup>1</sup>) the item ..... mentioned above has been

duly (<sup>1</sup>) delivered paid on the ..... 19.....

Signature (<sup>2</sup>) of the addressee | Signature of the official of the office of destination

Stamp of the office of destination 

(<sup>2</sup>) Strike out whichever entry does not apply.

(<sup>3</sup>) Indicate in the brackets the nature of the item (letter, postcard, printed paper, etc.), if necessary.

(<sup>3</sup>) This advice should be signed by the addressee or by a person authorised to do so under the regulations of the Country of destination, or, if those regulations permit, by the official of the office of destination, and returned by the first mail direct to the sender.

Front

<p><b>POSTAL ADMINISTRATION</b></p> <p>of.....</p> <p>On postal service <span style="float: right;">(1)</span></p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">             Total of charges to be collected...fr....c(1)           </div>	<p><b>C 6</b></p> <p>Date stamp</p> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 10px auto; border-radius: 50%;"></div>
<p><b>COLLECTIVE ENVELOPE(2)</b></p> <p>for the redirection of correspondence(3)</p> <p>(this envelope may be opened by the office of delivery)</p>	
<p>(1) If there are charges to be collected, mark with a 'T' stamp in the middle of the upper part of the collective envelope.</p> <p>(2) The weight of the envelope and its contents should not exceed 500 grammes (18 oz.).</p> <p>(3) Except items to be submitted to customs control and those which might cause tears.</p> <p>(4) If the items are for sailors or passengers aboard the same ship or persons travelling as a party, the collective envelope bears the name of the ship or the agency to which the items are to be delivered.</p> <p>(5) Strike out this indication if necessary.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">             Exact address of addressee:           </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">             (Name of addressee) (4)           </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">             Care of(5)           </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">             (Street and number)           </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 5px;"> <span>(Place or office of destination)</span> <span>(Country of destination)</span> </div>

Ottawa Convention 1957, art. 154, § 1—Size: 229 × 162 mm.

Back

To be presented open at the reforwarding post office

C 7

POSTAL ADMINISTRATION

of.....

OFFICE of.....

## REQUEST

- (<sup>1</sup>) {  
 FOR WITHDRAWAL FROM THE POST  
 FOR ALTERATION OF ADDRESS  
 FOR CANCELLATION OR ALTERATION OF THE AMOUNT OF A TRADE CHARGE

addressed to.....  
 (office of destination or service designated to deal with the request)

REQUEST BY POST (<sup>2</sup>)

(To be sent as a registered item at the expense of the applicant, by air if so requested)

I. REQUEST FOR WITHDRAWAL (<sup>1</sup>)

Please return to the office of.....  
 (office of origin)  
 to be restored to the sender, the.....  
 (nature of item)  
 no. (<sup>1</sup>)..... despatched on the..... 19.....  
 the (<sup>1</sup>) envelope  
address of which agrees with the facsimile attached.

II. REQUEST FOR ALTERATION OF ADDRESS (<sup>1</sup>)

Please replace.....  
 (old particulars)  
 by.....  
 (new particulars)  
 in the address of the.....  
 (nature of item)  
 no..... despatched on the..... 19.....  
 from the office of.....  
 the (<sup>1</sup>) envelope  
address of which agrees with the facsimile attached.

III. REQUEST FOR THE CANCELLATION OR ALTERATION OF THE AMOUNT OF A TRADE CHARGE (<sup>1</sup>)

Please (<sup>1</sup>) {cancel  
 reduce to } ..... the trade charge marked on  
 increase to } ..... (amount, to be written in words)  
 the..... no..... of the office of.....  
 (nature of item)  
 addressed on the..... 19..... to.....  
 (exact address of addressee)

the (<sup>1</sup>) envelope  
address of which agrees with the facsimile attached.

The corrected trade charge money order is attached (<sup>1</sup>).

Office stamp



....., the..... 19.....  
 Official in charge of the office where  
 the request originates:

....., the..... 19.....  
 Signature of the sender:

(<sup>1</sup>) Strike out whichever entry does not apply.(<sup>2</sup>) In the case of transmission by telegraph, strike out this section and fill in the back of the form.

REQUEST BY TELEGRAPH <sup>(1)</sup> <sup>(2)</sup>  
(Telegram at the expense of the applicant)I. REQUEST FOR WITHDRAWAL FROM THE POST <sup>(3)</sup><sup>(3)</sup> { Postbur  
Postex  
PostgenReturn.....  
no. <sup>(3)</sup>..... from <sup>(3)</sup>..... addressed on the..... 19.....  
(nature of item)  
(name of office of posting) <sup>(4)</sup>  
to.....  
(exact address of addressee)

(Description: Particulars of the sender (if any), form and colour of the item, seal (if any), notes and signs of any kind)

Postbur – Postex – Postgen <sup>(3)</sup>  
(without signature)II. REQUEST FOR ALTERATION OF ADDRESS <sup>(3)</sup> <sup>(4)</sup><sup>(3)</sup> { Postbur  
Postex  
PostgenReplace.....  
by..... (old particulars)  
on..... (new particulars)  
(nature of item)  
no. <sup>(3)</sup>..... from <sup>(3)</sup>..... addressed on the..... 19.....  
(name of office of posting) <sup>(4)</sup>  
to.....  
(exact address of addressee)

(Description: Particulars of the sender (if any), form and colour of the item, seal (if any), notes and signs of any kind)

Postbur – Postex – Postgen <sup>(3)</sup>  
(without signature)III. REQUEST FOR THE CANCELLATION OR ALTERATION OF THE AMOUNT OF A TRADE CHARGE <sup>(3)</sup> <sup>(6)</sup><sup>(3)</sup> { Postbur  
Postex  
Postgen<sup>(3)</sup> { Cancel trade charge  
Reduce to..... the trade charge on  
Increase to..... (new amount, to be written in words)  
(nature of item)  
no. .... from <sup>(3)</sup>..... addressed on the..... 19.....  
(name of office of posting) <sup>(4)</sup>  
to.....  
(exact address of addressee)Postbur – Postex – Postgen <sup>(3)</sup>  
(without signature)Stamp of the  
office where the  
request originates....., the..... 19.....  
Official in charge of the office  
where the request originates:....., the..... 19.....  
Signature of the sender:

(1) If the request is sent by post, strike out this section.


(2) If the UPU telegraphic code is used, make out a draft of the telegram.

(3) Strike out whichever entry does not apply.


(4) When the request is forwarded by the central Administration or a specially designated office.

(5) If insured letters or boxes or parcels or money orders are concerned, confirm the request by the first mail.

(6) Confirm the request by the first mail.

(1) (2)		
PART TO BE DETACHED AND RETURNED TO THE OFFICE OF.....		
DESCRIPTION OF ITEM (1)		
Nature of item:..... no..... Office of posting:.....		
Address of sender	..... (Name or firm)	
	..... (Street and number)	
	at..... (Locality) (Country)	
	..... (Name or firm)	
Address of addressee	..... (Street and number)	
	..... (Place of destination) (Country of destination)	
	TO BE FILLED IN BY SERVICE OF DESTINATION	
	I. REQUEST FOR WITHDRAWAL FROM THE POST (2)	
The item in question was duly returned to origin by (2) { surface. air.		
II. REQUEST FOR ALTERATION OF ADDRESS (2)		
The item in question was duly redirected by (2) { surface to..... air		
III. REQUEST FOR THE CANCELLATION OR ALTERATION OF THE AMOUNT OF A TRADE CHARGE (2)		
The amount of the trade charge was duly (2) { cancelled. reduced to..... increased to.....		
IV. MISCELLANEOUS (2)		
a) The item in question (2) { had already been delivered to the addressee. has been seized by virtue of the internal legislation of this Country.		
b) The request by telegraph not being explicit enough to enable the necessary action to be taken, please advise the details again (2).		
c) The search was fruitless (2).		
Stamp of the office	....., the..... 19.....	
	Official in charge of the office of destination: .....	
(1) To be filled in by the office originating the request. (2) Except when the information is sent by telegraph. (3) Strike out whichever entry does not apply.		

Front

<b>C 8</b>  Stamp of the office despatching the enquiry  	
POSTAL ADMINISTRATION  of.....  OFFICE of.....	
<b>ENQUIRY</b> concerning an unregistered item  (A single form is sufficient for several items posted at the same time at the same office by the same sender to the same address)	
<b>I. PARTICULARS TO BE FURNISHED BY THE APPLICANT</b> (Sender or addressee)	
<b>Questions</b> <b>1</b>	<b>Answers</b> <b>2</b>
Indicate: 1° the nature of item (letter, postcard, commercial paper, newspaper or other printed paper, sample, small packet, etc.), and whether it is an express or air-mail item.....	
2° the address on the item,..... — Was it written on the item, or gummed or tied on?..... — Is a facsimile of the address of the item attached?.....	
3° the exact address of the addressee.....	
4° the exact or approximate date of posting.....	
5° the name and exact address of the sender.....	
6° the contents of the item, as precisely and completely as possible.....	
7° The size of the item.....	
8° the person (sender or addressee) to whom the item, if found, should be sent.....	
<b>II. PARTICULARS TO BE FURNISHED BY THE SENDER</b>	
Indicate: 9° the date and time of posting of the item.....	
10° the name of the post office or position of the letter-box where the item was posted..... — Was the item posted by the sender himself or by someone else?..... — If the latter, by whom?.....	
11° the amount of postage prepaid on the item..... — Was it prepaid for transmission by air or by surface route?..... — Was it marked "By express" or "By air mail"?.....	

C 8 (Back)

## III. DETAILED INFORMATION FROM THE OFFICE OF ORIGIN

## IV. PARTICULARS TO BE FURNISHED BY THE ADDRESSEE

Questions 1	Answers 2
Indicate:	
12° whether the item has reached the addressee.....	
— If so, on what date?.....	
13° whether correspondence is normally called for at the post office or delivered to the place of address.....	
— If called for at the post office, to whom is it handed? .....	
— If delivered to the place of address, is it handed directly to the addressee or to a person in his service, or is it put in a special box?	
If in a box, is the box a locked one and regularly cleared?	
14° whether correspondence has previously been lost	
— If so, what was the origin of the lost correspondence? .....	

## V. DETAILED INFORMATION FROM THE OFFICE OF DESTINATION

This form should be returned to




Front




C 9	
POSTAL ADMINISTRATION of ..... OFFICE of .....	<div style="text-align: right;">Stamp of the office of origin</div> <div style="text-align: center; margin-top: 20px;">ENQUIRY</div> <p style="text-align: center;">concerning a registered item or an insured letter or box</p> <p style="text-align: center;">(A single form is sufficient 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 address)</p> <div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px; margin-right: 10px;">           1 To be filled up in the service of origin         </div> <div style="flex-grow: 1;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">             (1) {               Registered item (?) (.....) <span style="margin-left: 10px;">air</span> trade charge (?) .....  <span style="margin-left: 10px;">express</span>                Letter insured for (?) ..... <span style="margin-left: 10px;">air</span> trade charge (?) .....  <span style="margin-left: 10px;">express</span>                Box .....                containing (*) .....             </div> <div style="flex-grow: 1;">               posted by ..... on the ..... 19.....                under no. .... at the office of ..... to the following address:                (?) .....                .....                (1) and in respect of which an advice of delivery was requested .....                (1) A facsimile of the address on the item <span style="margin-left: 10px;">is</span> attached.  <span style="margin-left: 10px;">is not</span> </div> </div> </div> </div>
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px; margin-right: 10px;">           2 To be filled up in the service of destination         </div> <div style="flex-grow: 1;"> <div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px; margin-right: 10px;">             A—In case of delivery           </div> <div style="flex-grow: 1;"> <p>The undersigned declares that the item mentioned above was duly delivered to the entitled person on the ..... 19.....</p> <p>The amount of the trade charge has been forwarded to the sender of the item by money order no. .... on the ..... 19.....</p> <p>The amount of the trade charge has been forwarded to the postal cheque office of ..... by money order no. .... on the ..... 19.....</p> <p>The amount of the trade charge has been placed in the current postal account on the ..... 19.....</p> <p style="text-align: center;">Official in charge of the delivery office:</p> </div> <div style="text-align: right; margin-right: 10px;">             Stamp of the office of delivery           </div> </div> </div> </div>	<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px; margin-right: 10px;">             B—In case of non-delivery           </div> <div style="flex-grow: 1;"> <p>The undersigned declares that the item mentioned above is still at the office of ..... 19.....</p> <p>was returned to the office of origin on the ..... 19.....</p> <p>was redirected on the ..... 19..... to (?) ..... 19.....</p> <p>has not been received at the office of destination.</p> <p>The declaration of the addressee is annexed.</p> <p style="text-align: center;">Official in charge of the delivery office:</p> </div> <div style="text-align: right; margin-right: 10px;">             Stamp of the office of delivery           </div> </div>

(1) Strike out whichever entry does not apply.  
 (2) Letter, postcard, printed paper, sample, etc.  
 (3) Indicate the amount and the currency.  
 (4) Describe the contents.  
 (5) Indicate exact and full address.

C 9 (Back)

To be filled in only when the disposal of the item cannot be established by the enquiries provided for overleaf

3	To be filled up in the service of origin	A—by the office of origin and forwarding offices (1)	Included in the <u>air</u> mail from.....	
			of the..... 19..... (..... despatch) for.....	
			Included in the <u>air</u> mail from.....	
			of the..... 19..... (..... despatch) for.....	
			Included in the <u>air</u> mail from.....	
			of the..... 19..... (..... despatch) for.....	
B—by the office of exchange (1)	To be filled up in the service of origin	The item described overleaf was included in the <u>air</u> mail no..... from the office of exchange of..... on the..... 19..... for the office of exchange of.....	Office stamp	
		It was entered under no..... in table V of the letter bill or on the special list no..... on the despatch list no.....		

4	To be filled up in the intermediate services (1)	The item described overleaf was included in the <u>air</u> mail no..... from the office of exchange of..... on the..... 19..... for the office of exchange of..... It was entered under no..... in table V of the letter bill or on the special list no..... on the despatch list no.....	Office stamp
		Signature:.....	
		The item described overleaf was included in the <u>air</u> mail no..... from the office of exchange of..... on the..... 19..... for the office of exchange of..... It was entered under no..... in table V of the letter bill or on the special list no..... on the despatch list no.....	Office stamp
		Signature:.....	
		The item described overleaf was included in the <u>air</u> mail no..... from the office of exchange of..... on the..... 19..... for the office of exchange of..... It was entered under no..... in table V of the letter bill or on the special list no..... on the despatch list no.....	Office stamp
		Signature:.....	

## Final Reply

of the Administration of destination or, if appropriate, of the intermediate Administration which cannot establish the regular transmission of the item under enquiry to the next Administration.

5

This form should be returned to.....

(1) Strike out whichever entry does not apply.

POSTAL ADMINISTRATION

C 10

of.....

Stamp of  
despatching office

OFFICE of.....

## ADVICE

concerning the use



(<sup>1</sup>) { of postage stamps presumed to be fraudulent  
 of impressions of (<sup>1</sup>) { franking machines  
 printing presses } presumed to be fraudulent

Advice of despatch(<sup>2</sup>), by registered post, of the item of correspondence described below which apparently bears

(<sup>1</sup>) { a counterfeit postage stamp  
 an already used  
 a counterfeit franking machine impression  
 an already used  
 a counterfeit printing press impression  
 an already used

Nature of the item : .....

Office of origin : .....

Date of posting : .....

Copy of the address : .....

Presumed irregularity : .....

Observations, if any : .....

Signature

(<sup>1</sup>) Strike out whichever entry does not apply.

(<sup>2</sup>) In addition to despatch to the office of destination a copy of the form C 10 is sent to the Administrations of origin and destination.

## POSTAL ADMINISTRATION

C 11

of .....

Stamp of the office  
preparing the reportREPORT<sup>(1)</sup>

concerning the use

(2) { of postage stamps presumed to be fraudulent  
of impressions of (2) { franking machines } presumed to be fraudulent  
printing presses }

Report drawn up at .....  
in accordance with article 47 of the Universal Postal Convention of Ottawa 1957 and  
article 187 of its Detailed Regulations in the year nineteen hundred ....., on the .....

I, the undersigned,<sup>(1)</sup> .....

at ..... (office)  
acting in accordance with article 47 of the Universal Postal Convention of Ottawa 1957 and  
article 187 of its Detailed Regulations and being present at the examination of<sup>(4)</sup> .....  
despatched on the ..... 19 ..... from<sup>(2)</sup> .....

addressed to .....

weighing ..... and prepaid to the amount of .....

hereby declare that this item would<sup>(2)</sup> {  
appear to bear { (2) a counterfeit postage stamp  
(2) a counterfeit franking machine impression  
(2) a counterfeit printing press impression  
an already used

The addressee has declared to me<sup>(2)</sup> {  
that the item was sent by<sup>(4)</sup> .....  
that the sender is unknown to him.  
that he refuses to divulge the name of the sender.

Consequently,

{ I have delivered to him .....

(2) { I have seized .....

{ in order to send it to the postal Administration of<sup>(7)</sup> .....

Observations, if any: .....

In faith whereof, I have, in single copy, drawn up the present declaration in order that effect  
may be given to article 47 of the Convention and to article 187 of the Detailed Regulations  
mentioned above.

Signature of addressee  
or his attorneySignature of the official of the office  
preparing the report

(1) To be sent by registered post to the Administration of origin.

(2) Strike out whichever entry does not apply.

(3) Rank of official.

(4) Nature of the item (letter, postcard, commercial papers, printed paper, sample, etc.).

(5) Office of origin.

(6) Name and address of the sender; if he lives in a large town, give the name of the street and the house number.

(7) The Administration of origin of the item.



C 12 (Back)

V. LIST OF REGISTERED ITEMS (continued) <sup>(1)</sup>							
Serial no.	Office of origin	Registration no. of the item	Observations	Serial no.	Office of origin	Registration no. of the item	Observations
1	2	3	4	1	2	3	4
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			
40				70			
41				71			
42				72			
43				73			
44				74			
45				75			

(1) The use of the back of the form for the continuation of table V is optional.

DESPATCHING ADMINISTRATION				ADMINISTRATION OF DESTINATION			
Stamp of the despatching office of exchange		SPECIAL LIST No. ....		Stamp of the office of exchange of destination			
Registered items included in the mail No. (?) .....				19.....			
of the (?) .....				19.....			
from .....				for .....			
Serial no.	Office of origin	Registra- tion no. of the item	Observa- tions	Serial no.	Office of origin	Registra- tion no. of the item	Observa- tions
1	2	3	4	1	2	3	4
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			
Official of the despatching office of exchange:				Official of the office of exchange of destination:			
.....				.....			
(?) To be filled in only for numbered mails.				(?) To be filled in only for unnumbered mails.			

C 14

## POSTAL ADMINISTRATION

of .....

OFFICE of .....

SERVICE WITH ADMINISTRATION

of .....

Stamp of the  
despatching office  
of the noteStamp of the office  
of destination  
of the note

VERIFICATION NOTE No. ....(1)

concerning the exchange of mails

Errors and irregularities of any kind  
observed in the mail no.(2) .....

from the office of exchange of .....

for the office of exchange of .....

despatched on the ..... 19 ....., at ..... h ..... m

## Errors or irregularities

(Non-receipt of the mail, non-receipt of registered items or of the letter bill, mail tampered with, bag in a bad condition, incorrect entries on forms AV2, AV7, etc.)(3)

(continue overleaf, if necessary)

....., the ..... 19 .....

Officials of the office which  
prepares the note:

....., the ..... 19 .....

Seen and accepted:  
Official in charge of the office  
to which the note is addressed:

(1) To be sent by registered post.

(2) Strike out "no. ...." if the mail is not numbered.

(3) Enumerate the annexes, if any.



Front

DESPATCHING ADMINISTRATION			C 15 ADMINISTRATION OF DESTINATION																																				
Stamp of the despatching office of exchange  		<b>SPECIAL LETTER BILL</b> showing statistical information Mail from the office of exchange of _____ for the office of exchange of _____ despatched on the _____ 19____, at _____ h. _____ m.		Stamp of the office of exchange of destination  																																			
Number of bags in transit of gross weight <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 33%; padding: 2px;">not exceeding 5 kg. (light bags) 1</td> <td style="width: 33%; padding: 2px;">over 5 kg. and up to 15 kg. (medium bags) 2</td> <td style="width: 33%; padding: 2px;">over 15 kg. and up to 30 kg. (heavy bags) 3</td> </tr> </table>			not exceeding 5 kg. (light bags) 1	over 5 kg. and up to 15 kg. (medium bags) 2	over 15 kg. and up to 30 kg. (heavy bags) 3	<b>V. List of registered items</b> (If there are no registered items, write the word "None" [Nil])																																	
not exceeding 5 kg. (light bags) 1	over 5 kg. and up to 15 kg. (medium bags) 2	over 15 kg. and up to 30 kg. (heavy bags) 3																																					
Number of bags exempted from transit charges _____ express (1)    I. Unregistered items    air (1)			Serial no. 1	Office of origin 2	Registration no. of the item 3																																		
<b>II. Serial number of the mail, route and number of bags</b> Serial number of the mail (2) _____ Ship _____ Via _____			Observations 4																																				
L C bags _____ A O bags _____ Sacks of empty bags (S. V.) _____ Total number of bags _____			1																																				
<b>III. Summary of registered and insured items</b>			2																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="4" style="width: 5%; text-align: center; vertical-align: middle;">Registered</td> <td style="width: 15%;">Bags</td> <td rowspan="2" style="width: 5%; text-align: center;">}</td> <td rowspan="2" style="width: 15%;">containing registered items</td> <td rowspan="2" style="width: 5%; text-align: center;">{</td> <td rowspan="2" style="width: 10%;">Number</td> </tr> <tr> <td>Packets</td> </tr> <tr> <td colspan="4">Special lists of registered items</td> <td></td> </tr> <tr> <td colspan="4">Total of registered items of which _____ are in <i>ad hoc</i> "Exempt" bags (2)</td> <td></td> </tr> <tr> <td rowspan="4" style="width: 5%; text-align: center; vertical-align: middle;">Insured</td> <td style="width: 15%;">Bags</td> <td rowspan="2" style="width: 5%; text-align: center;">}</td> <td rowspan="2" style="width: 15%;">containing insured items</td> <td rowspan="2" style="width: 5%; text-align: center;">{</td> <td rowspan="2" style="width: 10%;">Number</td> </tr> <tr> <td>Packets</td> </tr> <tr> <td colspan="4">Despatch lists of insured letters and boxes</td> <td></td> </tr> <tr> <td colspan="4">Total of insured items</td> <td></td> </tr> </table>			Registered	Bags	}	containing registered items	{	Number	Packets	Special lists of registered items					Total of registered items of which _____ are in <i>ad hoc</i> "Exempt" bags (2)					Insured	Bags	}	containing insured items	{	Number	Packets	Despatch lists of insured letters and boxes					Total of insured items					3		
Registered	Bags	}		containing registered items					{	Number																													
	Packets																																						
	Special lists of registered items																																						
	Total of registered items of which _____ are in <i>ad hoc</i> "Exempt" bags (2)																																						
Insured	Bags	}	containing insured items	{	Number																																		
	Packets																																						
	Despatch lists of insured letters and boxes																																						
	Total of insured items																																						
<b>IV. Official notes</b> Bags used for making up the mail belonging to the despatching Administration; including bags for registered items. _____ Bags returned empty belonging to the Administration of destination. _____			4																																				
<b>VI. Closed mails included in this mail</b>			5																																				
Official of the despatching office of exchange: _____			Office of origin 1	Office of destination 2	Number of bags or packets 3																																		
Official of the office of exchange of destination: _____																																							

(1) Underline, if appropriate.

(2) Do not fill in when the mail is made up once every day.

(3) To be filled in only when "Exempt" registered items (art. 80 of the Convention) are enclosed in *ad hoc* "Exempt" bags (art. 174, § 3).



(4) The use of the back of the form for the continuation of the table is optional.

C 15 (Back)

V. LIST OF REGISTERED ITEMS (continued) <sup>(1)</sup>

Serial no.	Office of origin	Registration no. of the item	Observations	Serial no.	Office of origin	Registration no. of the item	Observations
1	2	3	4	1	2	3	4
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			
40				70			
41				71			
42				72			
43				73			
44				74			
45				75			

(1) The use of the back of the form for the continuation of Table V is optional.

C 16															
POSTAL ADMINISTRATION of ..... OFFICE of .....															
Stamp of the despatching office of the note  	<b>VERIFICATION NOTE No. .... (1)</b> concerning statistical information Errors and irregularities observed in mail no. (2) .....														
Stamp of the office of destination of the note  															
from the office of exchange of ..... for the office of exchange of ..... sent on the ..... 19....., at ..... h..... m.															
Transit in closed mails  a) Light bags (up to 5 kg.)     ...     ...  Medium bags (over 5 and up to 15 kg.) ...  Heavy bags (over 15 and up to 30 kg.) ...  b) Bags exempted from transit charges     ...     ...     ...	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Number of bags</th> </tr> <tr> <th style="width: 50%; text-align: center;">according to the declaration of the despatching office 1</th> <th style="width: 50%; text-align: center;">according to the verification of the office of destination 2</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Number of bags		according to the declaration of the despatching office 1	according to the verification of the office of destination 2										
Number of bags															
according to the declaration of the despatching office 1	according to the verification of the office of destination 2														
Observations ..... ..... ..... ..... ..... ..... ..... .....															
(Please return this note after examination and acceptance to the office of ..... )															
....., the ..... 19.....  Officials of the office of exchange of destination of the mail:  ..... .....	....., the ..... 19..... Seen and accepted:  Official in charge of the despatching office of exchange of the mail:  .....														
(1) To be sent by registered post. (2) Strike out "no. ...." if the mail is not numbered.															



[illegible]

Front

C 19

NOTICE.—This form is to be forwarded unenclosed simultaneously with the mail to which it refers and is to be filled up before being sent on.

DESPATCHING ADMINISTRATION

ADMINISTRATION OF DESTINATION

Date stamp of the  
despatching office

## TRANSIT BULLETIN

Date stamp of the  
office of destination

concerning the mail statistics



Office of destination .....



Number .....  
(1) ..... of the mail: ..... Number of bags: .....  
Date of despatch

**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 should 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 should send the form directly to the office of destination; there the exact date of arrival of the despatch is shown, the Bulletin attached to the relevant statement C 17 and the whole returned to the despatching office.

Transit 1	Date-stamp of the inward office of exchange 2	Date-stamp of the outward office of exchange 3	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) 4	Country to which the transit charges should be paid 5
1st transit				
2nd transit				
3rd transit				

(For any additional transits, use the back of this form)

(1) Strike out whichever entry does not apply.

## C 19 (Back)

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





C 21

POSTAL ADMINISTRATION

of .....

## STATEMENT OF TRANSIT CHARGES

Space for observations, if any  
.....  
.....Statement showing the total amounts of the reciprocal detailed accounts between the Administrations of<sup>(1)</sup>..... and<sup>(2)</sup>.....

Sums due for the year..... on the basis of the statistics of.....	Carry forward from the detailed accounts C 20			
	of <sup>(1)</sup> .....		of <sup>(2)</sup> .....	
	fr.	c.	fr.	c.
Amount of provisional payment made by the Administration				
of.....				
Totals				
Deduction				
Balance to the credit of the Administration of .....				

....., the ..... 19..... Signature:.....

<sup>(1)</sup> Name of the Administration which prepares the statement.<sup>(2)</sup> Name of the corresponding Administration.

C 22

**INTERNATIONAL REPLY COUPON**

(<sup>1</sup>) .....


(<sup>2</sup>) .....

.....

.....


.....

(<sup>3</sup>)



Control stamp of the  
Country of origin  
(date optional).

(Design)



Stamp of the  
office of exchange

(<sup>4</sup>) This coupon is exchangeable in any Country of the Universal Postal Union for a postage stamp or postage stamps representing the amount of postage for an ordinary single-rate letter destined for a foreign country.

(<sup>5</sup>)

(<sup>1</sup>) Translation of heading in the language of the Country of issue.

(<sup>2</sup>) This space is occupied by a translation of the text (<sup>4</sup>) in the language of the Country of issue.

(<sup>3</sup>) Selling price in the Country of issue.

(<sup>4</sup>) This explanation is repeated on the back in the languages of several Countries.

(<sup>5</sup>) Name of the Country of issue.

Ottawa Convention 1957, art. 188, § 1—Size: 105 × 74 mm.

C 23

POSTAL ADMINISTRATION

of .....

## DETAILED ANNUAL STATEMENT

OF REPLY COUPONS

Reply coupons issued by the Administration of .....

and exchanged by the Administration of .....

during the year 19.....

1	2 Number	3 Amount	
		fr.	c.
Coupons at 40 c. ....			

....., the ..... 19.....

The Administration which prepares the statement:

.....

....., the ..... 19.....

Seen and accepted,  
The Debtor Administration:

.....

C 24

POSTAL ADMINISTRATION

of.....

## ANNUAL SUMMARY STATEMENT

## OF REPLY COUPONS

Reply coupons exchanged between the Administrations

of<sup>(1)</sup> .....and of<sup>(2)</sup> .....

during the year 19.....

1	2 Number	3 Value calculated at 40 c. per coupon	
——Coupons issued by <sup>(2)</sup> ..... and exchanged for postage stamps of <sup>(1)</sup> .....		fr.	c.
——Coupons issued by <sup>(1)</sup> ..... and exchanged for postage stamps of <sup>(2)</sup> .....			
Balance to the (*) $\frac{\text{credit}}{\text{debit}}$ of the Administration of <sup>(1)</sup> .....			

....., the ..... 19.....

Signature:

(1) Name of the Administration which prepares the statement.

(2) Name of the corresponding Administration.

(3) Strike out whichever entry does not apply.

Front

<p style="margin: 0;">4</p> <p style="margin: 10px 0;"><b>DESCRIPTION</b></p> <hr style="width: 20%; margin: 5px auto;"/> <p>Date of birth: .....</p> <p>Place of birth: .....</p> <p>Height: .....</p> <p>Hair: .....</p> <p>Eyes: .....</p> <p>Colouring: .....</p> <p>Special marks: .....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p style="margin: 0;">1 <span style="float: right;">C 25</span></p> <p style="margin: 10px 0;">UNIVERSAL POSTAL UNION</p> <p style="margin: 5px 0;">Postal Administration</p> <p style="margin: 5px 0;">of .....</p> <p style="margin: 10px 0;"><b>POSTAL IDENTITY CARD</b></p> <hr style="width: 20%; margin: 5px auto;"/> <p>1. This card, issued exclusively by the postal service, is recognised as proof of identity for post office business.</p> <p>2. It is valid for five years from the day of issue. If, however, during the period of validity of the card, the appearance of the holder is so altered as no longer to agree with the photograph or the description, the card should be renewed.</p> <p>3. Postal Administrations are not responsible for the consequences of the loss, theft or fraudulent use of this card.</p> <p style="text-align: center;">.....</p>
--	--

Ottawa Convention 1957, art. 118 § 2 — Size: 148 × 105 mm.

Back

<p style="margin: 0;">2</p> <div style="border: 1px solid black; width: 150px; height: 150px; margin: 20px auto; position: relative;"> <div style="position: absolute; top: 0; left: 0; width: 50px; height: 50px; border-radius: 50%; border: 1px solid black;"></div> <p style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); font-weight: bold;">Photograph</p> <div style="position: absolute; bottom: 0; left: 0; width: 100px; height: 40px; border: 1px solid black; display: flex; align-items: center; justify-content: center;"> <p style="font-size: small;">Postage stamp</p> </div> <div style="position: absolute; bottom: 0; left: 0; width: 100px; height: 40px; border: 1px solid black; display: flex; align-items: center; justify-content: center;"> <p style="font-size: small;">(Half on the photograph)</p> </div> </div> <p style="margin-top: 10px;">Signature of the holder:</p>	<p style="margin: 0;">3</p> <p style="margin: 10px 0;"><b>POSTAL IDENTITY CARD</b></p> <p style="margin: 5px 0;">No. ....</p> <p style="margin: 5px 0;">valid until ..... 19.....</p> <div style="margin-top: 10px;"> <p style="font-size: small; margin: 0;">Holder {</p> <p style="margin: 5px 0;">Name: .....</p> <p style="margin: 5px 0;">Forenames: .....</p> <p style="margin: 5px 0;">Profession: .....</p> <p style="margin: 5px 0;">Nationality: .....</p> <p style="margin: 5px 0;">Address: .....</p> </div> <p style="margin-top: 10px;">Issued by the office or authority</p> <p style="margin: 5px 0;">of .....</p> <p style="margin: 5px 0;">on the ..... 19.....</p> <div style="display: flex; align-items: center; justify-content: center; margin-top: 10px;"> <div style="border: 1px solid black; width: 50px; height: 50px; border-radius: 50%; margin-right: 10px;"></div> <p style="font-size: small;">Date-stamp or official seal</p> </div> <p style="margin-top: 10px;">Official in charge:</p>
---	---

POSTAL ADMINISTRATION

C 26

of .....

## DETAILED MONTHLY ACCOUNT

OF CUSTOMS, ETC., CHARGES

Customs, etc., charges paid by the Administration of .....

on behalf of the Administration of .....

Month of ..... 19 .....

Serial no.	Date of the advance	Number of the franking note	Office which has made the advance	Amount of each franking note	Observations
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
Total					

....., the ..... 19 .....

Signature: .....

C 27

DESPATCHING ADMINISTRATION

ADMINISTRATION OF DESTINATION

## TRIAL NOTE

to determine the most favourable route for a <sup>(1)</sup> letter  
parcel mail

(To be filled in by the despatching office)

<sup>(1)</sup> Letter <sup>(1)</sup> Air  
Parcel Surface mail no. .... from the office

of .....

for .....

of the ..... 19 .....

sent <sup>(1)</sup> { by the air line no. ....  
by the ship .....  
by .....

The despatching office:

.....

(To be filled in by the office of destination)

The mail shown opposite was received by the  
office of .....

on the ..... 19 ..... at ..... hr. .... m.

{ by the air line no. ....  
<sup>(1)</sup> { by the ship .....  
by .....

<sup>(2)</sup> Correspondence addressed to persons living  
in the delivery area of the undersigned office was

delivered on the ..... 19 .....

by the ..... delivery beginning at ..... hr. .... m.

The office of destination:

.....


To be returned by air mail to the office

of .....

<sup>(1)</sup> Strike out whichever entry does not apply.

<sup>(2)</sup> Concerns only letter mails.

C 28

	Despatch No. ....	Date of despatch .....
	from Geneva 1 to	
	<b>Djakarta</b>	
	via .....	
	ship .....	

Ottawa Convention 1957, art. 164, § 5—Size: 125 × 60 mm.



C 29

## POSTAL ADMINISTRATION

of.....

ROUTINE CORRESPONDENCE <sup>(1)</sup>

between the Administration of..... and that of.....

No..... Reply to no.....

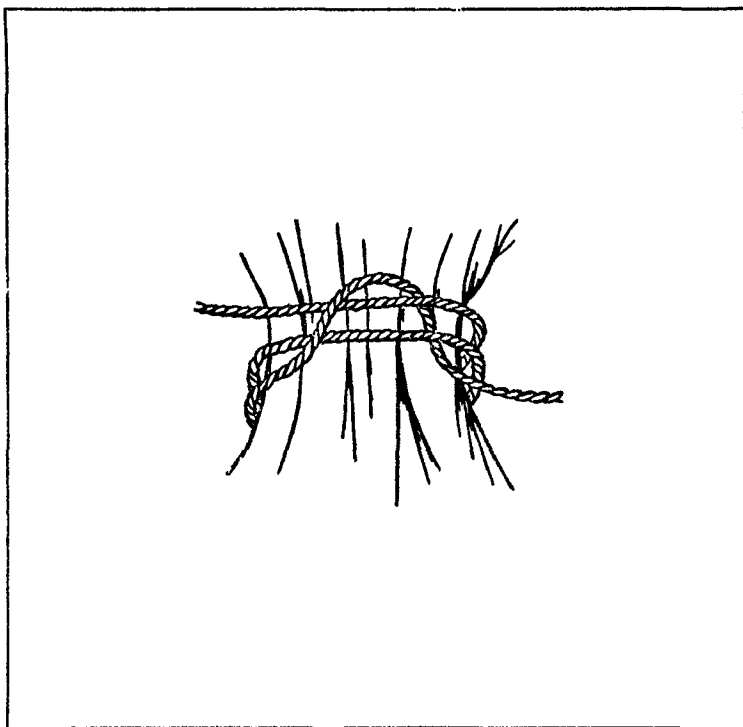
Date..... dated.....

Subject: .....

(1) A letter written on this form does not require any preamble, salutations or even address of the addressee

**Explanatory diagram**

Method of looping string round the neck of mail bags to secure them



NOTE.—The diagram reproduced above refers to Article 164, § 4, of the Detailed Regulations of the Convention.

## PROVISIONS CONCERNING AIR MAIL

### TABLE OF CONTENTS

<b>Section I</b>	<b>Art.</b>
<b>GENERAL PROVISIONS</b>	16. Marking of air mails.
<b>Chapter I</b>	17. Establishing the weight of air mails and air-mail correspondence in transit à découvert.
<b>ADMISSION AND CHARGES</b>	18. Delivery bill.
<b>Art.</b>	19. <i>Sacs collecteurs</i> .
1. Postal items eligible for air conveyance.	20. Transshipment of air mails.
2. Aerogrammes.	21. Handling operations at airports.
3. Charges.	22. Customs control of air-mail correspondence.
4. Marking of surcharged air-mail correspondence.	23. Return of empty air-mail bags.
5. Methods of pre-paying postage.	24. Steps to be taken in the event of an accident or interrupted flight.
6. Unpaid or underpaid surcharged air-mail correspondence.	
<b>Chapter II</b>	<b>Chapter II</b>
<b>ROUTEING, DELIVERY, REDIRECTION AND RETURN TO ORIGIN</b>	<b>ACCOUNTING, SETTLEMENT OF ACCOUNTS</b>
7. Routeing.	25. Methods of accounting for air conveyance charges.
8. Delivery.	26. Methods of accounting for surface transit charges relating to air mails.
9. Redirection or return to origin of air-mail correspondence.	27. Preparation of statements of weight.
<b>Chapter III</b>	28. Communication and acceptance of statements of weight AV 3 and AV 4 and preparation of detailed accounts AV 5.
<b>AIR CONVEYANCE CHARGES</b>	
10. General principles.	<b>Chapter III</b>
11. Basic rates and calculation of conveyance charges.	<b>INFORMATION TO BE SUPPLIED BY POSTAL ADMINISTRATIONS AND BY THE INTERNATIONAL BUREAU</b>
12. Payment of conveyance charges.	29. Information to be supplied by postal Administrations.
<b>Section II</b>	30. Documents to be supplied by the International Bureau.
<b>OPERATIONAL PROVISIONS</b>	
<b>Chapter I</b>	<b>Section III</b>
<b>RULES FOR DESPATCH AND ROUTEING</b>	<b>FINAL PROVISIONS</b>
13. Unpaid or underpaid surcharged air-mail correspondence.	31. Application of the Convention and the Agreements.
14. Method of despatch of air-mail correspondence.	32. Entry into force and duration of the present Provisions.
15. Redirection or return to origin of surcharged air-mail correspondence.	

### FINAL PROTOCOL

- I. Option to reduce the unit of weight for air-mail correspondence.
- II. Exceptional surcharge.

### ANNEXES

Forms: See "List of forms".

## PROVISIONS CONCERNING AIR MAIL

### SECTION I

#### General provisions

##### CHAPTER I

##### Admission and Charges

###### ARTICLE 1

###### Postal items eligible for air conveyance

The following postal items are eligible for air conveyance and are then called "air-mail correspondence":

- a) every category of correspondence mentioned in Article 48 of the Convention, whether or not carrying liability for trade charges ;
- b) every category of item shown in the Agreement concerning subscriptions to newspapers and periodicals ;
- c) postal money orders, trade charge money orders, bills for collection as well as advices of delivery and payment and advices of entry [of postal cheque transfers] ;
- d) aerogrammes as defined in Article 2 when the Administration of origin admits them ;
- e) insured letters and boxes in the services between countries which allow the exchange of such items by air, whether or not they carry liability for trade charges.

###### ARTICLE 2

###### Aerogrammes

1. The aerogramme consists of a sheet of paper suitably folded and gummed, the size of which, in that form, shall be that of a postcard. The front of the sheet when folded in this way is reserved for the address and must bear the printed indication "*Aérogramme*". A similar indication in the language of the Country of origin is permitted. The aerogramme shall not contain anything. It may be registered if the regulations of the Country of origin so permit.

2. Each postal Administration fixes the conditions of issue, manufacture and sale of aerogrammes.

3. The provisions relating to aerogrammes do not apply to items of air-mail correspondence which, posted as aerogrammes, nevertheless do not fulfil the conditions laid down in § 1 ; such items are treated in accordance with the provisions of Article 6, Administrations having, however, the option of forwarding them, in all cases, by surface route. The indication "*Aérogramme*" must be struck through by two thick horizontal lines.

###### ARTICLE 3

###### Charges

1. Air-mail correspondence is divided, as regards charges, into three categories: surcharged air-mail correspondence, unsurcharged air-mail correspondence and aerogrammes.

2. In principle, air-mail correspondence is subject, in addition to the postal charges authorised by the Convention and various Agreements, to a surcharge for air conveyance the amount of which is due to be fixed by the Administration of the Country of origin; the postal items mentioned in Articles 39 and 40 of the Convention are liable to these surcharges. All such correspondence is described as surcharged air-mail correspondence.

3. With the exception of correspondence originating with the International Bureau, correspondence on postal service mentioned in Article 38 of the Convention is exempt from air surcharge.

4. Administrations may fix combined charges for the prepayment of air-mail correspondence.

5. Administrations are permitted not to collect a surcharge for air conveyance, provided that they inform the Administrations of Countries of destination of the fact: correspondence accepted under these conditions is described as unsurcharged air-mail correspondence.

6. Aerogrammes, as described in Article 2, are subject to a charge at least equal to that applicable in the Country of origin to an unsurcharged letter of the first weight step.

7. Air surcharges shall be closely related to conveyance costs and as a general rule their proceeds shall not in total exceed the costs payable for such conveyance.

8. Surcharges shall be uniform for the whole of the territory of a Country of destination whatever the route used.

9. Surcharges are to be paid before despatch.

10. The surcharge for the return of the reply half of a reply-paid postcard must be paid at the time the reply half is returned.

11. In calculating the air surcharge for an air-mail item, each Administration is authorised to take into account the weight of any forms used by the public which may be attached to the item.

#### ARTICLE 4

##### **Marking of surcharged air-mail correspondence**

At the time of despatch surcharged air-mail correspondence should bear, preferably at the upper left-hand corner of the front, a special blue label or a stamp impression in the same colour bearing the words "*Par Avion*" [By air mail] with, if desired, a translation in the language of the country of origin.

#### ARTICLE 5

##### **Methods of prepaying postage**

1. In principle, air-mail correspondence is prepaid in the manner prescribed in Articles 53 and 54 of the Convention.

2. Nevertheless, and irrespective of the category of correspondence, prepayment of postage may be represented by an indication in manuscript (in figures) of the sum collected, expressed in the currency of the Country of origin, as for example: "*Taxe perçue: ...dollars...cents*" [Amount collected: ...dollars...cents]. This indication may appear either in a special stamp impression or on a special stamp or label, or simply be marked by any method on the address side of the item. In every case the indication should be authenticated by a date-stamp impression of the office of origin.

## ARTICLE 6

**Unpaid or underpaid surcharged air-mail correspondence**

1. In principle, air-mail correspondence must be completely prepaid before despatch.
2. Unpaid or underpaid air-mail correspondence which it is not possible to have corrected by the senders is treated as follows:
  - a) in the event of entire absence of prepayment, surcharged air-mail correspondence is treated in accordance with the provisions of Articles 52 and 55 of the Convention ; items on which the prepayment of postage is not obligatory before despatch are forwarded by the means of transport normally used ;
  - b) in the event of underpayment, surcharged air-mail correspondence is forwarded by air if the charges paid represent at least the amount of the air surcharge ; nevertheless the Administration of origin is permitted to send these items by air even when the charges paid represent only 75 per cent. of the surcharge or of the combined charge. Items of air-mail correspondence on which the charges paid do not represent at least the amount of the air surcharge or, as the case may be, 75 per cent. of the air surcharge or the combined charge, are treated in accordance with the provisions of Articles 52 and 55, of the Convention.
3. If the amount of the charge to be collected has not been indicated by the Administration of origin, the Administration of destination is permitted to deliver, without collecting a charge, insufficiently prepaid air-mail correspondence on which the prepayment represents at least the ordinary postage.

## CHAPTER II

**Routeing, delivery, redirection and return to origin**

## ARTICLE 7

**Routeing**

1. Administrations using air communications for the conveyance of their own air-mail correspondence are bound to forward by the same communications the surcharged air-mail correspondence which reaches them from other Administrations ; the same applies to unsurcharged air-mail correspondence provided that the available aircraft capacity permits and the Administration of origin so requests.
2. Administrations of Countries without an air service forward air-mail correspondence by the most rapid means used for mails ; the same applies if for any reason routeing by surface means is more advantageous than the use of air lines.
3. Closed air mails shall be forwarded by the route 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 possible or if there is insufficient time for the transshipment the Administration of the Country of origin should be so informed.

4. Air mails misrouted due to an error on the part of the air service or for reasons beyond control and air mails held up following interruption of a flight are taken over by postal officials at the airport where the stop is made. The latter forward them to their destination by the most rapid means.

#### ARTICLE 8

##### **Delivery**

Air-mail correspondence should be included in the first delivery following its arrival at the office of delivery.

#### ARTICLE 9

##### **Redirection or return to origin of air-mail correspondence**

1. In principle, all air-mail correspondence addressed to an addressee who has changed his address is redirected to its new destination by the means of transport normally used for unsurcharged correspondence. The same means of transport are used for the return to origin of air-mail correspondence which is undeliverable or which for any reason has not been delivered to the addressees.

2. At the express request of the addressee (in the case of redirection) or of the sender (in the case of return to origin) and if the person concerned undertakes to pay the surcharges appropriate to the further air transmission, the items in question may be forwarded by air. In either case the surcharge is collected at the time of delivery of the item and is retained by the delivering Administration. Correspondence sent originally by surface route may be redirected by air under the same conditions.

3. Redirection envelopes and collective envelopes are forwarded to the new destination by the means of transport normally used for unsurcharged correspondence, unless the air surcharge is paid in advance to the redirecting office, or the addressee or the sender, as the case may be, undertakes to pay the surcharges appropriate to the further air conveyance in accordance with the provisions of § 2.

### CHAPTER III

#### **Air conveyance charges**

#### ARTICLE 10

##### **General principles**

1. The air conveyance charges for closed air mails are borne by the Administration of the Country of origin of the mails.

2. Each Administration which provides, as an intermediary, for the conveyance by air of air mails or air-mail correspondence sent in transit *à découvert* is entitled to payment for the conveyance; the same applies to air mails or air-mail correspondence in transit *à découvert* missent, diverted or exempt from transit charges. The additional conveyance charges which the Administration of origin has to pay for missent mails are refunded by the Administration whose services are responsible for the misrouting.

3. Charges for air conveyance of air-mail correspondence sent in transit *à découvert* are borne by the despatching Administration under the conditions prescribed in Article 12 § 4.

4. Unless agreement has been reached that no charge should be made, each Administration of destination which undertakes air conveyance of mail within its own country is entitled to payment for the conveyance.

5. The conveyance payments referred to in § 2 above must, for a particular sector, be uniform for all Administrations which use the sector without sharing in the working expenses of the air service or services operating over it. In cases where payment is requested for onwards transmission by air in the interior of the Country of destination it must be uniform for all air mails originating abroad whether the whole or only part of the mail is forwarded by air.

6. No payment for conveyance is due for any part of the flight of the line used for mails lost or destroyed in an accident to the aircraft or for any other reason for which the airline takes responsibility.

7. When a mail-conveying flight is interrupted *en route* and for this reason the mail cannot be delivered at the usual airport, payment is only due for that part of the journey terminating at the last place of call regularly served. The charges for reforwarding which arise from flights which the mail has subsequently to make in order to reach its destination remain to be borne by the Administration of origin of the items.

8. In the absence of any agreement to the contrary between the Administrations concerned, the provisions of Article 79 of the Convention apply to air-mail correspondence for any transit by land or by sea; nevertheless, no transit charges are payable for:

- a) the transhipment of air mails between two airports serving the same town;
- b) the conveyance of such mails from an airport serving a town to a depot situated in the same town and the return of the same mails for reforwarding.

## ARTICLE 11

### Basic rates and calculation of conveyance charges

1. The basic rates\* applicable to the settlement of accounts between Administrations in respect of air conveyance are fixed per kilogramme of gross weight and per kilometre. These rates, detailed below, apply proportionally to fractions of a kilogramme:

- a) for LC items (letters, aerogrammes, postcards, postal money orders, trade charge money orders, bills for collection, insured letters and boxes, advices of payment, entry and delivery): 3 millièmes of a franc as a maximum; however, this flat rate is increased to 4 millièmes of a franc as a maximum for LC items conveyed by lines for which the conveyance rate in force at the 1st of July, 1952, exceeded 3 millièmes of a franc;
- b) for AO items (items other than LC) including Phonopost items: 1 millième of a franc as a maximum.

\* Article 12, § 2, of the Agreement concerning Postal Parcels states that for all air services the basic rate applicable to the settlement of accounts between Administrations in respect of the air conveyance of postal parcels is fixed, per kilogramme of gross weight and per kilometre, at 1 millième of a franc as a maximum.



2. Air conveyance charges for air mails are calculated according to the actual basic rates (fixed within the limits of the basic rates specified in § 1) and the kilometric distances shown in the "*Liste des distances aéropostales*" [List of air-mail distances] provided for in Article 30 § 1 (b) on the one hand and, on the other, the gross weight of the mails; no account is taken of the weight of *sacs collecteurs*.

3. Air conveyance charges for air-mail correspondence sent in transit *à découvert* are calculated, in principle, as indicated in § 2 but according to the net weight of the correspondence; the total amount of the conveyance charges is in this case increased by 5%. Nevertheless, when the territory of the Country of destination of such correspondence is served by a line with several places of call in that territory, the conveyance charges are calculated on the basis of a weighted average rate taking into account the weight of the mail offloaded at each place of call.

4. The intermediate Administration is however entitled to calculate the charges for conveyance of *à découvert* correspondence on the basis of not more than 20 average rates, each of which, relating to a group of Countries of destination, shall be fixed taking into account the weight of mail offloaded at different destinations within the group. The total of these charges must not exceed the amount due to be paid for the air conveyance.

5. Where charges are due for air conveyance in the interior of the country of destination they are fixed in the form of a single rate for each of the two categories, LC and AO. These rates are calculated in accordance with the basic rates prescribed in § 1 and with the average of the sector-distances flown by international mail on the internal network.

6. The rates for internal and international air conveyance (obtained by multiplying the appropriate basic rate by the distance), which are used in calculating the charges mentioned in § 2 to § 5 are rounded up or down to the nearest 10 gold centimes according to whether or not the number of centimes exceeds 5.

## ARTICLE 12

### Payment of conveyance charges

1. Apart from the exceptions provided for in §§ 2 and 3, the air conveyance charges are payable to the Administration of the Country in which is situated the airport at which the mails are taken over by the air transport undertaking.

2. Any Administration handing over to an air transport undertaking air mails intended for conveyance successively by several distinct air services may, if it has so agreed with the intermediate Administrations, settle directly with that undertaking for the conveyance charges for the whole distance flown; the intermediate Administrations have, for their part, the right to demand the application pure and simple of the provisions of § 1.

3. Notwithstanding the provisions of §§ 1 and 2 the Administration of the Country maintaining an air service reserves to itself the right to collect directly from Administrations whose mails have used the service the charges due for such use.

4. The Administration which forwards air-mail correspondence in transit *à découvert* to another Administration shall pay to that Administration all the conveyance charges due for the whole of the onward distance flown.

## SECTION II

## Operational provisions

## CHAPTER I

## Rules for despatch and routeing

## ARTICLE 13

## Unpaid or underpaid surcharged air-mail correspondence

1. Unpaid or underpaid correspondence is marked with a T stamp and an indication in francs and centimes of the amount to be collected on delivery, in accordance with the provisions of Article 151 of the Detailed Regulations of the Convention.

2. When unpaid or underpaid surcharged air-mail correspondence is forwarded by the means of transport normally used for unsurcharged correspondence the office of posting or the office of exchange is to strike through with two thick horizontal lines the "*Par avion*" [By air mail] label and any note relating to air conveyance and indicate briefly the reasons.

## ARTICLE 14

## Method of despatching air-mail correspondence

1. The provisions of Articles 161, § 2 a) and 163 of the Detailed Regulations of the Convention apply to air-mail correspondence included in surface mails. The labels of the bundles should bear the indication "*Par avion*" [By air mail].

2. If registered air-mail correspondence is included in surface mails, the indication "*Par avion*" [By air mail] should be entered on the letter bill in the space prescribed in § 3 of Article 163 for the indication "*Express*" [Express].

3. In the case of insured air-mail correspondence included in surface mails the indication "*Par avion*" [By air mail] is entered in the "Observations" column of the despatch lists against the respective entries.

4. Transit air-mail correspondence sent *à découvert* in an air mail or in a surface mail for reforwarding by air by the Country of destination of the mail is gathered into a special bundle labelled "*Par avion*" [By air mail].

5. The transit Country may ask for special bundles to be made up according to the Country of destination. In that event each bundle is provided with a label bearing the indication "*Par avion pour . . .*" [By air mail for . . .].

## ARTICLE 15

## Redirection or return to origin of surcharged air-mail correspondence

If the redirection or return of surcharged air-mail correspondence is effected by the means of transport normally used for unsurcharged correspondence, the "*Par avion*" [By air mail] label and any note relating to transmission by air should be struck through as a matter of course by means of two thick horizontal lines.

## ARTICLE 16

**Marking of air mails**

1. Air mails must be made up with bags either entirely blue or with wide blue bands. For registered or unregistered air-mail correspondence in small numbers, envelopes of strong blue paper may be used.

2. The letter bills and the despatch lists which accompany air mails should bear at the head a "*Par avion*" [By air mail] label or the stamp impression referred to in Article 4: the same label or stamp impression is affixed to the labels or addresses of these mails.

3. The layout and text of air-mail labels should be in the form of the annexed specimen AV8.

## ARTICLE 17

**Establishing the weight of air mails and air-mail correspondence sent in transit à découvert**

1. The serial number of the mail and the gross weight of each bag, envelope or packet forming part of the mail, as well as the category of the items (LC or AO) included in it, are shown on the label or with the external address.

2. If the two categories, LC and AO, are included in the same packing, the weight of each, as well as the total weight, should be shown on the label or with the external address; the weight of the outer packing is added to the weight of those items included therein that are chargeable at the lowest conveyance rate. If a *sac collecteur* is used, its weight is not taken into account.

3. The serial number of the mail, the weight, by category of item, for each bag, envelope or packet and all other necessary particulars appearing on the label or with the external address are to be copied on the form AV7 when the mail is conveyed by an international air service. Nevertheless, in exchanges between Administrations who have so agreed, the indication of the total weight of each category may replace the weight, by category of item, of each bag, envelope or packet.

4. Any intermediate office or office of destination which notices errors in the entries on Form AV7 must immediately notify the last despatching office of exchange of the mistakes by verification note.

5. If correspondence in transit à découvert intended for onward conveyance by air is included in a surface mail or in an air mail, the correspondence is made up in a special bundle labelled "*Par avion*" [By air mail] and accompanied by statements in the form of the annexed specimen AV2, one for unregistered items and another for registered items. The weight of the à découvert air-mail correspondence is shown separately for each Country of destination or for each group of Countries for which the conveyance charges are the same. The letter bill is endorsed "*Bordereau AV 2*" [Statement AV 2]. Transit Administrations are at liberty to request the use of special statements AV2 listing in a fixed order the most important Countries and air lines. Statements AV 2 should be specially numbered in consecutive annual series, one for registered items and one for unregistered items.

6. The weight of the air mail is rounded up or down to the nearest hectogramme according to whether or not the fraction of the hectogramme exceeds 50 grammes ; weights of 50 grammes or less are shown as "O".

7. The weights of each category of *à découvert* correspondence for each country or, if applicable, for each group of countries is rounded up or down to the nearest decagramme according to whether or not the fraction of the decagramme exceeds 5 grammes.

8. If the intermediate office establishes that the actual weight of a bag in a mail differs by more than 100 grammes and that of the *à découvert* correspondence by more than 20 grammes from the weight recorded, it amends the label or statement AV2 and immediately notifies the despatching office of exchange of the mistake by verification note ; when a bag containing more than one category of correspondence is concerned the correction is made to the category having the greatest weight. If the discrepancies noted are within the above-mentioned limits, the entries made by the despatching office hold good.

9. In the absence of the statement AV2, surcharged air-mail correspondence must be forwarded by air, unless the surface route would be quicker. In appropriate cases, a statement AV2 is prepared as a matter of course and the office of origin made aware of the irregularity by means of a note C14.

10. Unless the Administrations concerned object, mails may be included in another mail of the same kind, i.e. containing items of the same category (LC or AO).

11. Air-mail correspondence posted on board ship on the high seas, prepaid by means of postage stamps of the Country to which the ship belongs or by which it is maintained, shall be accompanied by a statement AV2 when handed over *à découvert* to the Administration at an intermediate port of call, or, if the ship is not provided with a post office, by a statement of weights which should be used by the intermediate Administration as a basis for claiming the air conveyance charges. The statement AV2 or statement of weights should 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 are checked by the office to which the correspondence is handed over from the ship.

12. Late postings at airport post offices of unregistered air-mail correspondence, are sent, by aircraft about to leave, enclosed in envelopes addressed to the offices of exchange of destination and entered on Delivery Bills AV7.

## ARTICLE 18

### Delivery Bill

1. Mails to be handed over at the airport are accompanied by not more than five copies of a white delivery bill in the form of the annexed specimen AV7 for each airport of call.

2. A copy of the delivery bill AV7 signed by the representative of the air company responsible for the ground services is retained by the despatching office ; the other four copies are handed to the conveying company.

3. Of the four copies of the delivery bill handed to the conveying company, the first is retained at the airport of loading by the air company responsible for the ground services; the second, duly signed at the airport of offloading as a receipt for the mails, is retained by the air-crew on behalf of their company; the third is handed over at the airport of offloading to the air company responsible for the ground services at that airport; the fourth accompanies the mails to the post office to which the delivery bill is addressed.

4. When an air company hands over at an intermediate office an air mail which is not intended for that office and which is not accompanied by a delivery bill prepared by the office of exchange of origin, the intermediate office must advise the office of origin by a verification note. This note indicates the receipt of the mail, the name of the air company which delivered it and of the company which was used for forwarding the mail to the airport of destination.

#### ARTICLE 19

##### *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 air mails to the air company undertaking the conveyance 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 agree as to the address to be put on the labels.

3. Mails included in a *sac collecteur* shall be entered individually on the AV 7 with an indication that they are enclosed in a *sac collecteur*.

4. The *sac collecteur* shall be listed separately as such on the form AV 7.

#### ARTICLE 20

##### *Transshipment of air mails*

1. In the absence of any agreement to the contrary between the Administrations concerned, the transshipment at the same airport of mails in course of transmission is performed by the Administration of the Country in which the transshipment takes place; this rule does not apply when the transshipment takes place between aircraft performing successive stages of the same transport undertaking.

2. The Administration of the transit Country may authorise a transshipment direct from one aircraft to another; where required, the transport undertaking is under obligation to send to the office of exchange of the Country where the transshipment takes place a document giving full details of the operation.

#### ARTICLE 21

##### *Handling operations at airports*

Administrations take the necessary steps to provide the best conditions for the taking over and onward transmission of air mails arriving at their airports.

## ARTICLE 22

**Customs control of air-mail correspondence**

Administrations take all necessary steps to speed up the operations relating to the customs control of air-mail correspondence.

## ARTICLE 23

**Return of empty air-mail bags**

In the absence of any agreement to the contrary, air-mail bags should be returned empty to the Administration of origin by surface means in accordance with the rules of Article 172 of the Detailed Regulations of the Convention. Nevertheless, a special mail must be made up as soon as the number of empty bags reaches ten.

## ARTICLE 24

**Steps to be taken in the event of an accident or an interrupted flight**

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 stopping places, 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, on being informed of the accident does all it can to take over the mails without delay. The mails are to be sent on to the offices of destination by the most rapid means after their condition has been checked and any damaged correspondence has been restored.

2. The Administration of the Country where the accident occurred informs all Administrations of previous airports of call, by telegraph, of the fate of the mail. These Administrations in their turn advise by telegraph all other Administrations concerned.

3. Administrations which have loaded mail on the aircraft involved in the accident send copies of the delivery bills AV7 to the Administration of the Country where the accident occurred.

4. This latter Administration then notifies the offices of destination of the mails 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 is sent to the office of origin of the mails and another to the Administration of the Country to which the airline belongs. These documents are sent by the most rapid means (air or surface).

5. When the flight of an aircraft is interrupted for a length of time such as to delay the mails or when, because of unavoidable circumstances, the aircraft cannot land in the Country of destination, the mails, whatever their origin, are reforwarded to their destination by the nearest post office by the quickest means. The Administration of the office which reforwarded the mails informs the Administrations of origin of the action taken.

## CHAPTER II

## Accounting, settlement of accounts

## ARTICLE 25

## Methods of accounting for air conveyance charges

1. Accounting for air conveyance charges is effected on the basis of the gross weight of mails or the net weight of correspondence in transit *à découvert* conveyed during the accounting period; the total amount of the conveyance charges for correspondence in transit *à découvert* is increased by 5%. The accounting period may be one or three months at the choice of the creditor Administration. Nevertheless, between Administrations which do not exchange postal accounts, no account is prepared in respect of the cost of onward conveyance of misrouted mails or correspondence in transit *à découvert* when the amount does not exceed 25 francs per annum.

2. Notwithstanding the provisions of § 1, Administrations may, by common consent, decide that accounts be settled on the basis of statistical returns. In that case, they arrange between themselves the method of compiling the statistics and preparing the accounts.

## ARTICLE 26

## Methods of accounting for surface transit charges relating to air mails

In accordance with the provisions of Article 173, § 4 of the Detailed Regulations of the Convention, the Administrations concerned may agree between themselves that air mails conveyed by surface should not be included in surface transit statistics. In that case, the relative sea or land transit charges are calculated in accordance with the actual gross weight of the air mails shown on the statements AV 7.

## ARTICLE 27

## Preparation of the statements of weight

1. Each creditor Administration notes on a statement in the form of the annexed specimen AV 3 the relative air mail particulars given, either on forms AV 7 when international air services are concerned, or on the labels or external addresses of the mails when internal air services are concerned. Mails carried over the same air sector are entered on statement AV 3 by office of origin, then by country and office of destination, and in chronological order for each office of destination.

2. For *à découvert* correspondence received by either surface or air and forwarded by air, the creditor Administration prepares a statement in the form of the annexed specimen AV 4 in accordance with the particulars appearing on the statements AV 2.

3. Statements AV 3 and AV 4 are prepared monthly or quarterly, at the choice of the creditor Administration and, if the debtor Administration so requests, separate statements are drawn up for each office of exchange which despatches air mails or air-mail correspondence in transit *à découvert*.

## ARTICLE 28

**Communication and acceptance of statements of weights AV 3 and AV 4 and preparation of detailed accounts AV 5**

1. As soon as possible and at the latest within six months from the end of the period to which they refer, the statements AV 3 and AV 4 are forwarded in duplicate to the despatching Administration for acceptance. After accepting the statements the latter Administration returns one copy to the creditor Administration ; the despatching Administration may refuse to accept statements not forwarded to it within the above-mentioned period of six months.

2. If the creditor Administration receives no notice of amendment within an interval of three months from the despatch of the statements, they are regarded as fully accepted.

3. Detailed accounts are drawn up by each creditor Administration on a form AV 5 in the form of the annexed specimen showing the conveyance charges to its credit for the period concerned.

4. These accounts are prepared monthly or quarterly on the basis of the gross weight of mails and the net weight of *à découvert* items appearing on the statements AV 3 and AV 4 and accepted either explicitly or implicitly by the debtor Administration. The detailed accounts AV 5 increased by 5% for air-mail correspondence in transit *à découvert* are forwarded to that Administration in duplicate. The amount is rounded up or down to the nearest franc according to whether or not it exceeds 50 centimes.

5. After accepting the accounts the debtor Administration returns one copy to the creditor Administration ; if the latter has received no notice of amendment within two months from the despatch of the accounts, they are regarded as fully accepted.

6. Notwithstanding the provisions of §§ 1, 2, 4 and 5, creditor Administrations may draw up the relative detailed accounts AV 5 at the same time as the statements AV 3 and AV 4 and forward them all together in duplicate to the debtor Administration. The latter, after accepting them, returns one copy to the creditor Administration. If the creditor Administration has received no notice of amendment within four months from the despatch of the accounts, they are regarded as fully accepted.

7. Discrepancies in the accounts, mentioned in §§ 5 and 6, are not taken into consideration if they do not exceed 2 francs per account.

8. In the absence of any agreement to the contrary between the Administrations concerned, the statements AV 3 and AV 4 and the detailed accounts AV 5 are always transmitted in both directions by the most rapid means available to the post (air or surface).

9. If the annual balance of the detailed accounts AV 5 does not exceed 25 francs, the debtor Administration is excused all payment.



## CHAPTER III

**Information to be supplied by postal Administrations and by the International Bureau**

## ARTICLE 29

**Information to be supplied by postal Administrations**

1. Each Administration sends to the International Bureau, on the forms sent to it by the latter, the necessary information concerning the operation of the air-mail service. This information includes, in particular, the following:—

a) as regards the internal service:

- 1° the districts and principal towns to which mails or air-mail correspondence originating abroad are forwarded by internal air services ;
- 2° the conveyance rates per kilogramme calculated in accordance with the provisions of Article 11, § 5 and their date of application ;

b) as regards the international service:

- 1° the conveyance rates, per kilogramme, which it collects direct in accordance with Article 12, §§ 1, 2 and 3 and their date of application ;
- 2° the Countries for which it makes up air mails and the air companies whose air lines might be used for the whole of the journey and, if applicable, for each part of the journey with an indication of the Administrations to whom payment is due for each company ;
- 3° the offices transferring transit air mails from one line to another and the minimum time necessary for such transhipment ;
- 4° the conveyance rates fixed for the onward transmission of air-mail correspondence received *à découvert* if the system of weighted average rates prescribed in Article 11, §§ 3 and 4 is used ;
- 5° the decisions taken as regards the application of certain optional provisions in these Provisions ;
- 6° the air surcharges or combined charges for the various categories of air-mail correspondence and for the various Countries, with an indication of the names of the Countries for which unsurcharged mail is admitted.

2. Any amendments to the information mentioned in § 1 should be communicated to the International Bureau without delay, by the most rapid means.

3. Administrations may agree to exchange direct any information about air services in which they are interested, particularly time-tables and the latest times of arrival to enable air-mail correspondence from abroad to secure inclusion in various deliveries.

## ARTICLE 30

**Documents to be supplied by the International Bureau**

1. The International Bureau is responsible for preparing the following documents and distributing them to Administrations :

- a) "*Liste générale des services aéropostaux*" (known as *Liste AVI*) [General list of air-mail services] published from the information supplied under Article 29, § 1 ;
- b) "*Liste des distances aéropostales*" [List of air-mail distances] drawn up every five years in collaboration with the air carriers and published after its contents have been agreed by Administrations ;
- c) "*Liste des surtaxes aériennes*" [List of air surcharges] (Article 29, § 1, b), 6°).

2. The International Bureau is also responsible for supplying to Administrations, at their request and expense, maps of the air lines and air time-tables regularly published by a specialist private organisation and recognised as being best suited to the needs of air-mail services.

3. Any amendments to the documents listed in § 1 and the date on which the amendments take effect are notified to Administrations by the most rapid means (air or surface), with the minimum of delay and in the most appropriate form.

## SECTION III

**Final provisions**

## ARTICLE 31

**Application of the Convention and the Agreements**

The Convention and the Agreements and the relative Detailed Regulations, except the Agreement concerning Postal Parcels and its Detailed Regulations, apply as regards everything which is not expressly provided for in these Provisions.

## ARTICLE 32

**Entry into force and duration of the present Provisions**

1. The present Provisions shall come into force on the day on which the Convention comes into operation.

2. They shall have the same duration as that Convention, unless they are renewed by common consent between the Parties concerned.

Done at Ottawa, the 3rd October, 1957.

## SIGNATURES

(The same as on pages 197 to 207 of this volume.)

## **FINAL PROTOCOL TO THE PROVISIONS CONCERNING AIR MAIL**

At the moment of proceeding to sign the Provisions concerning air mail, the undersigned Plenipotentiaries have agreed the following :

### **ARTICLE I**

#### **Option to reduce the unit of weight for air-mail correspondence**

In fixing air surcharges Administrations have the option of adopting weight units smaller than the basic units prescribed in Article 49 of the Convention.

### **ARTICLE II**

#### **Exceptional surcharge**

Owing to the special geographical situation of the U.S.S.R., the postal Administration of that Country reserves to itself the right to apply a uniform surcharge throughout the whole territory of the U.S.S.R. for all the Countries of the world. This fee shall not exceed the actual expenses occasioned by the conveyance of the correspondence by air.

Done at Ottawa, the 3rd October, 1957.

### **SIGNATURES**

*(The same as on pages 197 to 207 of this volume.)*

## LIST OF FORMS

No. 1	Title or nature of form 2	References 3
AV 1	General list of air-mail services, List AV 1.....	art. 30, § 1(a)
AV 2	Statement of the weights of {unregistered registered} air-mail correspondence.....	art. 17, § 5
AV 3	Statement of weights of air mails.....	art. 27, § 1
AV 4	Statement of weights of <i>à découvert</i> air-mail correspondence.....	art. 27, § 2
AV 5	Detailed account concerning air mail.....	art. 28, § 3
AV 7	Delivery bill of air mails.....	art. 18, § 1
AV 8	Air-mail bag label.....	art. 16, § 3

## ANNEXES:

FORMS AV 1 to AV 5, AV 7 and AV 8

AV 1

## GENERAL LIST OF AIR-MAIL SERVICES

## LIST AV 1

Note.—List AV 1 is drawn up and distributed to Administrations by the International Bureau (Ottawa Convention 1957, Air-mail Provisions, Article 30, § 1 a)









AV 5

CREDITOR ADMINISTRATION:

## DETAILED ACCOUNT

regarding air mail

(Basis: actual weights)

(1) { Monthly statement of the sums due to the Administration of \_\_\_\_\_ for the air  
 Quarterly conveyance of air mail originating in \_\_\_\_\_ during the (1) { month of \_\_\_\_\_ 19\_\_\_\_\_  
 \_\_\_\_\_ quarter of 19\_\_\_\_\_

Country of destination	Class of corres- pondence	Weight carried during the month or months of						Total weight for the (1) { month quarter		Cost of conveyance per kg.		Total conveyance charges due	
		_____		_____		_____		_____		_____		_____	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
		kg.	g.	kg.	g.	kg.	g.	kg.	g.	fr.	c.	fr.	c.
	LC												
	AO (?)												
	LC												
	AO (?)												
	LC												
	AO (?)												
	LC												
	AO (?)												
	LC												
	AO (?)												
Increase of 5% on the total amount due for transit à découvert													
Final total													

The creditor Administration:

Seen and accepted,  
The debtor Administration:

(1) Strike out whichever entry does not apply.  
 (2) Including parcels.



Front

AV 8	
Mail No. ....	Date of despatch .....
<div style="border: 1px solid black; display: inline-block; padding: 5px 10px; margin-bottom: 10px;">By air mail</div> <div style="display: flex; align-items: center; justify-content: center;"><div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin-right: 10px; display: flex; align-items: center; justify-content: center;">○</div><div style="text-align: center;"><p>from Lisbon - EPA for</p><h1 style="margin: 0;">Salisbury</h1><p>(Rhodesia)</p></div></div>	
Line No. ....	
Airport of transhipment .....	

Ottawa Convention 1957, Air-mail Provisions, art. 16, § 3—Size: 125 × 60 mm.

Back

<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"><p>LC kg. ....</p><p>AO kg. ....</p><p>Total kg. ....</p></div>	<div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">○</div>
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