

**No. 8845**

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**UNIVERSAL POSTAL UNION**

**Universal Postal Convention (with Final Protocol and Detailed Regulations). Signed at Vienna, on 10 July 1964**

*Official text: French.*

*Registered by Austria and Switzerland on 1 December 1967.*

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**UNION POSTALE UNIVERSELLE**

**Convention postale universelle (avec Protocole final et Règlement d'exécution). Signée à Vienne, le 10 juillet 1964**

*Texte officiel français.*

*Enregistrée par l'Autriche et la Suisse le 1<sup>er</sup> décembre 1967.*

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

**III**

**UNIVERSAL POSTAL CONVENTION. SIGNED  
AT VIENNA, ON 10 JULY 1964**

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

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

# UNIVERSAL POSTAL CONVENTION

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

The undersigned, Plenipotentiaries of the Governments of Member-Countries of the Union, having regard to Article 22, § 3, of the Constitution of the Universal Postal Union<sup>2</sup> have drawn up by common consent in this Convention the rules applicable in common throughout the international postal service and the provisions concerning the letter post services.

### PART I

#### Rules applicable in common throughout the international postal service

##### ARTICLE 1

###### Freedom of transit

1. Freedom of transit, the principle of which is set forth in Article 1 of the Constitution, carries with it the obligation for each Postal Administration to forward always by the quickest routes which it uses for its own items, closed mails and *à découvert* letter post items which are passed to it by another Administration. This obligation applies equally to air-mail correspondence, whether or not the intermediate Postal Administrations take part in reforwarding it.

2. Member-Countries which do not participate in the exchange of letters containing perishable biological substances or radioactive substances have the option of not admitting these items in transit *à découvert* through their territory. The same applies to the items referred to in Article 28, § 5.

3. Member-Countries not providing the insured letters and boxes service or not accepting responsibility for insured items in respect of carriage by their sea or air services cannot, however, refuse transit of such items in closed mails through their territory or conveyance of them by their sea or air services; but those Countries' responsibility is limited to that laid down for registered items.

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

5. Freedom of transit for air parcels is guaranteed through 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 for them in respect of carriage 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 2

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

When a Member-Country fails to observe the provisions of Article 1 of the Constitution and of Article 1 of the Convention regarding freedom of transit, Postal Administrations of other Member-Countries are at liberty to discontinue their postal service with that Country. They must give prior notice of this step to the Administrations concerned by telegram.

<sup>1</sup> Put into effect on 1 January 1966, in accordance with article 70. See below after the Forms for the list of States which ratified, approved, or acceded to, the Convention.

<sup>2</sup> See above in this volume.

## ARTICLE 3

**Temporary Suspension of Services**

When, owing to exceptional circumstances, a Postal Administration finds itself obliged to suspend the operation of 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 4

**Ownership of postal items**

A postal item is the property of the sender so long as it has not been delivered to the entitled person, except when the item has been seized in pursuance of the legislation of the Country of destination.

## ARTICLE 5

**Charges**

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

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

## ARTICLE 6

**Equivalents**

In each Member-Country, the charges are fixed on the basis of the closest possible equivalent of the value of the gold franc in the currency of that Country.

## ARTICLE 7

**Exemption from postal charges**

Cases in which exemption from postal charges applies are expressly laid down by the Convention, the Agreements and the Final Protocols of these Acts.

## ARTICLE 8

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

1. Subject to the provisions of Article 54, § 2, letter post items, insured letters and boxes, postal parcels and postal money orders addressed to or sent by prisoners of war, either direct or through the Information Bureaux and the Central Prisoner of War Information Agency provided for in Articles 122 and 123 respectively of the Geneva Convention of the 12th of August 1949<sup>1</sup> relative to the treatment of prisoners of war, are exempted from all postal charges. Belligerents apprehended and interned in a neutral Country are classed with prisoners of war properly so-called so far as the application of the foregoing provisions is concerned.

2. Paragraph 1 applies also to letter post items, 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<sup>2</sup> relative to the protection of civilian persons in time of war, either direct or through the Information Bureaux and the Central Information Agency prescribed in Articles 136 and 140 respectively of that Convention.

<sup>1</sup> United Nations, *Treaty Series*, Vol. 75, p. 135.

<sup>2</sup> *Ibid.*, p. 287.

3. The national Information Bureaux and the Central Information Agencies mentioned above also enjoy exemption from postal charges in respect of letter post items, insured letters and boxes, postal parcels and postal money orders which concern the persons referred to in §§ 1 and 2, which they send or receive, either direct 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 of which the 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 9

##### **Exemption of literature for the blind from postal charges**

Subject to the provisions of Article 54, § 2, literature for the blind is exempted from postage as well as the special fees for registration, advice of delivery, express, enquiry and cash on delivery.

#### ARTICLE 10

##### **Postage stamps**

Postage stamps for denoting payment of postage are issued by Postal Administrations only.

#### ARTICLE 11

##### **Forms**

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

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

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

#### ARTICLE 12

##### **Postal identity cards**

1. Each Postal Administration may issue, to persons who apply for them, postal identity cards valid as proof of identity for postal transactions effected in the Member-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 1 franc.

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 effected 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. Nevertheless, it ceases to be valid when the appearance of the holder is altered to such an extent that it no longer corresponds to the photograph or to the description.

## ARTICLE 13

**Settlement of accounts**

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

## ARTICLE 14

**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:—
  - (i) of counterfeit postage stamps (even if withdrawn from circulation) or used postage stamps, as well as of counterfeit or used impressions of franking machines or printing presses;
  - (ii) of counterfeit international reply coupons;
  - (iii) of counterfeit postal identity cards;
- c) for punishing the fraudulent use of genuine postal identity cards;
- d) for prohibiting and suppressing all fraudulent operations of manufacture and of putting into circulation of adhesive stamps and stamped impressions in use in the postal service, counterfeited or imitated in such a manner that they could be mistaken for the adhesive stamps and stamped impressions emitted by the Postal 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 15

#### Letter post items

Letter post items include letters, single and reply-paid postcards, printed papers, literature for the blind, samples of merchandise, small packets and "Phonopost" items.

#### ARTICLE 16

#### Charges and general conditions

1. The postage rates for the conveyance of letter post items throughout the entire extent of the Union, and also the limits of weight and size, are fixed in accordance with the table below. Except in the cases provided for in Article 17, § 3, these charges cover delivery of the items 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  |
|                                 | g.             | c.     |                     |  |
| <b>Letters:</b>                 |                |        |                     | Maxima: length, width and depth combined: 90 cm., but the greatest dimension may not exceed 60 cm. In roll form: length plus twice the diameter, 104 cm., but the greatest dimension may not exceed 90 cm. Minima: to have a surface measuring not less than 10 × 7 cm. In roll form: length plus twice the diameter: 17 cm., but the greatest dimension may not be less than 10 cm.<br><br>Items of smaller dimensions than the minima set out above are nevertheless admitted if they bear a rectangular address label of card or strong paper, the dimensions of which are not less than 10 × 7 cm. |
| first weight step ...           | } 20           | 25     | } 2 kg.             |  |
| each succeeding step ...        |                | 15     |                     |  |
| <b>Postcards:</b>               |                |        |                     | } Maxima: 15 × 10.7 cm.<br>} Minima: as for letters.   |
| single ...                      | —              | 15     | —                   |  |
| reply-paid ...                  | —              | 30     | —                   |  |
| <b>Printed papers</b>           | 50             | —      | 3 kg.               | } (for books: 5 kg.; this limit of weight may be raised to 10 kg. after agreement between the Administrations concerned)<br>} As for letters.  |
| first weight step ...           | —              | 12     | } 7 kg.<br>} 500 g. |  |
| each succeeding step ...        | —              | 6      |                     |  |
| <b>Literature for the blind</b> | see Article 9  | —      |                     |  |
| <b>Samples of merchandise</b>   | 50             | —      |                     |  |
| first weight step ...           | —              | 12     |                     |  |
| each succeeding step ...        | —              | 6      |                     |  |
| Minimum charge...               | —              | 25     |                     |  |
| <b>Small packets</b>            | 50             | 12     | 1 kg.               |  |
| Minimum charge...               | —              | 50     |                     |  |
| "Phonopost" items               | 50             | 20     | 1 kg.               |  |

2. The limits of weight and size fixed in § 1 do not apply to letter post items sent on postal service, which are the subject of Article 23. Printed papers for the same addressee at the same address, when enclosed in one or more special bags, cease to be subject to the limits of weight fixed in § 1 for this category of items.

3. The charge applicable to printed papers for the same addressee at the same address enclosed in a special bag is calculated by weight steps of 50 grammes to the extent of the total weight of the bag. Each Administration has the option of conceding a reduction of the charge, up to 10%, for printed papers sent by special bags.

4. 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 be exchanged only between officially recognised qualified laboratories. This exchange is, moreover, restricted to those Member-Countries whose Postal Administrations have declared their willingness to admit such items, whether reciprocally or in one direction only.

5. Radioactive materials are admitted for conveyance by post under the conditions laid down by the Detailed Regulations: they are subject to the ordinary tariff for letters and may be posted only by duly authorised senders. Such items are forwarded by the quickest route, normally by air. This exchange is, moreover, restricted to those Member-Countries whose Postal Administrations have declared their willingness to admit such items, whether reciprocally or in one direction only.

6. Each Postal Administration has the option of conceding a reduction, which may not exceed 50% of the ordinary tariff for printed papers, for newspapers and periodicals published in its Country, while 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 advertisements printed on sheets annexed to newspapers and periodicals.

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

8. 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.

9. Administrations of Countries of origin and of destination have the option of dealing, according to their legislation, with letters containing documents having the character of current and personal correspondence exchanged between persons other than the sender and the addressee or persons living with them.

10. Letters, printed papers, literature for the blind, samples of merchandise and small packets may not contain any card or reply envelope with postage denoted by postage stamps or franking impressions of the Country of origin of the item.

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

- a) must 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.

12. The “Phonopost” items service is restricted to those Member-Countries whose Postal Administrations have announced their willingness to admit such items reciprocally or in the inward direction only.

13. The combining in one item of articles of different categories is authorised under the conditions laid down in the Detailed Regulations.

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

#### ARTICLE 17

##### Special charges

1. Administrations are authorised to collect from the sender an additional charge, according to the provisions of their legislation, on items handed over for despatch after the latest time of posting.

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 60 centimes on each small packet delivered to the addressee. This charge may be increased by 30 centimes, at most, when the item is delivered to the place of address.

#### ARTICLE 18

##### Storage Fee

The Administration of destination is authorised to collect, according to the provisions of its legislation, a storage fee for printed papers, small packets and “Phonopost” items 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 19

##### Payment of postage

1. As a general rule, items mentioned in Article 15, with the exception of those which are dealt with in Articles 8, 9 and 23, 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 20

##### Methods of denoting payment of postage

1. Payment of postage is denoted either by means of postage stamps printed on or affixed to the items and valid in the Country of origin, or by means of impressions of franking machines officially adopted and working under the immediate control of the Postal Administration, by means of impressions made by a printing press or other process when such a system is authorised by the regulations of the Administration of origin.

2. Payment of postage for printed papers for the same addressee at the same address which are enclosed in a special bag is denoted by one of the methods referred to in § 1 and the total amount shown on the label outside the bag.

3. The following are considered as duly paid: reply postcards bearing postage stamps or franking impressions, printed, affixed or applied, of the Country of issue of the cards, items properly paid for their first transmission and on which the supplementary charge has been paid before their redirection, and also 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. The inscription "*Abonnement-poste*" or "*Abonnement direct*" is followed by the indication "*Taxe perçue*" (*T.P.*) or "*Port payé*" (*P.P.*).

#### ARTICLE 21

##### Prepayment of letter post items on board ship

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

2. If the posting on board takes place on the high seas, items may be prepaid, in the absence of special agreement between the Administrations concerned, by means of the postage stamps and according to the tariff of the Country to which the ship belongs or depends.

#### ARTICLE 22

##### Charge on unpaid or underpaid correspondence

1. Apart from the exceptions laid down in Article 36, § 7, for registered items and in Article 144, §§ 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, payable by the addressee or, in the case of undeliverable items, by the sender: the charge is fixed at double the amount of the deficient postage, multiplied by the ratio between the charge adopted for letters at the first weight step by the Country of delivery and the corresponding charge adopted by the Country of origin, provided that the charge to be collected is not less than 10 centimes.

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

## ARTICLE 23

**Exemption from postal charges accorded to Postal Administrations, their Offices and the International Bureau**

Subject to the provisions of Article 54, § 4, letter post items relating to the postal service are exempted from all postal charges if exchanged between the following:—

- a) Postal Administrations,
- b) Postal Administrations and the International Bureau,
- c) post offices of Member-Countries,
- d) post offices and Postal Administrations.

## ARTICLE 24

**International reply coupons**

1. International reply coupons are placed on sale in Member-Countries.
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 reply coupon is exchangeable in any Member-Country for a postage 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 are required to supply the postage stamps necessary for prepaying an unregistered letter weighing not more than 20 grammes for despatch by air.
4. The Administration of a Member-Country may, however, reserve the right to require the reply coupons and the items to be prepaid by the exchange of those reply coupons to be presented at the same time.

## ARTICLE 25

**Express items**

1. At the senders' request, letter post items are sent out for delivery to the place of address by special messenger immediately after arrival, in Countries where the Administration agrees to undertake the service.
2. These items, styled "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 80 centimes or the amount of the charge applied in the internal service of the Country of origin 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 reply-paid 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 not, however, obligatory in this case.
5. Express items on which the total amount of the charges payable in advance has not been completely paid are delivered in the ordinary way unless they have been treated as express by the office of origin. In the latter event they are charged in accordance with Article 22.

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

7. If the regulations of the Administration of destination permit, addressees may ask the delivery office to deliver to them by express immediately on arrival 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 26

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

1. The sender of a letter post item may have it withdrawn from the post, or have its address altered, so long as the item:

- a) has not been delivered to the addressee,
- b) has not been confiscated or destroyed by the competent authorities because of infringement of Article 28,
- c) has not been seized by virtue of the legislation of the Country of destination.

2. If its legislation permits, each Administration is bound to accept requests for withdrawal from the post or alteration of the address in respect of any letter post item posted in the service of other Administrations.

3. The request to be made to this effect is forwarded by post or by telegraph at the expense of the sender who is due to pay, for each request, a charge not exceeding 60 centimes. In addition the sender is required to pay:—

- a) the registration fee and, if appropriate, the corresponding air-mail surcharge, if the request has to be forwarded by post;
- b) the corresponding telegraph charge, if the request has to be forwarded by telegraph.

4. 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 is required to pay for this purpose the relative air-mail surcharge or telegraph charge.

5. The charges or surcharges prescribed in § 3 are levied only once in respect of each 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.

6. A request for simple correction of address (without alteration of the name or status of the addressee) may be addressed direct 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 § 3.

7. The return to origin of an item or its redirection to the new destination following a request for withdrawal from the post or alteration of address takes place by air when the sender undertakes to pay the corresponding air-mail surcharge.

#### ARTICLE 27

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

1. If an addressee changes his address, letter post items are reforwarded to him forthwith unless the sender has forbidden redirection, by means of a note on the address side in a language known in the Country of destination. Nevertheless, reforwarding from one Country to another is effected only if the items satisfy

the conditions required for the further conveyance. In the case of letter post items which are to be re-directed or returned by air at the request of the sender or the addressee, Articles 62, §§ 2 to 4, of the Convention and 183 of the Detailed Regulations apply by analogy.

2. Each Administration has the option of fixing a redirection period in accordance with that in force in its internal service.

3. Administrations, which collect a fee for requests for redirection in their internal services are authorised to collect this same fee in the International Service.

4. Undeliverable items are to be returned forthwith to the Country of origin.

5. The period of retention for items held at the disposal of the addressees or addressed *poste restante* is fixed by the regulations of the Administration 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 must be effected within a shorter period if the sender has requested it by a note on the address side in a language known in the Country of destination.

6. Postcards which do not bear the address of the sender are not returned. Moreover the return to origin of undeliverable printed papers is not obligatory, unless the sender has asked for their return by means of a note on the item in a language known in the Country of destination. Books and registered printed papers must always be returned.

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

8. Letter post items which are redirected or returned to origin as undeliverable items are 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.

9. 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 28

### 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 letter post items (see also *f*) below);
- b) articles subject to customs duty (apart from the exceptions mentioned in Article 29) and samples of merchandise sent in quantity with the intention of avoiding payment of this duty;
- c) opium, morphine, cocaine and other narcotics;
- d) articles of which the importation or circulation is prohibited in the Country of destination;

- e) living animals, except—
  - (i) bees, leeches and silkworms;
  - (ii) parasites and destroyers of noxious insects intended for the control of those insects and exchanged between officially recognised institutions;
- f) explosive, inflammable or other dangerous substances: nevertheless the perishable biological substances and radioactive substances mentioned in Article 16, §§ 4 and 5, do not come within this prohibition;
- g) 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 legislation of the Country of the Administration establishing their presence.

3. Nevertheless, items which contain articles referred to in § 1 c), f) and g) 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 must be informed exactly how they have been dealt with.

5. Moreover, every Member-Country reserves the right to deny conveyance in transit *à découvert* over its territory to letter post items, other than letters and postcards, which do not satisfy the legal requirements governing the conditions of their publication or circulation in that Country. Such items should be returned to the Administration of origin.

#### ARTICLE 29

##### Articles subject to customs duty

1. Printed papers, small packets and “Phonopost” items subject to customs duty are admitted.

2. The same applies to letters containing articles subject to customs duty where the Country of destination has given its consent. Nevertheless, each Postal Administration has the right to restrict to the registered letter service letters containing articles subject to customs duty.

3. Consignments of serums and vaccines and also of medicines urgently required and difficult to obtain are admitted in every case.

#### ARTICLE 30

##### Customs control

The Postal Administration of the Country of destination is authorised to submit to customs control, according to its legislation, the items mentioned in Article 29 and, if necessary, to open them officially.

#### ARTICLE 31

##### 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 60 centimes per item, as a postal charge, when they are found to be liable to customs duty. The amount of this fee may be increased to 1.50 franc for the items mentioned in Article 16, § 2, second sentence, which exceed the weight limits prescribed in § 1 of the same article.



## ARTICLE 32

**Customs duty and other non-postal charges**

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

## ARTICLE 33

**Items for delivery free of postal and other charges**

1. In the service between those Member-Countries whose Postal Administrations have notified their agreement to that effect senders may, by means of a previous declaration at the office of origin, undertake to pay the whole of the postal and other 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, on payment of a charge not exceeding 60 centimes, that the item be delivered free of postal and other charges. If the request is to be forwarded by air or by telegraph, the sender must pay in addition the appropriate air-mail surcharge or telegraph charge.

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

3. The Administration of destination is authorised to collect a commission fee not exceeding 60 centimes per item. This fee is independent of that prescribed in Article 31.

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

## ARTICLE 34

**Cancellation of customs duty and other non-postal charges**

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 charges on items returned to origin, destroyed because of complete spoiling of the contents or redirected to a third Country.

## ARTICLE 35

**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 15 months from the date of posting of the items under enquiry. Each Administration is bound to deal with requests for information as early as possible.

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 made subject to payment of a fee not exceeding 60 centimes. Enquiries and requests for information are forwarded officially, and always 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 and addressed to the same addressee, only one fee is levied. However, in the case of registered items which were, at the sender's request, due to be forwarded by different routes, a separate fee is levied for each of the routes used.

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

## CHAPTER II

### Registered Items

#### ARTICLE 36

##### Charges

1. The letter post items specified in Article 15 may be sent as registered items.

2. The charge on every registered item is due to be paid in advance. It is made up of:

- a) the ordinary postage, according to the category of item;
- b) a fixed registration fee not exceeding 60 centimes.

3. In the case of printed papers addressed to the same addressee and for the same address which are enclosed in one or more special bags, Administrations may collect a bulk charge not exceeding 3 Francs per bag instead of the unit charge not exceeding 60 centimes laid down in § 2(b).

4. The fixed registration fee in respect of the reply half of a reply-paid postcard can be validly paid only by the sender of that half.

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

6. Postal Administrations of Countries prepared to cover risks resulting from causes beyond control are authorised to levy a special charge not exceeding 40 centimes for each registered item.

7. Unpaid or underpaid registered items which have been incorrectly forwarded to the Country of destination are liable to a charge, payable by the addressee or, in the case of undeliverable items, by the sender, as provided for in Article 22, § 1, but calculated on the basis of the single amount of the deficient postage.

#### ARTICLE 37

##### 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 charge not exceeding the air surcharge corresponding to the weight of the form.

2. The advice of delivery may be applied for after the posting of an item, within a period of one year and under the conditions laid down in Article 35. Nevertheless the corresponding air surcharge may be charged when the sender has requested that the forwarding of the request and the return of the advice of delivery be effected by air.

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 35 for enquiries and requests for information is charged.

#### ARTICLE 38

##### **Delivery to the addressee in person**

1. In the service between those Administrations which have given their consent, registered items which 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.

### CHAPTER III

#### **Responsibility**

#### ARTICLE 39

##### **Principle and extent of responsibility of Postal Administrations**

1. Postal Administrations are answerable only for the loss of registered items. Their responsibility extends as much to items conveyed *à découvert* as to those which are forwarded in closed mails.

2. The sender is entitled on this account to an indemnity the amount of which is fixed at 25 Francs per item; this amount maybe raised to 125 Francs for each special bag of printed papers such as is mentioned in Article 16 §§ 2 and 3.

3. The sender has the option to waive this right in favour of the addressee

#### ARTICLE 40

##### **Non-responsibility of Postal Administrations**

1. Postal Administrations cease to be responsible for registered items which they have delivered according either to the conditions laid down for items of the same kind in their regulations or to those set out in Article 12, § 3,

2. They are not responsible:—

i) For the loss of registered items—

a) in circumstances beyond control. The Administration in whose service the loss occurs is due to decide, in the light of the legislation of its Country, whether the loss is due to circumstances attributable to a cause beyond control: these circumstances are notified to the Administration of the Country of origin if the latter Administration so requests. Nevertheless, responsibility holds good in the case of the Administration of the despatching Country if it has undertaken to cover risks arising from causes beyond control (Article 36, § 6);

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 the contents of the items in question fall within the prohibitions specified in Articles 16, § 8 and 11(c), and 28, § 1, in so far as these items have been confiscated or destroyed by the competent authority because of their contents;
  - d) when the sender has made no enquiry within the period of one year prescribed in Article 35;
- ii) for registered items seized under the legislation of the Country of destination.
3. Postal Administrations do not assume any responsibility on account of customs declarations in whatever form these are made or of decisions taken by the customs services during the examination of letter post items submitted to customs control.

#### ARTICLE 41

##### Responsibility of the sender

1. The sender of a letter post item is responsible, within the same limits as Administrations themselves, for any damage caused to other postal items as a result of the despatch of articles not proper to be admitted for conveyance or of failure to observe the conditions of acceptance, provided there has been no fault or negligence on the part of Administrations or carriers.
2. The acceptance by the office of posting of such an item does not relieve the sender of his responsibility.
3. Where appropriate, it is for the Administration of origin to take action against the sender.

#### ARTICLE 42

##### Apportionment of responsibility between Postal Administrations

1. Until the contrary is proved, responsibility for the loss of a registered item rests with the Postal 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 § 3, an intermediate Administration or Administration of destination is relieved of all responsibility:
  - a) when it has observed the provisions of Article 3 of the Convention and Articles 157, § 5, and 158, § 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 108 of the Detailed Regulations having expired: this reservation does not prejudice the rights of the claimant.
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 resulting from causes beyond control.

5. The customs duty and other non-postal 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 43

##### Payment of the indemnity

1. Subject to the right to make a claim on the Administration which is responsible, the obligation to pay the indemnity falls either on the Administration of origin or, in the case mentioned in Article 39, § 3, on the Administration of destination.

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

3. When the Administration which would be due to pay does not undertake to cover risks resulting from causes beyond control and the question whether the loss of the item is due to such causes has not been decided by the time that the period laid down in § 2 expires, it may, exceptionally, postpone settlement of the indemnity beyond this period.

4. The Administration of origin or of destination, as the case may be, is authorised to settle with the entitled person at the expense of any of the other Administrations which participated in the conveyance and which, although duly informed, has allowed five months to pass without settling the matter or without communicating to the Administration of origin or destination, as the case may be, that the loss appeared to be due to a cause beyond control.

#### ARTICLE 44

##### Reimbursement of the indemnity to the Administration which has made the payment

1. The Administration which is responsible or on whose account payment is made in accordance with Article 43 is bound to reimburse to the Administration which has made payment, and which is referred to as the paying Administration, the amount of the indemnity actually paid to the entitled person: this payment must take place within four months from the date of despatch of the notice of payment.

2. If the indemnity is due to be borne by several Administrations in accordance with Article 42, the whole of the indemnity due must be paid to the paying 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 any share falling to each one of them of the indemnity paid to the entitled person.

3. The reimbursement to the creditor Administration is effected in accordance with the rules for payment prescribed in Article 13.

4. When responsibility is admitted, as well as in the case provided for in Article 43, § 4, the amount of the indemnity may also be recovered as a matter of course from the Administration responsible through any liquidation account, either direct or through the intermediary of an Administration which regularly conducts liquidation accounts with the Administration responsible.

5. The paying Administration may not claim reimbursement from the Administration responsible after the expiry of one year from the date of despatch of the notification that payment has been made to the entitled person.

6. An Administration whose responsibility is duly established and which has at first declined to pay the indemnity must 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 entitled persons and which they have accepted as justified.

#### ARTICLE 45

##### **Possible recovery of the indemnity from the sender or the addressee**

1. If, after payment of the indemnity, a registered item or part of such an item previously considered as lost is found, the addressee and the sender are informed of the fact: the latter or, where Article 39, § 3, applies, the addressee is further advised 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 or, where applicable, the addressee has not claimed the item the same approach is made to the addressee or the sender as the case may be.

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

3. If the sender and the addressee decline to take delivery of the item, it becomes the property of the Administration or, where applicable, Administrations which bore the loss.

4. When proof of delivery is supplied after the period of five months laid down in Article 43, § 4, the indemnity paid continues to be borne by the intermediate Administration or Administration of destination if the sum paid cannot, for any reason, be recovered from the sender.

#### CHAPTER IV

##### **Allocation of Revenue. Transit Charges.**

#### ARTICLE 46

##### **Allocation of revenue**

Except where otherwise provided by the Convention and the Agreements each Postal Administration retains the postal charges which it has collected.

#### ARTICLE 47

##### **Transit charges**

1. Subject to Article 48, 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 to the transit charges indicated in the table below, in favour of each of the Countries across whose territory or by whose services they are carried. 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 the responsibility of that Country.

| Distances traversed<br>1                                |    |    |    |    |   |    |    |    |    | Charge per<br>kg. gross<br>2 |
|---|----|----|----|----|---|----|----|----|----|------------------------------|
| (i) Distances traversed by land expressed in kilometres |    |    |    |    |   |    |    |    |    | fr. c.                       |
| Up to 300 km.   | .. | .. | .. | .. | ..  | .. | .. | .. | .. | 0·10                         |
| Above 300 up to 600                                     | .. | .. | .. | .. | ..  | .. | .. | .. | .. | 0·17                         |
| "   600   "   1000                                      | .. | .. | .. | .. | ..  | .. | .. | .. | .. | 0·24                         |
| "   1000   "   1500                                     | .. | .. | .. | .. | ..  | .. | .. | .. | .. | 0·33                         |
| "   1500   "   2000                                     | .. | .. | .. | .. | ..  | .. | .. | .. | .. | 0·42                         |
| "   2000   "   2500                                     | .. | .. | .. | .. | ..  | .. | .. | .. | .. | 0·51                         |
| "   2500   "   3000                                     | .. | .. | .. | .. | ..  | .. | .. | .. | .. | 0·60                         |
| "   3000   "   3800                                     | .. | .. | .. | .. | ..  | .. | .. | .. | .. | 0·71                         |
| "   3800   "   4600                                     | .. | .. | .. | .. | ..  | .. | .. | .. | .. | 0·83                         |
| "   4600   "   5500                                     | .. | .. | .. | .. | ..  | .. | .. | .. | .. | 0·97                         |
| "   5500   "   6500                                     | .. | .. | .. | .. | ..  | .. | .. | .. | .. | 1·11                         |
| "   6500   "   7500                                     | .. | .. | .. | .. | ..  | .. | .. | .. | .. | 1·26                         |
| "   7500 for each additional 1000                       | .. | .. | .. | .. | ..  | .. | .. | .. | .. | 0·15                         |
| (ii) Distances traversed by sea                         |    |    |    |    |   |    |    |    |    |                              |
| a) expressed in nautical miles                          |    |    |    |    | b) expressed in kilometres after<br>conversion on the basis of one<br>nautical mile = 1·852 km. |    |    |    |    |                              |
| Up to 300 nautical miles                                | .. | .. | .. | .. | Up to 556 km.   | .. | .. | .. | .. | 0·19                         |
| Above 300 up to 600                                     | .. | .. | .. | .. | Above 556 up to 1111  | .. | .. | .. | .. | 0·27                         |
| "   600   "   1000                                      | .. | .. | .. | .. | "   1111   "   1852   | .. | .. | .. | .. | 0·33                         |
| "   1000   "   1500                                     | .. | .. | .. | .. | "   1852   "   2778   | .. | .. | .. | .. | 0·38                         |
| "   1500   "   2000                                     | .. | .. | .. | .. | "   2778   "   3704   | .. | .. | .. | .. | 0·43                         |
| "   2000   "   2500                                     | .. | .. | .. | .. | "   3704   "   4630   | .. | .. | .. | .. | 0·47                         |
| "   2500   "   3000                                     | .. | .. | .. | .. | "   4630   "   5556   | .. | .. | .. | .. | 0·50                         |
| "   3000   "   3500                                     | .. | .. | .. | .. | "   5556   "   6482   | .. | .. | .. | .. | 0·53                         |
| "   3500   "   4000                                     | .. | .. | .. | .. | "   6482   "   7408   | .. | .. | .. | .. | 0·56                         |
| "   4000   "   5000                                     | .. | .. | .. | .. | "   7408   "   9260   | .. | .. | .. | .. | 0·60                         |
| "   5000   "   6000                                     | .. | .. | .. | .. | "   9260   "   11112  | .. | .. | .. | .. | 0·64                         |
| "   6000   "   7000                                     | .. | .. | .. | .. | "   11112   "   12964   | .. | .. | .. | .. | 0·69                         |
| "   7000   "   8000                                     | .. | .. | .. | .. | "   12964   "   14816   | .. | .. | .. | .. | 0·72                         |
| "   8000   "   ..                                       | .. | .. | .. | .. | "   14816   "   ..  | .. | .. | .. | .. | 0·76                         |

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

3. The distances used to determine the transit charges according to the table in § 1 are taken from the "List of Kilometric Distances relating to Land Sectors for Mails in Transit" provided for in Article 112, § 2 (c), of the Detailed Regulations, as regards distances traversed by land, and from the "List of Shipping Lines" provided for in Article 112, § 2 (d), of the Detailed Regulations, as regards distances traversed by sea.

4. 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.

5. So far as the payment of transit charges is concerned, mis-sent 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 Administrations, but the latter remain liable for the appropriate transit charges to the Countries whose services they normally use.

#### ARTICLE 48

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

Items exempted from postal charges under Articles 8, 9 and 23 are exempted from all land and sea transit charges.

#### ARTICLE 49

##### **Extraordinary services**

The transit charges specified in Article 47 are not applicable to conveyance by extraordinary services specially established or maintained by a Postal Administration at the request of one or more other Administrations. The conditions of this class of conveyance are regulated by mutual consent between the Administrations concerned.

#### ARTICLE 50

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

1. General accounting for transit charges takes place annually on the basis of 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 126 of the General Regulations.

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

#### ARTICLE 51

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

1. Closed mails may be exchanged between the post offices of any Member-Country and the commanding officers of naval or air units or warships or military aircraft of the same Country stationed abroad, or between the commanding officer of one of those naval or air units or of any of those warships or military aircraft and the commanding officer of another unit or of another warship or military aircraft of the same Country, through the intermediary of the land or sea services of other Countries.

2. Letter post items enclosed in these mails must be confined to items 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 regulations, by the Postal Administration of the Country to which the ships or aircraft belong.

3. In the absence of special agreement, the 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 Article 47.



## PART III

### Air conveyance of letter post items

#### CHAPTER I

##### General Provisions

###### ARTICLE 52

###### Items eligible for air conveyance

1. All letter post items are eligible for air conveyance and are then called "air-mail correspondence".
2. Additionally, each Administration has the option of admitting aerogrammes, as defined in Article 53, for air conveyance.

###### ARTICLE 53

###### Aerogrammes

1. An aerogramme consists of a sheet of paper suitably folded and gummed, the dimensions of which, in that form, must be those of a postcard. The front of the sheet when folded in this way is reserved for the address: it must bear the printed indication "*Aérogramme*" and may also bear an equivalent indication in the language of the Country of origin. An aerogramme must not contain any article. It may be registered if the regulations of the Country of origin so permit.
2. Each Administration fixes, within the limits defined in § 1, the conditions of issue, manufacture and sale of aerogrammes.
3. Items of airmail correspondence posted as aerogrammes, but not fulfilling the conditions fixed above are treated in accordance with Article 57. Administrations have, however, the option of forwarding them in all cases by surface route.

###### ARTICLE 54

###### Surcharged and unsurcharged air-mail correspondence

1. Air-mail correspondence is divided, as regards charges, into surcharged air-mail correspondence and unsurcharged airmail correspondence.
2. In principle, air-mail correspondence is subject, in addition to the charges authorised by the Convention and various Agreements, to surcharges for air conveyance: the postal items mentioned in Articles 8 and 9 are liable to the same surcharges. All such correspondence is described as surcharged air-mail correspondence.
3. Administrations are permitted not to collect a surcharge for air conveyance, provided that they inform the Administrations of the Countries of destination of the fact: items accepted under these conditions are described as unsurcharged airmail correspondence.
4. With the exception of those originating from the International Bureau, items on postal service mentioned in Article 7 are exempt from air surcharge.
5. Aerogrammes, as described in Article 53, 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.

## ARTICLE 55

**Air surcharges or combined charges**

1. Administrations establish the air surcharges to be collected for forwarding. They have the option of allowing, for the fixing of surcharges, smaller weight steps than the units of weight laid down in Article 16. However, the surcharges must be closely related to conveyance costs and as a general rule their proceeds must not in total exceed the costs payable for such conveyance.

2. Surcharges must be uniform for the whole of the territory of a Country of destination whatever the route used.

3. Administrations may fix combined charges for the prepayment of air-mail correspondence.

4. Air surcharges must be paid before despatch.

5. The air surcharge for the return of the reply half of a reply-paid postcard must be paid at the time the reply half is returned.

6. 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 56

**Methods of denoting payment of postage**

Apart from the methods laid down in Article 20, the prepayment of air-mail correspondence may be represented by a manuscript indication, in figures, of the sum collected, expressed in the currency of the Country of origin, for example in the form: "*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 57

**Unpaid or underpaid surcharged air-mail correspondence**

1. Unpaid or underpaid air-mail correspondence which it is not possible to have regularised 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 Articles 19 and 22; items on which the payment 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. Below this limit, Articles 19 and 22 are applicable.

2. 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.

## ARTICLE 58

**Routing**

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 routing by surface means is more advantageous than the use of air lines.

3. Closed air mails should 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.

## ARTICLE 59

**Execution of operations at airports**

Administrations take the necessary steps to ensure the best conditions for the taking over and onward transmission of air mails arriving at their airports.

## ARTICLE 60

**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 addressed to their countries.

## ARTICLE 61

**Delivery**

Air-mail correspondence should be included in the first delivery following its arrival at the office of delivery.

## ARTICLE 62

**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 air surcharges or combined charges appropriate to the further air transmission, or indeed if these surcharges or combined charges are paid at the redirecting office by a third person, the items in question may be re-forwarded by air: in the first two cases the air surcharge or combined charge is collected, in principle, at the time of delivery of the item and is retained by the delivering Administration.

3. Correspondence sent by ordinary means on its first transmission may be re-forwarded by air, under the conditions laid down in §2.

4. Redirection envelopes and collective envelopes are forwarded to the new destination by the means of transport normally used for uncharged correspondence, unless the air surcharge or combined charge is paid in advance to the redirecting office, or the addressee or the sender, as the case may be, undertakes to pay the air surcharges or the combined charges appropriate to the further air conveyance in accordance with §2.

## CHAPTER II

### Air Conveyance Charges

#### ARTICLE 63

##### General principles

1. The air conveyance costs for closed air mails are borne by the Administration of the Country of origin of the mails.

2. Any Administration which provides, as an intermediary, for the conveyance by air of air-mails or of 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* which is mis-sent or is exempt from transit charges.

3. The conveyance payments referred to in §2 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.

4. Unless agreement has been reached that no charge should be made, any Administration of destination which undertakes air conveyance of mail within its own Country is entitled to payment for the conveyance. This payment must be uniform for all air-mails originating abroad whether or not this mail is re-forwarded by air.

5. In the absence of special agreement between the Administrations concerned, Article 47 applies to air-mail correspondence for any transit by land or by sea: nevertheless, no transit charges are payable for:—

- a) the transshipment 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 64

##### Basic rates and calculation of conveyance charges relating to closed mails

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.

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 203, §1 (b), of the Detailed Regulations 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. 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 charges are calculated on the basis of the rates prescribed in §1, and according to the weighted average distances of the sectors flown by international mail on the internal network. The weighted average distance is determined in terms of the gross weight of all the air-mails arriving at the Country of destination, including the mail which is not reforwarded by air in the interior of that Country.

4. The product of the charges referred to in §3 must not exceed in total the amounts which actually have to be paid for conveyance.

5. The rates for internal and international air conveyance (obtained by multiplying the effective basic rate by the distance), which are used in calculating the charges mentioned in §2 and §3, are rounded up or down to the nearest 10 gold centimes according to whether or not the number made up by the figure of centièmes and that of millièmes exceeds 50.

#### ARTICLE 65

##### **Calculation of and accounting for charges for air conveyance of air-mail correspondence in transit à découvert**

1. Air conveyance charges for air-mail correspondence in transit à découvert are calculated, in principle, as indicated in Article 64, §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 one or more lines 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.

2. 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 relating to a group of Countries of destination and fixed according to the weight of mail offloaded at different destinations within the group. The product of these charges must not exceed in total the amounts which have to be paid for conveyance.

3. Accounting for charges for air conveyance of air-mail correspondence in transit à découvert takes place, in principle, on the basis of the data of statistical returns compiled once every six months over a period of fourteen days.

4. Nevertheless, the intermediate Administration has a right to payment on the basis of the actual weight in the case of misrouted correspondence or correspondence posted on board ship or sent to the Administration at irregular intervals or in too varying amounts.

## ARTICLE 66

**Payment of charges**

1. Air conveyance charges are payable, apart from the exceptions provided for in §2 and §3 to the Administration of the Country which controls the air service used.

2. Notwithstanding §1, the conveyance charges may be paid to the Administration of the Country in which the airport is situated at which the air-mails are taken over by the air transport undertaking, subject to an agreement between this Administration and that of the Country which controls the air service concerned.

3. Notwithstanding §1, the Administration which hands over air-mails to an air transport undertaking may settle direct with that undertaking for the conveyance charges for all or part of the distance flown, subject to the agreement of the Administration which controls the air service used and, if appropriate, to the agreement of the intermediate Administrations.

4. Any Administration which forwards air-mail correspondence in transit *à découvert* to another Administration must pay to that Administration all the conveyance charges due for the whole of the onward distance flown.

## ARTICLE 67

**Payment for air conveyance of diverted mails**

1. The Administration of origin of a mail which has gone off its route in course of conveyance is due to pay the charge for conveyance of the mail as far as the airport of offloading initially provided for on the delivery bill AV7.

2. It also settles the costs of reforwarding which relate to the sectors actually covered subsequently by the mail in order to reach its place of destination.

3. The supplementary costs relating to the sectors subsequently covered by the diverted mail are reimbursed as follows:—

- a) by the Administration whose services have committed the error in the case of misrouteing;
- b) by the Administration which has collected the charges paid over to the air company when the latter has offloaded in a place other than that which is shown on the delivery bill AV7.

## ARTICLE 68

**Payment for air conveyance of mail which is lost or destroyed**

In case of loss or destruction of mail as the result of an accident occurring to the aircraft or through any other cause involving the responsibility of the air transport undertaking, no conveyance charge is due, in respect of the mail which is lost or destroyed, for any part of the flight of the line used.

## PART IV

### Final Provisions

#### ARTICLE 69

##### Conditions of approval of proposals concerning the Convention and its Detailed Regulations

1. To become effective, proposals submitted to Congresses relating to this Convention and its Detailed Regulations must be approved by a majority of Member-Countries present and voting. Half of the Member-Countries represented at the Congress must be present at the time of voting.

2. To become effective, proposals introduced between two Congresses relating to this Convention and its Detailed Regulations must obtain:—

- a) unanimity of votes if they involve amendments to Articles 1 to 14 (Part I), 15, 16, 19, 22, 23, 36, 37, 39 to 51 (Part II), 69 and 70 (Part IV) of the Convention, to any of the Articles of its Final Protocol or to Articles 102 to 104, 105, § 1, 127, 161, 165, 175, 176 and 204 of its Detailed Regulations;
- b) two-thirds of the votes if they involve amendments of substance to provisions other than those mentioned under (a);
- c) a majority of the votes if it is a question of:—
  - i) editorial amendments to the provisions of the Convention and its Detailed Regulations other than those mentioned under (a);
  - ii) interpretation of the provisions of the Convention, its Final Protocol and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in Article 32 of the Constitution.

#### ARTICLE 70

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

This Convention shall come into operation on the 1st January, 1966 and shall remain in force until the coming into operation of the Acts of the next Congress.

In witness whereof the Plenipotentiaries of the Governments of the Member-Countries have signed this Convention in a single original which shall be deposited in the Archives of the Government of the Country in which the seat of the Union is situated. A copy of it shall be delivered to each Party by the Government of the Country in which the Congress is met.

Done at Vienna the 10th of July, 1964.

#### SIGNATURES

*(The same as for the Constitution: see above in this volume.)*

## FINAL PROTOCOL TO THE UNIVERSAL POSTAL CONVENTION

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

### ARTICLE I

#### Ownership of postal items

1. Article 4 does not apply to the Commonwealth of Australia, Canada, the Republic of Cyprus, Ghana, the United Kingdom of Great Britain and Northern Ireland, the Overseas territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland are responsible, the Irish Republic, Jamaica, Kuwait, Malaysia, the Federal Republic of Nigeria, New Zealand, Uganda, the United Arab Republic, Sierra Leone, the United Republic of Tanganyika and Zanzibar, Trinidad and Tobago, the Arab Republic of Yemen and the Federal Socialist Republic of Yugoslavia.

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

### ARTICLE II

#### Exception to the exemption of literature for the blind from postal charges

Notwithstanding Articles 9 and 16, those Member Countries which do not concede exemption from postal charges to literature for the blind in their internal service have the option of making the charges mentioned in Article 9 which must not, however, exceed those in their internal service.

### ARTICLE III

#### Equivalents. Maximum and minimum limits

1. Each Member Country has the option of increasing by 60% or reducing by 20%, at most, the charges prescribed in Article 16, § 1, in accordance with the following table:

| Category<br><br>1                                | Charges              |                      |
|--|----------------------|----------------------|
|  | Upper limit<br><br>2 | Lower limit<br><br>3 |
| Letters { first weight step .....                | c.<br>40             | c.<br>20             |
| { each succeeding step .....                     | 24                   | 12                   |
| Postcards { single .....                         | 24                   | 12                   |
| { reply-paid .....                               | 48                   | 24                   |
| Printed papers { first weight step .....         | 19·2                 | 9·6                  |
| { each succeeding step .....                     | 9·6                  | 4·8                  |
| Literature for the blind .....                   | —                    | —                    |
| Samples of merchandise { first weight step ..... | 19·2                 | 9·6                  |
| { each succeeding step .....                     | 9·6                  | 4·8                  |
| Minimum charge .....                             | 40                   | 20                   |
| Small packets, per 50 grammes .....              | 19·2                 | 9·6                  |
| Minimum charge .....                             | 80                   | 40                   |
| “Phonopost” items, per 50 grammes .....          | 32                   | 16                   |



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

#### ARTICLE IV

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

1. Notwithstanding Article 16, Member Countries have the right not to apply to printed papers and samples of merchandise the charge fixed for the first weight step, and to apply for that step the charge of 6 centimes; but they may apply a minimum charge of 12 centimes to samples of merchandise. When printed papers and samples of merchandise are brought together in a single item, the charge should be the minimum charge for samples of merchandise.

2. Exceptionally, Member Countries are authorised to bring their international rate for printed papers and samples of merchandise up to those laid down by their legislation for items of the same nature in their internal service.

#### ARTICLE V

##### **Ounce avoirdupois**

Notwithstanding the table in Article 16, § 1, Member Countries which by reason of their internal system are unable to adopt the metric-decimal system of weight have the option of substituting for it the ounce avoirdupois (28.3465 grammes), taking one ounce as equivalent to 20 grammes for letters and two ounces as equivalent to 50 grammes for printed papers, samples of merchandise, small packets and "Phonopost" items.

#### ARTICLE VI

##### **Small packets**

The obligation to operate the small packet service does not apply to Member Countries which find it impossible to introduce this service.

#### ARTICLE VII

##### **Exception to the provisions concerning printed papers**

Notwithstanding the provisions of Articles 16, §§ 2 and 3, 20, § 2, and 39, § 2, and inasmuch as items containing printed papers exceeding the limits of weight of 3 kilogrammes or 5 kilogrammes respectively are not admitted in the internal service of Ethiopia, items of this nature are, equally, inadmissible in the international letter post service of this Country, irrespective of the method of despatch whether in ordinary bags or in specially labelled bags.

#### ARTICLE VIII

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

Notwithstanding Article 16, § 8, the Postal Administrations of the following Countries are authorised not to admit in registered letters the articles of value mentioned in the said § 8: the Argentine Republic, the United States of Brazil, Chile, El Salvador, India, Mexico, Pakistan, Peru, the United Arab Republic and the Republic of Venezuela.

## ARTICLE IX

**Posting abroad of letter post items**

A Member Country is not bound to forward or deliver to the addressees letter post items which senders resident in its territory post or cause to be posted in a foreign Country with the object of profiting by the lower charges in force there: the same applies 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 has the right either to return the items in question to origin or to charge postage on them at its internal rates. The method by which the charges are collected is left to its discretion.

## ARTICLE X

**International reply coupons**

Notwithstanding Article 24, § 1, Postal Administrations are permitted not to undertake the sale of international reply coupons, or to limit their sale.

## ARTICLE XI

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

Article 26 does not apply to the Republic of South Africa, the Commonwealth of Australia, Burma, Canada, the United Kingdom of Great Britain and Northern Ireland, to those of the Overseas territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland are responsible, to the Irish Republic, Jamaica, Kuwait, Malaysia, the Federal Republic of Nigeria, New Zealand, Uganda, Sierra Leone, the United Republic of Tanganyika and Zanzibar, and to Trinidad and Tobago, whose legislation does not permit withdrawal from the post or alteration of address of letter post items at the sender's request. Equally that Article does not apply to India so far as it relates to alteration of address of letter post items. The Argentine Republic does not, for its part, give effect to requests for withdrawal from the post or alteration of the address originating from Countries which have made reservations regarding Article 26.

## ARTICLE XII

**Charges other than postage**

1. Member Countries whose internal service charges, other than the postage rates laid down in Article 16, are higher than those which are fixed in the Convention are authorised to apply them also in the international service.

2. Notwithstanding Article 36, § 3, the Postal Administrations of the Argentine Republic, the Republic of Cuba, Peru and the Philippines are authorised not to accept printed papers despatched in special registered bags. Consequently the special indemnity laid down for these items in Article 39, § 2, cannot be claimed from those Administrations.

## ARTICLE XIII

**Special transit charges for conveyance in transit 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 47, § 1, table (i) (distances traversed by land) for each kilogramme of letter post items 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 47, § 1, table (i) (distances traversed by land) for each kilogramme of letter post items conveyed in transit over the Argentine section of the "Ferrocarril Trasandino".

#### ARTICLE XIV

##### **Special transit conditions for Afghanistan**

Notwithstanding Article 47, § 1, the Postal 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 Postal Administrations concerned.

#### ARTICLE XV

##### **Special storage charges at Aden**

Exceptionally, the Postal 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 payment in respect of land or sea transit for those mails.

#### ARTICLE XVI

##### **Exceptional air surcharge**

By reason of 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 air surcharge throughout the whole territory of the U.S.S.R. for all the Countries of the world. This surcharge is not to exceed the actual expenses occasioned by the conveyance of letter post items by air.

#### ARTICLE XVII

##### **Compulsory routeing indicated by the Country of origin**

The Federal Socialist Republic of Yugoslavia will recognise only the costs of the conveyance effected in accordance with the provision concerning the line shown on the bag labels (AV8) of air-mail despatches.

In witness whereof, the Plenipotentiaries below have drawn up this Protocol, which shall have the same force and the same validity as if its provisions were inserted in the text of the Convention itself, and they have signed it in a single original which shall be deposited in the Archives of the Government of the Country in which the seat of the Union is situated. A copy shall be delivered to each Party by the Government of the Country in which the Congress is held.

Done at Vienna, the 10th of July, 1964.

#### SIGNATURES

*(The same as for the Constitution: see above in this volume.)*

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## DETAILED REGULATIONS FOR IMPLEMENTING THE UNIVERSAL POSTAL CONVENTION

Having regard to Article 22, § 5, of the Constitution of the Universal Postal Union,<sup>1</sup> the undersigned, on behalf of their respective postal Administrations, have, by common consent, drawn up the following measures for ensuring the implementation of the Universal Postal Convention.

### PART I GENERAL PROVISIONS

#### CHAPTER I

##### Rules applicable in common throughout the International Postal Service

###### ARTICLE 101

###### Preparation and settlement of accounts

1. Each Administration draws up its accounts and refers them in duplicate to the others concerned. One 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 liquidation account between the two Administrations.

2. In the total of each account made out in gold francs, centimes are ignored.

3. In accordance with Article 112, § 5, of the General Regulations 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 102

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

1. Subject to Article 13 of the Convention, the rules of 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 liquidation accounts or statements established without its intervention; they also relate to the settlement of differences, of interest or, where applicable, 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 kinds, 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 transactions devolved to an organisation or company under the control of a postal Administration if that Administration objects.

<sup>1</sup> See above in this volume.

## ARTICLE 103

## 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, they may act in accordance with special monetary agreements existing between the Countries to which they belong.

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. Use may be made also of the postal credit transfer system, with exemption from charges; or, in the case of very small sums (100 francs or less), of the postal money order system.

4. The transfer of funds referred to in § 3 is made:

a) in principle in a gold-based currency, that is to say 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, it is for the creditor Country to designate 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 evaluated in a gold-based currency on the basis of the fixed parity of that currency, then in 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 one place and another, the amount of the settlement effected by virtue of §§ 5 or 6 differs by more than 0.5%, downwards or upwards, from that which would be arrived at by applying the rates in force on the same day in the creditor Country, the settlement becomes due to 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 the gold-based currency or in 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 is to 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 are applied 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 must 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 charges, deposits, commission, 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 must 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 liquidation 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 of the instrument of payment (cheque, draft, etc.) or the signing 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 early enough that it wishes to modify the conditions of settlement agreed upon (§ 4 (b)) 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.

#### ARTICLE 104

##### Fixing of equivalents

1. Administrations fix the equivalents of the postal charges prescribed in the Convention and the Agreements and the selling price of international reply coupons after consultation with the International Bureau which is responsible for their notification. To this end each Administration is required to make known to the International Bureau 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 International Bureau publishes a compendium showing, for each Country, the equivalents of the charges, the conversion factor and the selling price of the international reply coupons mentioned in § 1 and indicating, where applicable, the percentage increase or decrease in postage applied under Article III of the Final Protocol to the Convention.

4. Monetary fractions resulting from the supplementary charge appropriate to underpaid letter post items 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 for the indemnities prescribed in Article 39 of the Convention.

#### ARTICLE 105

##### **Postage stamps. Notification of issues and exchange between Administrations**

1. Each new issue of postage stamps is notified by the Administration concerned to all other Administrations, with the necessary information, through the intermediary of the International Bureau.

2. Administrations exchange through the intermediary of the International Bureau three sets of their postage stamps.

#### ARTICLE 106

##### **Postal identity cards**

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

2. These cards are made out on forms in accordance with the annexed specimen C 25 supplied by the International Bureau.

3. At the time of application the applicant hands in his photograph and proves his identity. Administrations issue the necessary instructions to ensure that cards are 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 the card and issues it to the applicant after having obtained his signature.

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

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

## ARTICLE 107

**Distant Countries and those considered as such**

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 108

**Period of retention of documents**

1. Documents of the international service should 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 should be kept until the matter has been settled. If the initiating Administration, being 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 109

**Telegraphic addresses**

1. For telegraphic communications which they exchange between themselves, Administrations use the following telegraphic addresses:

- a) "Postgen" for telegrams intended for central Administrations;
- b) "Postbur" for telegrams intended for post offices;
- c) "Postex" for telegrams intended for offices of exchange.

2. These telegraphic addresses 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 and 3, completed as necessary by the indication of the despatching office, serve also as the signature to telegraphic communications.

## ARTICLE 110

**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.

## CHAPTER II

**International Bureau. Information to be supplied. Publications**

## ARTICLE 111

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

1. 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 178, § 3, 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 49 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;
  - 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 desirable 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 the international service. They also furnish, as far as possible, other works published in their Country concerning the postal service.

## ARTICLE 112

### Publications

1. The International Bureau publishes, on the basis of information supplied in accordance with the provisions of Article 111, an official compendium of information of general interest relating to the implementation of the Convention and of its Detailed Regulations in each member-Country. In addition, it publishes similar compendia relating to the implementation of the Agreements and their Detailed Regulations, on the basis of the information supplied by the Administrations concerned in accordance with the relative provisions in the Detailed Regulations of each of the Agreements.

2. It also publishes, from information supplied by Administrations and, if appropriate, the United Nations Organisation as regards letter (g):

- a) a list of addresses, of heads and senior officials of postal Administrations;

- b) a directory of post offices;
  - c) a list of kilometric distances relating to land sectors of mails in transit;
  - d) a list of shipping lines;
  - e) a list of distant Countries and Countries treated as such;
  - f) a compendium of equivalents;
  - g) a list of prohibited articles; this list also includes narcotics prohibited under the multilateral treaties on narcotics;
  - h) a compendium of information about the organisation and internal services of postal Administrations;
  - i) a compendium of postal Administrations' internal charges;
  - j) statistical data relating to the postal services (internal and international);
  - k) studies, opinions, reports and other statements relating to the postal service;
  - l) a general catalogue of information of every kind concerning the postal service and of the documents in the lending service (UPU Catalogue).
3. Finally, it publishes:
- i) a telegraphic code of the international postal service (UPU telegraphic code);
  - ii) a multilingual vocabulary of the international postal service.
4. Amendments to the various documents listed in §§ 1 to 3 are notified by circular, bulletin, supplement or other convenient means.

#### ARTICLE 113

##### Distribution of Publications

1. The documents published by the International Bureau are distributed to Administrations in accordance with the following rules:

- a) all documents, excepting the review "*Union Postale*" and the dictionary of post offices, in accordance with the following distribution scale:

|                       |   |   |   |   |   |   |   |
|-----------------------|---|---|---|---|---|---|---|
| class of contribution | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| number of copies      | 8 | 7 | 6 | 5 | 3 | 2 | 1 |

- b) the review "*Union Postale*" and the dictionary of post offices:

in the proportion of the number of contribution units assigned to each Administration under Article 124 of the General Regulations. However, where Administrations so request it, the dictionary of post offices can be distributed at the maximum rate of ten copies per contribution unit.

2. Administrations may, by special request, obtain free of charge from the International Bureau, additional copies of all the Universal Postal Union publications, or of certain of them only, up to the number of contribution units assigned to them. Exceptionally, Administrations in Class 7 may request one additional free copy.

3. Over and above the number of copies distributed in accordance with the provisions of §§ 1 (b) and 2, Administrations may purchase International Bureau documents at cost price.

4. Documents published by the International Bureau are also sent to restricted Unions.

**PART II**  
**PROVISIONS CONCERNING THE LETTER POST**

**SECTION I**

**Conditions of acceptance of letter post items**

**CHAPTER I**

**Provisions applicable to all categories of items**

**ARTICLE 114**

**Address. Make-up**

1. Administrations should recommend the public:
  - a) to reserve the whole of the right-hand half at least of the address side for the address of the addressee, postage stamps or postal franking impressions, and service instructions or labels;
  - b) to write legibly the address in Roman letters and in Arabic figures setting it out on the right-hand side lengthwise;
  - c) to write the names of the place and Country of destination in capita letters;
  - d) 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 or misunderstanding;
  - 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 add the word "Letter" to the address side of letters which, because of their volume or make-up, might be confused with items prepaid at a reduced rate;
  - g) as regards items sent at a reduced rate, to show by the indications "Printed papers", "Printed papers at reduced rate", "Samples of merchandise" or "Literature for the blind", the category to which they belong;
  - h) to show the addresses of the sender and the addressee inside the item and as far as possible on the contents, or, should the case arise, on a tie-on label, preferably of parchment, which should be securely attached to the item; this should apply particularly when unsealed items are concerned.
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. If the wrapping or the contents are not suitable for the writing of the address and the service indications, or for the application of the postage stamps or postal franking impressions, the sender should securely attach to the item an address label of the size specified in Article 16, § 1, of the Convention. This should also be done if date-stamping is likely to cause damage to the item.

4. Postage stamps or postal franking impressions should be applied in principle to the address side, and as far as possible, at the upper right-hand corner. However, it is up to the Administration of origin to treat items whose payment does not conform to this condition, in accordance with internal legislation.

5. Non-postal stamps and charity or other labels likely to be mistaken for postage stamps cannot be used on the address side. This also applies to stamp impressions which could be mistaken for franking impressions.

#### ARTICLE 115

##### ***Poste restante items***

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

#### ARTICLE 116

##### **Items sent free of postal charges**

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 8, §§ 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 expressions prescribed in §§ 1 and 2 may be followed by a translation.

#### ARTICLE 117

##### **Items subject to customs control**

1. Items to be submitted to customs control should bear on the front an adhesive green label in the form of the annexed specimen C 1, or be provided with a tie-on label in the same form. As regards small packets, the use of one of these labels 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 this 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, radioactive materials and urgently required medicines which are difficult to obtain.

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

5. Administrations must do their utmost to inform senders of the correct way to complete the labels C 1 or customs declarations, although they accept no responsibility for the customs declarations.

## ARTICLE 118

**Items for delivery free of charges**

1. Items to be delivered to the addressees free of charges shall bear in bold letters on the front the heading "*Franc de taxes et 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 taxes et 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 sender's entries may be made with the use of carbon paper. The text shall include the undertaking prescribed in Article 33, § 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

**Rules relating to the packing of items**

## ARTICLE 119

**Make-up. Packing**

1. Administrations should recommend the public to make-up items securely, particularly if they are intended for distant Countries. In every case, items are to be made up so that other items do not run the risk of being trapped.

2. Items containing articles of glass or other fragile materials, liquids, oils, fatty substances, dry powders, colouring or not, live bees, leeches, silk-worm eggs or the parasites referred to in Article 28, § 1, of the Convention should be packed in the following manner:

- a) articles of glass or other fragile objects must be packed in a box of metal, wood or strong cardboard, filled with paper, wood shavings or other protective material of a similar nature, to prevent any friction or knocks in the course of transport either between the objects themselves, or between the objects and the sides of the box;



- 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 other stout, thick material;
  - 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. 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. In this case, the address of the addressee should be indicated, as far as possible, on the object itself or, failing that, on an address label, of the size specified in Article 16, § 1, of the Convention, which should be securely attached to the item.

#### ARTICLE 120

##### **Make-up. Perishable biological substances**

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 glass or plastic materials with thick sides, 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 (medicated cotton wool, swan's down cloth or flannelette) wrapped round the container 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 the following indication and symbol:

*For illustration see French text.<sup>1</sup> The translation “Perishable biological substances” will also appear in accordance with Article 11, § 2, of the Convention.*

- 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 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 the following indication and symbol:

*For illustration see French text.<sup>1</sup> The translation “Perishable biological substances” will also appear in accordance with Article 11, § 2, of the Convention.*

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<sup>1</sup> See above in this volume.

## ARTICLE 121

**Make-up. Radioactive materials**

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

2. Any item containing radioactive materials should be provided by the sender with a special white label bearing the words "*Matières radioactives*" (Radioactive materials), which label shall be officially obliterated should the packing be returned to the place of origin. These items should bear in addition to the name and address of the sender, a conspicuous request for the return of the items in the event of non-delivery.

3. The sender should show his name and address and the contents of the item on the inner wrapping.

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

## ARTICLE 122

**Make-up. Verification of contents**

1. Items other than letters or postcards should be made up in such a way that their contents are sufficiently protected but so as not to hinder a quick and easy verification.

2. They should be placed either in a wrapper, on a roller or between cardboard; in open bags, boxes, envelopes or containers or in closed, unsealed bags, boxes, envelopes or containers, but which can be easily opened and reclosed without being dangerous; or shall be done up with a string which is easy to untie.

3. Exceptionally, articles which would be spoilt if packed according to the general rules and samples of merchandise 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.

## ARTICLE 123

**Items in panel envelopes**

1. Items in envelopes with a transparent address panel are admissible. However, 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.

## CHAPTER III

## Special provisions applicable to each category of items

## ARTICLE 124

## Letters

Subject to the observance of the rules relating to the packing of items, no condition is laid down for the form or closing of letters. The space on the front necessary for the address, the postage and the service instructions or labels is to be left completely clear.

## ARTICLE 125

## Single postcards

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

2. 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 picture postcards of private manufacture.

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

4. The right-hand half at least of the front is reserved for the address of the addressee, for prepayment and for service instructions or labels. The sender may make use of the back and of the left-hand half of the front, subject to § 5.

5. 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, tabs 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.

6. 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 126

## Reply-paid postcards

1. Reply-paid postcards shall bear in French on the front of the first half the printed 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 or postal franking impressions 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 127

##### Printed papers

1. Reproductions on paper, cardboard or other materials commonly used in printing produced in several identical copies by means of a mechanical or photographic process involving the use of a block, stencil or negative, may be sent as printed papers. The Administration of origin is to decide whether the object in question has been reproduced on an admissible material and by an admissible process.

2. The following are admitted at the printed paper rate:

- a) letter post items exchanged between pupils of schools, provided that these items are sent through the principals of the schools concerned;
- b) pupils' exercises in the original or with corrections but without any note which does not relate directly to the performance of the work;
- c) manuscripts of works or for newspapers;
- d) musical scores or sheets of music in manuscript.

3. The items laid down in §§ 1 and 2 are subject to the regulations of Article 122 as regards form and make-up.

4. The following may not be sent as printed papers:

- a) papers obtained by means of a typewriter of any type;
- b) copies obtained by means of tracing, by handwriting or by typewriting on any type of machine, as well as by heliography;
- c) copies obtained by means of stamps with or without moveable type;
- d) articles of stationery, properly so-called, bearing reproductions when it seems clear that the printed part is not the essential part of the article;
- e) films and sound recordings.

5. Several copies obtained by admissible processes, may be sent together in a single printed papers item; they should not bear the names and addresses of different senders or addressees.

6. Cards bearing the title "*Carte postale*" (Postcard), or the equivalent of this title in any language, are admitted at the printed paper rate, provided that they satisfy the general conditions applicable to printed papers. Those which do not fulfil these conditions are treated as postcards or even as letters, by the application of Article 125, § 6.

## ARTICLE 128

**Printed papers. Authorised annotations and enclosures**

1. It is permissible to show on printed papers, by any process:
  - a) the name and address of the sender and the addressee with or without showing the status, profession and style;
  - b) the place and date of despatch of the item;
  - c) the serial or registration number referring solely to the item.
2. In addition to these particulars it is permitted:
  - a) to delete, mark or underline certain words or certain parts of the printed text;
  - b) to correct printing errors.
3. The additions and corrections specified in §§ 1 and 2 should have a direct bearing on the content of the reproduction; they should not be of such a nature as to constitute a conventional language.
4. It is also permissible to show or to add:
  - a) 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";
  - b) on the forms used by the lending services of libraries: the titles of the works, the number of copies asked for or sent, the names of the authors and of the publishers, the catalogue numbers, the number of days allowed for reading, the name of the person wishing to consult the work in question;
  - c) on illustrated printed cards, on printed visiting cards and on printed cards expressing felicitations or condolences: conventional formulas of courtesy expressed in five words or five initials at the most;
  - d) on printed literary and artistic productions: a dedication consisting of a simple conventional expression of regard;
  - e) on cuttings from newspapers and periodicals: the title, date, number and address of the publication from which the article is taken;
  - f) 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;
  - g) 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;
  - h) 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;

- i) 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;
  - j) on advices of change of address: the old and the new address and the date of the change.
5. Finally, it is permitted to enclose:
- a) with all printed papers: a card, envelope or wrapper bearing the printed address of the sender of the item; all of which may be prepaid for return by means of postage stamps of the Country of destination of the item;
  - b) with literary or artistic printed works: the relative open invoice, reduced to its essential elements together with a deposit note bearing the printed particulars of a current postal account or an international money order form of the Country of destination of the item, on which it is also permissible, after it has been agreed by the Administrations concerned, to show the amount to be paid and the address of the beneficiary of the money order;
  - c) with fashion papers: cut-out pattern forming, according to the indications appearing on them, an integral part of the copy of the paper with which they are sent.

#### ARTICLE 129

##### **Printed papers in the form of cards**

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

2. 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.

#### ARTICLE 130

##### **Literature for the blind**

Letters bearing writing used by the blind posted unsealed and plates bearing the characters of writing used by the blind may be sent as literature for the blind. The same 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 131

##### **Samples of merchandise**

1. A sample is a specimen or a fragment of merchandise which is sent out free of charge to advertise it and enable it to be assessed by prospective buyers, and which is not intended for exchange with a third person for payment; this latter characteristic should be confirmed by the words "*Spécimen gratuit*" (Free specimen) or "*Echantillon gratuit*" (Free sample) (or its equivalent in a language understood in the Country of destination) indelibly marked on the article itself, or on the packing if it is inseparable from the article; these words should also appear on the address of the item. In case of doubt, the Administration of origin may request that the article should be defaced in such a way that it can no longer be offered for sale.

2. Tubes of serum and vaccine and medicines which are urgently required and difficult to obtain, are admitted at the tariff for samples of merchandise. These articles, however, may not be sent for a commercial purpose unless they are sent in the general interest by officially recognised laboratories or institutions. Their packing should conform to the regulations laid down in Articles 119 and 122.

#### ARTICLE 132

##### **Samples of merchandise. Authorised annotations**

It is permitted to show on the outside or on the inside of items of samples of merchandise and, in the latter case, on the sample itself or on a special sheet, the address of the sender and the addressee with the indications in use in commercial traffic, a manufacturer's or trade mark, a reference to a correspondence exchanged between the sender and the addressee, a short note referring to the manufacturer and to the person supplying the goods or concerning the person for whom 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 133

##### **Small packets**

1. Small packets shall bear in bold letters on the front the expression "*Petit paquet*" (Small packet) or its equivalent in a language known in the Country of destination.

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 sender should appear on the outside of the items.

#### ARTICLE 134

##### **"Phonopost" items**

1. The following may be sent as "Phonopost" items: gramophone records and tapes, wires or other similar materials, whether or not bearing a sound recording. In addition to the ordinary particulars the sender shall mark the word "Phonopost" in bold letters on the front of the item.

2. It is permitted to enclose in the item, in one or more languages, a printed notice relating to the method of playing the recording, together with needles, suitably protected, for use in playing the recording.

#### ARTICLE 135

##### **Combination of articles of different categories in a single item**

1. Printed papers and samples of merchandise may be combined in a single item, on condition that:

- a) the total weight does not exceed 3 kilogrammes per item and that the weight of samples of merchandise does not exceed 500 grammes;
- b) the size of the item does not exceed that for letters;
- c) the charge paid is at least the minimum charge for samples of merchandise;



d) when the item contains printed papers at the reduced rate, they, nevertheless, are subject to the charge applicable to the rest of the contents.

2. When articles liable to different charges are contained in the same item, the charge applicable to the latter for its total weight is that of the category of items subject to the highest tariff.

3. The make-up and packing of the items specified in § 1 are regulated by Articles 119 and 122.

## SECTION II

### Registered Items

#### CHAPTER I

##### ARTICLE 136

##### Registered items

1. Registered items shall bear in bold letters on the front the heading “*Recommandé*” (Registered), accompanied, if necessary, by a similar indication in the language of the Country of origin.

2. Apart from the exceptions below, no special condition as to form, closing or method of address is prescribed for those items.

3. Items bearing an address written in pencil or composed of initials are 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. Nevertheless, Administrations whose internal regulations at present forbid the use of labels are permitted to postpone the introduction of this arrangement and to distinguish registered items by the use of a stamp clearly reproducing the impression of the indication of the label C 4.

5. Administrations which have adopted in their internal service the system of mechanical acceptance of registered items, may, instead of using label C 4, specified in § 4, print directly on the items in question, on the address side, the service indications, or affix in the same place, a strip reproducing the same indications.

6. No serial number shall be placed on the front of registered items by the intermediate Administrations.

##### ARTICLE 137

##### 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. The items mentioned in § 1 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 in accordance with Article 138. The office of origin enters at the head of form C 5 the indication “*Duplicata de l’avis de reception, etc.*” (Duplicate of the advice of delivery, etc.).

#### ARTICLE 138

##### Advice 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 detailed arrangements adopted by Administrations, under Article 150, for the transmission of enquiries about registered items, apply to requests for advices of delivery made after posting.

3. The form C 5 is attached to an enquiry form C 9 referred to in Article 150; this enquiry form, which must have a postage stamp affixed to it, or bear an indication of the charge collected, is dealt with in accordance with the said Article 150. Form C 5 remains attached to the enquiry, unless the item has been duly delivered, in which case the office of destination withdraws this form in order to return it in the manner prescribed in Article 137, § 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 137, §§ 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.

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

#### ARTICLE 139

##### 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 140

## Application of the date-stamp

1. Letter-post items are impressed on the front by the office of origin with the imprint of a date-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 date-stamp should show which is the office of posting.

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

- a) for items franked 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 items franked 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 left uncanceled 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 cases are these postage stamps impressed with the date-stamp.

5. Mis-sent items, 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 items 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 these items are 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 141

## Express items

Items to be delivered by express are provided, beside the indication of the place of destination, with a printed label, bright red in colour, bearing the indication “*Exprès*” (Express) in bold letters. In the absence of a label, the word “*Exprès*” must be written very boldly, in capital letters, in red ink or red pencil.

## ARTICLE 142

**Unpaid or underpaid items**

1. Items on which a charge is to be collected after posting, either from the addressee or, in the case of undeliverable items, from the sender, are marked with the T stamp (postage due) in the middle of the upper part of the front: beside the impression of this stamp the Administration of origin enters very legibly in the currency of its Country the double or single amount, as the case may be, of the underpayment, and under a fraction line, that of its charge valid for the first weight step for letters.

2. In the case of reforwarding or return, the application of the T stamp and the indication in accordance with § 1 of the amounts in the form of a fraction are the responsibility of the reforwarding Administration. However in the case of items originating in Countries which apply reduced charges in the service with the reforwarding Administration, it rests with the Administration which effects delivery to determine the amount of underpayment.

3. The delivering Administration marks the item with the charge to be collected. It determines this charge by multiplying the fraction resulting from the data mentioned in § 1 by the amount, in its national currency, of the charge applied in the international service to the first weight step for letters.

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

5. If the fraction laid down in § 1 has not been shown beside the T stamp by the Administration of origin or the reforwarding Administration in case of non-delivery, the Administration of destination has the right to deliver the underpaid item without collecting a charge.

6. 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 143

**Return of Part A of franking notes  
Recovery of postal and other 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 Parts A of franking notes on which charges have been raised to be returned 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 are 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 taxes et de droits*" (Free of postal and other 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 intended for 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 144

##### **Redirected items**

1. Items addressed to addressees who have changed their address are 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 the charge laid down in Article 22, § 1, of the Convention, calculated, however, in terms of the single amount of 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. The same procedure applies to items reforwarded by air, as far as the air surcharge for the further transmission is concerned.

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 postal charges within a Country are subject to the charge laid down in Article 22, § 1, of the Convention, which charge is calculated, however, in terms of the single amount of the prepayment charge which would have been payable if these items had been addressed directly from the place of origin to the place of the new destination.

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

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

8. The customs duty and other charges of which it has not been possible to secure cancellation on redirection or on return to origin (Article 146), 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 charges 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 reforwarding office should strike through the label or the indication “*Exprès*” (Express) by two thick horizontal lines.

#### ARTICLE 145

##### Collective redirection of letter post items

1. Unregistered items to be redirected to the same person at a new address may be enclosed in special envelopes in the form of the annexed specimen C 6 supplied by Administrations and on which only the name and the new address of the addressee are to be written. Moreover, when the number of items to be collectively reforwarded justifies it, a bag may be used. In this case the details required must be entered on a special label provided by the Administration and printed, generally, on the pattern of Envelope C 6.

2. Neither items to be submitted to customs control nor items of which the shape, volume and weight may cause tears must be enclosed in these envelopes or bags.

3. The envelope or bag shall be presented open at the redirecting office to enable that office to collect, if necessary, the 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 forwarding office closes the envelope or bag and applies to the envelope or label, where necessary, the T stamp in order to indicate that charges must be collected for all or some of the items included in the envelope or bag.

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

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

#### ARTICLE 146

##### Undeliverable items

1. Before returning to the Administration of origin items which for any reason have 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 officials or by post offices may also be regarded as sufficient in that case.

3. The office of destination should strike out the address particulars 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 items are returned either individually or in a special bundle labelled “*Envois non distribuables*” (undeliverable items). Every Administration may request, through the intermediary of the International Bureau, that undeliverable items be forwarded to an office which it appoints specially.

5. Undeliverable registered items are returned to the office of exchange of the Country of origin as if they were registered items addressed to that Country.

6. Undeliverable internal items which have to be sent abroad to be returned to the senders are dealt with in accordance with Article 144. The same applies to international correspondence when the sender has moved to another Country.

7. Items for third 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 payment of postage.

8. Items for individuals, 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 147

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

1. Every request for withdrawal of items from the post or for alteration of address entails 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 under registered cover 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 item in question and takes the necessary action.

3. The action taken by the office of destination on every request for withdrawal from the post or modification of the address is communicated

immediately by means of the reply portion of form C 7, 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 items in question are 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 148

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

##### **Items posted in the Country other than that which receives the request**

1. Any office which receives a request for withdrawal from the post or alteration of address, made in accordance with Article 26, § 2 of the Convention, verifies the identity of the sender of the item. It sends form C 7, accompanied if necessary by the certificate of posting, to the office of origin or destination of the item, according to whether the latter is a registered item or an ordinary item. It ascertains, in particular, that the address of the sender appears clearly in the place provided for this purpose on form C 7, in order to be able at the right time, to inform this sender how his request was dealt with, or, according to circumstances, return to him the item which is the subject of withdrawal.

2. Any telegraphic request made under the conditions laid down in § 1 is sent directly to the office of destination of the item. If it refers to a registered item, it must be confirmed in writing by the office of origin of the item, by means of the form C 7 bearing at the top, underlined in coloured pencil, the indication “*Confirmation de la demande télégraphique du . . .*” (Confirmation of the telegraphic request of . . .). The office of destination holds the registered item until receipt of this confirmation.

3. In order to allow it to inform the sender, the office of destination of the item informs the office which receives the request how it has been dealt with. However, when a registered item is concerned, this information should pass through the office of origin of the item. In the case of withdrawal, the withdrawn item is attached to this information.

4. Article 147 applies, by analogy, to the office which receives the request and to its Administration.



## ARTICLE 149

**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 150, § 9

## ARTICLE 150

**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. The enquiry, furnished with the forwarding data, is sent from office to office following the same route as the item; 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 Administration of destination is able to furnish the information as to the final fate of the item it completes the form in Table 3 and returns it to the office of origin as a matter of course by the most rapid means (air or surface). In cases of delayed delivery the reason for the delay is shown briefly on form C 9.

5. The Administration which is unable to establish either delivery to the addressee or regular transmission to another Administration immediately orders the necessary enquiry. It records its decision on the responsibility in Table 4 of form C 9. This form, duly completed, is returned by the most rapid means (air or surface) to the central Administration of the Country of origin.

6. Any Administration may request by a notification addressed to the International Bureau that enquiries duly furnished with the forwarding data

which concern its service should be forwarded to its central Administration or to an office specially appointed.

7. If the Administration of origin or the Administration of destination requests it, the enquiry is forwarded direct from the office of origin to the office of destination.

8. If an enquiry has not been returned within a suitable period a duplicate of form C 9, furnished with the forwarding data, may be sent to the Central Administration of the Country of destination, but not sooner than a month after the despatch of the original enquiry. The indication “*Duplicata*” [Duplicate] and the date of despatch of the original enquiry must be entered very conspicuously on the duplicate.

9. 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.

10. 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 exchange of correspondence between Administrations.

#### ARTICLE 151

##### Requests for information

Requests for information about unregistered or registered items are dealt with in accordance with the rules laid down in Articles 149 and 150 respectively.

#### ARTICLE 152

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

1. In the cases provided for in Article 35, § 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 35 of the Convention.

### SECTION IV

#### Exchange of items. Mails

##### CHAPTER I

#### ARTICLE 153

##### 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 airmail items is shown by a stroke underlining the corresponding indication;

- b) Table II: in the absence of special agreement to the contrary, despatching offices do not number the letter bills when mails are made up only 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. If a mail is suppressed, the despatching office enters in Table II of the letter bill, beside the number of the mail, the indication "Last despatch". 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 applicable 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. When two Administrations apply reciprocally the provisions laid down at the end of § 2 (b), relating to the entry of red label bags only in Table II of the letter bill, no indication of the number of bags used for the make-up of the despatch or of the number of empty bags belonging to the Administration of destination should be made 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.
- f) Table VI: this table is intended for the entry of small transit mails which are placed in the bag of the office of exchange reforwarding the mail.

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 no item to pass forward to a corresponding office and when, in the service between the Administrations concerned, the

letter bills are not numbered in accordance with § 2 (b) that office merely sends a "Nil" letter bill in the next mail.

5. When closed mails are to be forwarded by ships, appertaining to the intermediate Administration, but which the latter does not use regularly for its own traffic, the weight of the letters and other items shall be shown on the label of the mails if the Administration responsible for arranging the embarkation so requests.

#### ARTICLE 154

##### Transmission of registered items

1. Registered items and, if need be, the special lists provided for in Article 153, § 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 its contents.

#### ARTICLE 155

##### 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 154, § 6) the bundle of express items is placed in the outer bag. The presence of items 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 156

### Make-up of mails

1. As a general rule items are arranged and bundled according to categories, 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 in accordance with annexed specimen C 30 and showing the indication of the office of destination or of the reforwarding office of the items enclosed in the bundles. Items which can be bundled shall be arranged with the addresses facing the same way. Prepaid items 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. However, when Administrations are in agreement on this subject, bags containing only unregistered AO items need not be sealed either with or without lead. 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 be made of cloth, strong cardboard provided with an eyelet, 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 and the letter bill even if this is negative;

- b) in white, for bags containing only ordinary items of the following categories:—  
—letters and postcards despatched by surface route and by air;  
—newspapers and periodicals despatched by surface route only, except those returned to sender;
- c) in light blue, for bags containing exclusively ordinary items not included in bags bearing white labels;
- d) in green, for bags containing only empty bags returned to origin.
6. Bags containing mixed unregistered items (letters, postcards and other items) shall be furnished with a white label.
7. The reference “Newspapers and periodicals” or the reference “J<sub>x</sub>” must be indicated on the white label of bags forwarded by surface route, when these bags contain only items of this category.
8. The use of vermilion red, white, light blue and green labels is obligatory.
9. A white label may also be used in conjunction with a tab 5 centimetres by 3 in one of the colours mentioned in § 5.
10. 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], as well as indication of the transmission route, and, if the mails are going by sea, the name of the vessel. The name of the office of destination is also printed in small letters, vertically, on either side of the eyelet of the label. 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.
11. Each bag in which are inserted one or more letters containing dangerous perishable biological substances as laid down in Article 120 (a), must be provided with an identification label, similar in colour and form to the labels provided for in Article 120 but increased in size so as to provide the necessary room for the fixing of an eyelet. Besides the special symbol for items containing perishable biological substances, this label is to bear the indication: “*Matières biologiques périssables*” [Perishable biological substances] and “*Dangereux en cas d'endommagement*” [Dangerous if damaged].
12. 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.
13. Intermediate offices shall not enter any serial number on the labels of bags or packets of closed mails in transit.
14. In the absence of special agreement 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 items 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 13 for the labels of bags of mails.

15. 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.*”

16. The packet or bag of registered items, attached to the letter bill in the manner prescribed in Article 154, § 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.

17. 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 comprised in the mail.

18. In accordance with § 5 a red label shall be used only if the bag contains registered items, or the letter bill itself if this is negative.

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

20. 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.

21. All printed papers for the same addressee at the same address may be enclosed in one or more special bags. In addition to the regulation labels which, in this case, bear the letter “M”, these bags must be furnished with special labels provided by the sender of the items and indicating all the information concerning the addressee of the items. 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. The label of special bags containing items to be submitted to customs examination must compulsorily bear the green label C 1 specified in Article 117, § 1.

#### ARTICLE 157

##### Transfer of mails

1. In the absence of special agreement 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. Two copies of the bill are prepared. The first is for the receiving office and the second for the despatching office. The receiving office acknowledges receipt on the second copy of the delivery bill.

2. When the transfer of mails between two corresponding offices is made through a transport service, a third copy of the delivery bill may be made out for this service. In such a case, receipt will be acknowledged by the transport service on the second copy, and by the receiving office on the third copy.

3. Because of their internal organisation, certain Administrations may request that separate bills C 18 be made out for letter post mails on one hand, and for parcels on the other.

4. 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.

5. 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. The Administrations concerned may, however, agree that only bags and packets distinguished by red labels should be entered on the delivery bill.

6. The mails should be delivered in good condition. Nevertheless, a mail must not be refused because of damage or theft. When a mail is received in bad condition by an intermediate office, it should be put as it is in new packing. Irregularities are notified by means of a verification note to the offices of origin and of destination of the mail, and where necessary, to the last intermediate office which transmitted the mail in bad condition. 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 158

### 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 §§ 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 deficiency of a mail or of one or more bags thereof, of registered items, of a letter bill or 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 in duplicate, to the office of origin of the mail and in case of actual deficiency 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 post.

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 post 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 under registered cover by the most rapid route (air or surface). Articles mentioned in § 5, together with a copy of the verification note, may be forwarded under separate registered cover and by surface route.

#### ARTICLE 159

##### **Routeing of mails. Trial note**

To determine the most favourable route and the time of transmission of a mail, the office of exchange of origin may send to the office of destination of the mail a trial note in the form of the annexed specimen C 27. This note should be included in the mail and attached to the letter bill. The trial note, duly completed by the office of destination, is returned by the most rapid usual route if it concerns a surface mail, or by air if it concerns an air-mail.

#### ARTICLE 160

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

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

2. It is obligatory to institute closed mails whenever one of the intermediate Administrations so asks on the ground that the amount of *à découvert* items 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 161

##### **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* items according to the needs of the traffic and the requirements of the service.

2. The transmission of *à découvert* items 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, items sent *à découvert* to an Administration should be made up in separate labelled bundles for each Country of destination.

#### ARTICLE 162

##### **Routing of items**

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

2. Mis-sent items of every kind are sent on to their destination without delay by the quickest route.

3. 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 163

##### **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 } (Country)  
       the unit) at .. .. .  
       the (nationality) ship (name of ship) at .. .. }

or

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

or

From the (nationality) naval unit of (designation of } (Country)  
       the unit) at .. .. .  
 From the (nationality) ship (name of the ship) at .. .. }  
 For { the (nationality) naval unit of (designation of } (Country)  
       the unit) at .. .. .  
       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 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 164

Return of empty bags

1. In the absence of special agreement between corresponding Administrations, bags are to be returned empty by the next outlet in a direct mail for the

Country to which they belong. The number of bags returned by each mail should be entered on the letter bill under the heading “*Indications de service*” [Official notes] except when the provisions at the end of Article 153, § 2 (b), relating to the entry only of bags provided with a red label in Table II of the letter bill, are applied.

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 letter post items; otherwise, they should be placed by themselves in bags, sealed, or unsealed (if the Administrations concerned agree in this respect), and 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 the 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 165

#### Incidence and duration of the statistics

1. The transit charges provided for under Articles 47 *et seq* of the Convention are established on the basis of statistics prepared once every three years and alternately during the first fourteen or twenty-eight days following 1st May or during the first fourteen or twenty-eight days following 14th October.

2. The statistics are drawn up 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 special agreement 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 1964 apply, on the basis of the provisions of the Convention of Ottawa 1957<sup>1</sup>, to the years 1963, 1964 and 1965; those of May 1967 apply to the years 1966, 1967 and 1968.

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 173). The provisional payments are then adjusted.

#### ARTICLE 166

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

1. During the statistical period every mail exchanged in transit must be provided, in addition to the ordinary labels, with a special label bearing in bold letters:—

- the number and the date of make-up of the mail;
- the indication “*Statistique*” followed by the note “5 kilogrammes”, “15 kilogrammes” or “30 kilogrammes”, according to the weight category (Article 167, § 1).

Except for these details of make-up, mails exchanged in transit should be made up in the normal way, as laid down in Article 156, § 4.

2. As regards bags containing only empty bags or items exempted from all transit charges (Article 48 of the Convention), the indication “*Statistique*” is followed by the word “Exempt”.

3. 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 the most rapid route (air or surface), of the date and serial number of the last mail included in statistics.

#### ARTICLE 167

##### Establishing the 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.<br>(light bags)              | exceeds 5 kg. without<br>exceeding 15 kg.<br>(medium bags) | exceeds 15 kg. without<br>exceeding 30 kg.<br>(heavy bags) |
| 1  | 2  | 3  |
|  |  |  |
| Number of bags exempted from transit charges:..... |  |  |

<sup>1</sup> United Nations, *Treaty Series*, Vol. 364, p. 3.

2. The number of bags exempted from transit charges should be the total of those bearing the indication "*Statistique—Exempt*" in accordance with Article 166, § 2.

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 168

##### 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 of transit plus one (for the Country of origin), 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 intermediary Administrations.

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 "*Etabli d'office*" [Prepared from this Administration's information], are to be attached to the account C 20 sent to the despatching Administration in accordance with Article 173, § 7.

#### ARTICLE 169

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

1. It is the responsibility of the postal 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 170

**Transit bulletin**

1. For the purpose of obtaining all the information necessary for the preparation of statements C 17, the Administration of destination may ask the Administration of origin to attach to each mail a transit bulletin, green in colour, and conforming to the annexed specimen C 19. This request should reach the Administration of origin three months before the beginning of the statistical operations.

2. The transit bulletin should only be used if, during the statistical period, the route followed by mails is uncertain or if the transport services used are unknown to the Administration of destination. Before requesting the preparation, the Administration of destination should satisfy itself that there is no other means of finding out the routing of the mails it receives.

3. Exceptionally, the Administration of origin may, without a formal request from the Administration of destination, send a transit bulletin with its mails when it cannot ascertain in advance the route they will follow.

4. The presence of a transit bulletin accompanying a mail should be advised by the inscription " C 19 " entered in bold lettering:

- a) at the head of the letter bill of the mail ;
- b) on the special "*Statistique*" [" statistics "] label of the bag containing the letter bill ;
- c) in the " observations " column of the delivery bill C 18.

5. The transit bulletin annexed to the delivery bill C 18 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 transit Country, 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.

6. When a transit bulletin, the sending of which is advised on the delivery bill or on the special "*Statistique*" labels, is missing, the intermediate office of exchange or the office of exchange of destination which notices its absence is required to make immediate enquiries about it to the preceding office of exchange ; nevertheless the intermediate office of exchange prepares a new bulletin without delay, bearing the words "*Etabli d'office par le bureau de . . .*" [Prepared by the office of . . .], and forwards it with the mail. When bulletin C 19 prepared by the office of origin reaches the office which has been enquiring about it, the latter sends it direct to the office of destination, under sealed cover, having endorsed it accordingly.

## ARTICLE 171

**Transmission of Forms C 16, C 17 and C 19. Exceptions**

1. Each Administration has the option of notifying other Administrations, 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 Article 168, § 2.

## ARTICLE 172

**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

**Preparation, settlement and revision of accounts**

## ARTICLE 173

**Preparation, transmission and approval of transit charges accounts**

1. For the preparation of transit accounts, the light, medium or heavy bags, as defined in Article 167, are reckoned as having average weights of 3, 12 or 26 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. If the use of the multiplier 26 or 13 gives a result which does not correspond to normal traffic, each Administration concerned may request that another multiplier should be adopted. This new multiplier is valid during the years to which the statistics apply.

4. In the absence of agreement on the new multiplier, the Administration which considers itself aggrieved may—provided it furnishes all the necessary supporting evidence—submit the question to the International Bureau or to a committee of arbitrators for the purposes laid down in Article 50, § 3, of the Convention.

5. However, in the absence of any special arrangement between the Administrations concerned, 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 5,000 francs per annum in the transit charges account, to the exclusion of any other condition.

6. The creditor Administration is responsible for preparing the accounts and forwarding them to the debtor Administration.

7. The detailed accounts are prepared in duplicate on forms C 20 in the form of the annexed specimen 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 168, § 3) or if the despatching Administration so requests.

8. 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 174

**Annual general liquidation account. Intervention of the International Bureau**

1. The basic document serving as the basis of settling transit charges between Administrations is the general liquidation account, prepared annually by the International Bureau.



2. As soon as the detailed accounts between two Administrations are accepted or regarded as fully accepted (Article 173, § 8), 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. A statement C 21 is prepared for each of the three years to which the statistics apply.

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 finally agreed sums.

5. When only one Administration has furnished statements C 21, the International Bureau so informs the other Administration concerned and tells it the amounts on the statements C 21 received. If, one month from the date of the despatch of the statements, the International Bureau has received no comment, the amounts on the statements already on hand are accepted as final.

6. In the case provided for in Article 173, § 8, the statements should be annotated, "*Aucune observation de l'Administration débitrice n'est parvenue dans le délai réglementaire*" [No comment received from debtor Administration within the prescribed period].

7. 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, an annual general liquidation account of transit charges. If necessary it conforms to Article 165, § 6, for annual payments.

8. 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.

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

10. The annual general 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.

11. Two Administrations may, exceptionally, arrange to settle their accounts directly between themselves, if they consider it essential. In this case, their statements C 21, which they send to the International Bureau, carry the reference "*Compte réglé à part—à titre d'information*" [Account settled separately—for information only] and are not included in the general liquidation account.

#### ARTICLE 175

##### Payment of transit charges

1. If the amounts due as a result of the annual general liquidation account of the International Bureau have not been paid one year after the expiry of the prescribed period (Article 103, §§ 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 these amounts in the next annual 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 § 2 is 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.

#### ARTICLE 176

##### Revision of transit charges' accounts

1. When a postal Administration establishes that traffic varies very considerably from that resulting from the statistics, it may request that the results of the statistics of the transit charges should be revised.

2. Administrations may agree to bring this revision into effect.

3. In the absence of agreement, each Administration may request, in the following cases, the preparation of special statistics with a view to the revision of accounts:—

- 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 within the year which follows 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, these weights being calculated by multiplying the number of bags in each category by the average respective weights;
- d) establishing by an intermediate Administration at any time during the period of application of the statistics that the total weight of mails in transit has increased by at least 50% or decreased by at least 50% compared with the results of the last statistics, this weight being calculated by multiplying the number of bags in each category by the relative average weights.

4. The special statistics will cover either all or only part of the traffic depending on the circumstances.

5. Also in the absence of agreement, the results of special transit statistics taken on the basis of § 3 are only taken into consideration if they affect by more than 5,000 francs per annum the accounts between the Administration of origin and the Administration concerned.

6. Modifications resulting from the application of §§ 3 and 5 must be taken into account in the general accounts of the Administration of origin with the Administrations which performed the transit before, and the Administrations which provided it after the modifications which have occurred, even when for certain Administrations the reduction in the accounts does not reach the fixed minimum.

7. Notwithstanding §§ 3, 5 and 6 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 in the absence of any special agreement to be paid by the Administration concerned to the new transit Country from the date the diversion was established.

## SECTION VI

### Miscellaneous Provisions

#### CHAPTER I

##### ARTICLE 177

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

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

##### ARTICLE 178

###### **Characteristics of 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, in Roman letters, an indication of the Country of origin and show their postage value according to the compendium of equivalents. 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 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 20 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 philanthropic 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 179

##### **Use of postage stamps or of impressions presumed to be fraudulent**

1. Subject expressly to the provisions of the legislation of each Country, the following procedure is observed in reporting the fraudulent use, for denoting payment of postage, of postage stamps and also of impressions of postal franking machines or printing presses:

- a) when, in outgoing mail, a postage stamp or a postal franking machine or printing machine impression on any item causes fraudulent use (presumption of being counterfeit or of being used again) to be suspected, 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 delivery 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 postal service, 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 doubtful. 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, 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 180

**International reply coupons**

1. International reply coupons are modelled on 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.

2. Each Administration has the option:

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

3. The value of reply 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 the impression of the relative office of the issuing Administration. Reply coupons on which the printed text does not agree with the official text are refused as invalid. Exchanged reply coupons are marked with an impression of the date-stamp of the office exchanging them.

5. In the absence of special agreement, reply coupons exchanged are sent every two years, at the latest within six months from the end of this period, 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. However, if the number of reply coupons exchanged is less than a hundred, transmission to the issuing Administration may be deferred until the end of a period of four years.

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 supported by a note to that effect. This adjustment may be made during the following accounting period to avoid a supplementary account.

7. As soon as two Administrations have agreed on the number of reply 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 50 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. If only one of the Administrations supplies its statements the entries on that hold good.

9. The balance is included by the International Bureau in a biennial liquidation account ; the special provisions prescribed in Article 175 are applicable.

10. When the biennial balance between two Administrations does not exceed 50 francs the debtor Administration is exempted from any payment.

## ARTICLE 181

**Accounting for customs, etc., charges with the  
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 notice to the contrary, include in the accounts for the customs, etc. charges 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 182

**Forms for the use of the public**

For the purpose of applying Article 11, § 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

### PROVISIONS CONCERNING AIR CONVEYANCE

#### CHAPTER I

#### Rules for Despatch and Routeing

##### ARTICLE 183

##### 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 184

##### Deletion of the indications “*Par Avion*” (By Air Mail) and “*Aerogramme*”

1. The indication “*Par Avion*” [By Air Mail] and any note relating to air conveyance must be struck through by means of two thick horizontal lines when unpaid or underpaid surcharged air-mail correspondence is forwarded or surcharged air-mail correspondence is redirected or returned to origin by means of transport normally used for unsurcharged correspondence; in the first case, the reasons must be briefly indicated.

2. The indication “*Aerogramme*” must be struck through by means of two thick horizontal lines in the event of the item being sent by surface in implementation of Article 53 of the Convention.

##### ARTICLE 185

##### Air-mail correspondence included in surface mails

1. Article 155 applies 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 Article 155, § 3, for the indication “*Exprès*” [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.

##### ARTICLE 186

##### Transit Air Mail correspondence sent *à découvert*. Formation of special bundles

1. 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 provided with a label in the form of the annexed specimen AV 10.

2. 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 187

**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 in accordance with annexed specimen AV 9, made either of strong blue paper or of plastic or other suitable material and bearing a blue label, 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 183 : the same label or stamp impression is affixed to the labels or addresses of these mails.

3. The lay-out and text of air-mail bag labels should be in the form of the annexed specimen AV 8.

## ARTICLE 188

**Establishing the weight of air mails**

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 items 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 AV 7 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 AV 7 must immediately notify them, by verification note C 14, to the last despatching office of exchange and to the office of exchange which made up the mail.

5. The weight of the air mail or, where applicable, the weight of each of the categories (LC and AO) 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 "0". If the weight of each category is less than 50 grammes, but the total weight exceeds 50 grammes, the weight of the heavier category must be rounded up to one hectogramme.

6. If the intermediate office establishes that the actual weight of a bag in a mail differs by more than 100 grammes from the weight recorded, it amends the label and immediately notifies the despatching office of exchange of the mistake by verification note C 14 ; when a bag containing more than one category of item 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.

7. 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).

8. Late postings at airport post offices of unregistered air-mail correspondence are sent, by aircraft about to leave, enclosed in envelopes AV 9 addressed to the offices of exchange of destination and entered on Delivery Bills AV 7.

#### ARTICLE 189

##### **Air-mail correspondence in transit à découvert. Statistical Operations**

1. Payments for air conveyance of air-mail correspondence in transit à découvert provided for by Article 65 are calculated on the basis of statistics taken during the following periods :—

For the months January to June ... From 2nd to 15th May

For the months July to December ... From 15th to 28th October

2. During the statistical period, à découvert transit air-mail correspondence is accompanied by statements in accordance with annexed specimen AV 2. The AV 2's are specially numbered during each period, in two consecutive series, one for unregistered items and the other for registered items. The statements AV 2 are prepared and verified as laid down by Article 190 but the bundle label and the statement AV 2 are overprinted with the letter " S ".

3. Each Administration despatching transit air-mail correspondence à découvert is required to inform intermediate Administrations of any change occurring during an accounting period in the provisions laid down for the exchange of this correspondence. As a general rule, such changes have no effect on the payments due for the period in question. Nevertheless, if as a result there is a variation of at least 20% and exceeding 500 francs in the half yearly total of amounts to be paid by the despatching Administration to the intermediate Administration, these Administrations, at the request of one or other, may agree to the use of a special multiplier which is valid only for the half year during which the change took place.

#### ARTICLE 190

##### **Transmission of air-mail correspondence in transit à découvert. Preparation and checking of statements AV 2**

1. Correspondence in transit à découvert, which is intended to be reforwarded by air and which is included in a surface mail or in an air-mail, is made up in special bundles labelled " Par Avion " [By Air-mail]. When this correspondence is accompanied by statements AV 2, one for unregistered items and another for registered items, their weight 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 AV 2 listing in a fixed order the most important Countries or groups of Countries.

2. 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.

3. If the intermediate office establishes that the actual weight of *à découvert* correspondence differs by more than 20 grammes from the weight recorded, it amends statement AV 2 and immediately notifies the despatching office of exchange by verification note. If the difference noted is within the above-mentioned limits the entries made by the despatching office hold good.

4. In the absence of the statement AV 2, surcharged air-mail correspondence must be forwarded by air, unless the surface route would be quicker; in appropriate cases, a statement AV 2 is prepared as a matter of course and the office of origin made aware of the irregularity by means of a note C 14.

#### ARTICLE 191

##### **Air-mail correspondence in transit *à découvert* which is excluded from statistical operations**

1. Air-mail correspondence in transit *à découvert* which is excluded from statistical operations in accordance with Article 65, § 4, of the Convention and for which accounts are established on the basis of the actual weight must be accompanied by statements AV 2 numbered in a consecutive annual series, and which should be prepared and checked in accordance with Article 190.

2. 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 AV 2 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 AV 2 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.

#### ARTICLE 192

##### **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 AV 7 for each airport of call.

2. A copy of the delivery bill AV 7 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 for the following purposes:—

- the first, duly signed at the airport of off-loading as a receipt for the mails, is kept by the aircrew on behalf of their company;
- the second accompanies the mails to the post office to which the delivery bill is addressed;
- the third is kept, at the airport of loading, by the air company responsible for the ground services;
- the fourth is handed over at the airport of off-loading, to the air company responsible for the ground services at that airport.

3. When air mails are sent by surface means to an intermediate Administration for re-forwarding by air, they are accompanied by a delivery bill AV 7 for the benefit of the intermediate office.

## ARTICLE 193

**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*”.

## ARTICLE 194

**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 of the same transport undertaking performing successive stages of the journey.

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 195

**Return of empty air-mail bags**

1. Empty air-mail bags should be returned to the Administration of origin in accordance with the rules of Article 164. Nevertheless, a special mail must be made up as soon as the number of empty bags reaches ten.

2. Empty air-mail bags returned by air can be made up as special despatches, described on statements in the form of the annexed specimen AV 7S.

3. Subject to prior agreement, an Administration may use the bags belonging to the Administration of destination for making up its own mails.

## ARTICLE 196

**Steps to be taken in the event of an interrupted flight or diversion of mails**

1. When the flight of an aircraft is interrupted for a length of time such as to delay the mails or when, for any reason whatsoever, it delivers the mail to an airport other than that indicated on the delivery bill AV 7, the mails are taken charge of by officers of the Administration of the Country where the stop is made. These officers re-forward the mails by the most rapid means (air or surface).

2. The office having assured the forwarding is responsible in this case for informing the office of origin of each despatch by verification note, indicating in particular on the verification note the air service from which the mail was taken and that used for the onward transmission of the mail to its destination.

## ARTICLE 197

**Steps to be taken in the event of an accident**

1. When as a result of an accident in course of conveyance an aircraft is unable to continue its flight and deliver the mail at the scheduled 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 re-forward the mail. If the crew are unable to do this, that office, having been informed of the accident, intervenes without delay, takes over the mail and re-forwards it to its 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 in which the accident occurred informs all Administrations of previous airports of call, by telegraph, of the fate of the mail, and 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 a copy of the delivery bills AV 7 to the Administration of the Country where the accident occurred.

4. The qualified office then notifies the offices of destination of the mails involved in the accident by verification note giving details of the circumstances of the accident and the results of the check of the mails. One copy of each verification note is sent to the offices of origin of the relative mails and another to the Administration of the Country to which the airline belongs. These documents are sent by the most rapid means (air or surface).

## CHAPTER II

**Accounting. Settlement of accounts**

## ARTICLE 198

**Methods of accounting for air conveyance charges**

1. Accounting for air conveyance charges is effected in accordance with Articles 64 and 65 of the Convention. The accounting period may be one or three months at the choice of the creditor Administration.

2. Notwithstanding the provisions of § 1, Administrations may, by common consent, decide that accounts for air-mail despatches 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 199

**Methods of accounting for surface transit charges relating to air-mails**

If air-mail despatches transported by surface route are not included in the statistics provided for in Article 165, 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 200

**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 on forms AV 7. 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 are prepared monthly or quarterly at the choice of the creditor Administration.

4. Statements AV 4 are prepared when each of the statistical periods provided for in Article 189, § 1, is ended. If the accounts have to be prepared on the basis of the actual weight of the *à découvert* air-mail correspondence, statements AV 4 are drawn up as often as is provided for in § 3 for the statements AV 3.

5. If the debtor Administration so requests, separate statements AV 3 and AV 4 are drawn up for each office of exchange which despatches air-mails or air correspondence in transit *à découvert*.

## ARTICLE 201

**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 creditor Administration draws up at one and the same time, the statements AV 3, statements AV 4 for cases of *à découvert* air correspondence for which payment is made on the basis of the actual weights, and the relative detailed accounts; it forwards them together in duplicate to the debtor Administration. The detailed accounts are drawn up on a form conforming with specimen AV 5 annexed, which shows the conveyance charges due to the creditor Administration for the period concerned. The debtor Administration may refuse to accept accounts not forwarded to it within the above-mentioned period of six months.

2. Detailed accounts AV 5—increased by 5% for air-mail correspondence in transit *à découvert*—are prepared monthly or quarterly on the basis of the gross weight of (closed) mails and the net weight of *à découvert* items, appearing in the statements AV 3 and AV 4. Centimes are ignored in the balance.

3. After having verified statements AV 3 and AV 4 and having accepted the relative detailed accounts AV 5, the debtor Administration returns one copy of the accounts AV 5 to the creditor Administration. If the verification reveals any discrepancies, the corrected statements AV 3 and AV 4 must be sent to the creditor Administration in support of the accounts AV 5 duly amended and accepted. A creditor Administration which has received no notice of amendment within four months from the date of despatch of the accounts, shall consider the accounts as fully accepted.

4. Monthly AV 5 accounts shall be summarised by the creditor Administration in a quarterly or half-yearly recapitulative air-mail account, as agreed between the Administrations concerned.

5. As regards air-mail correspondence *à découvert* for which payment is made on the basis of statistics, the relative sums are calculated from the corresponding statements AV 4, multiplied by 13 and increased by 5%. The total sum is included in a special account AV 5 or in the first account prepared in accordance with § 1 above and the period of acceptance by the debtor Administration is fixed at two months.

6. Discrepancies in the accounts are not taken into consideration if they do not exceed 10 francs per account.

7. In the absence of any agreement to the contrary between the Administrations concerned, the statements AV 3 and AV 4 and the corresponding detailed accounts AV 5 are always transmitted by the most rapid means available to the post (air or surface).

8. If the total of the detailed accounts AV 5 does not exceed 25 gold francs per annum, the debtor Administration is excused all payment.

### CHAPTER III

#### Information to be supplied by Administrations and by the International Bureau

##### ARTICLE 202

##### Information to be supplied by 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:

- (i) the districts and principal towns to which mails or air-mail correspondence originating abroad are forwarded by internal air services;
- (ii) the conveyance rates per kilogramme calculated in accordance with the provisions of Article 64, § 3, of the Convention and their date of application;

b) as regards the international service:

- (i) the decisions taken as regards the application of certain optional provisions concerning the air-mail;
- (ii) the conveyance rates, per kilogramme, which it collects direct in accordance with Article 66, §§ 1 to 3, of the Convention and their date of application;
- (iii) the Countries for which it makes up air-mails;
- (iv) the offices transferring transit air mails from one line to another and the minimum time necessary for such transhipment;
- (v) 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 65, § 1, of the Convention or the system of average charges according to § 2 of the same Article is used;
- (vi) 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 203

##### **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) “*List générale des services aéropostaux*” (known as Liste AV 1) [General list of air-mail services] published from the information supplied under Article 202, § 1;
- b) “*Liste des distances aéropostales*” [List of air-mail distances] drawn up in collaboration with the air carriers and published on condition that its contents have been agreed by Administrations;
- c) “*Liste des surtaxes aériennes*” [List of air surcharges] (Article 202, § 1 (b) (vi)).

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.

## PART IV

### FINAL PROVISIONS

#### ARTICLE 204

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

1. The present 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 Vienna, 10th July, 1964.

#### SIGNATURES

(The same as for the Constitution: see above in this volume.)

## LIST OF FORMS

| No.<br>1 | Title or nature of form<br>2   | References<br>3  |
|----------|--|------------------|
| C 1      | Customs label ... ..   | art. 117, § 1    |
| C 2      | Customs declaration ... ..   | art. 117, § 2    |
| C 3      | Franking note ... ..   | art. 118, § 2    |
| C 4      | "R" label combined with the name of the office of origin and the serial number of the item ... ..  | art. 136, § 4    |
| C 5      | Advice of { delivery ... .. }<br>{ payment ... .. }  | art. 137, § 2    |
| C 6      | Collective envelope for the redirection of letter post items   | art. 145, § 1    |
| C 7      | Request { for withdrawal from the post ... .. }<br>{ for alteration of address ... .. }<br>{ for cancellation or alteration of the amount of a trade charge ... .. } | art. 147, § 1    |
| C 8      | Enquiry concerning an ordinary item ... ..   | art. 149, § 1    |
| C 9      | Enquiry concerning a registered item, an insured letter or box or a postal parcel ... ..   | art. 150, § 1    |
| C 10     | Advice concerning the presumed fraudulent use of postage stamps or impressions of postal franking machines or printing presses ... ..                                | art. 179, § 1 a) |
| C 11     | Report concerning the presumed fraudulent use of postage stamps or impressions of postal franking machines or printing presses ... ..                                | art. 179, § 1 b) |
| C 12     | Letter bill concerning the exchange of mails ... ..  | art. 153, § 1    |
| C 13     | Special list ... ..  | art. 153, § 2 c) |
| C 14     | Verification note concerning the exchange of mails ... ..  | art. 158, § 1    |
| C 15     | Special letter bill showing statistical information ... ..   | art. 167, § 1    |
| C 16     | Verification note concerning statistical information .....   | art. 167, § 3    |
| C 17     | Statistical statement of mails in transit ... ..   | art. 168, § 1    |
| C 18     | Delivery bill for mails ... ..   | art. 157, § 1    |
| C 19     | Transit bulletin concerning the mail statistics ... ..   | art. 170, § 1    |
| C 20     | Detailed account of transit charges ... ..   | art. 173, § 7    |
| C 21     | Statement of transit charges ... ..  | art. 174, § 2    |
| C 22     | International reply coupon ... ..  | art. 180, § 1    |
| C 23     | Detailed statement of reply coupons ... ..   | art. 180, § 5    |
| C 24     | Summary statement of reply coupons ... ..  | art. 180, § 7    |
| C 25     | Postal identity card... ..   | art. 106, § 2    |
| C 26     | Detailed monthly account of customs, etc. charges ... ..   | art. 181, § 1    |
| C 27     | Trial note to determine the most favourable route for a letter or parcel mail ... ..   | art. 159         |
| C 28     | Bag label ... ..   | art. 156, § 5    |
| C 29     | Routine correspondence ... ..  | art. 177         |
| C 30     | Bundle labels ... ..   | art. 156, § 1    |



## LIST OF FORMS

| No.<br>1 | Title or nature of form<br>2   | References<br>3  |
|----------|--|------------------|
| AV 1     | General list of air-mail services, List AV 1 ... ..                            | art. 203, § 1 a) |
| AV 2     | Statement of the weights of { unregistered } ... ..                            | art. 189, § 2    |
| AV 3     | air-mail correspondence { registered } ... ..                                  | art. 200, § 1    |
| AV 4     | Statement of weights of air mails ... ..                                       | art. 200, § 1    |
| AV 4     | Statement of weights of <i>à découvert</i> air-mail correspon-<br>dence ... .. | art. 200, § 2    |
| AV 5     | Detailed account concerning air mail ... ..                                    | art. 201, § 1    |
| AV 7     | Delivery bill of air mails ... ..  | art. 192, § 1    |
| AV 7S    | Delivery bills of air mails of empty bags ... ..                               | art. 195, § 2    |
| AV 8     | Air-mail bag label ... ..  | art. 187, § 3    |
| AV 9     | Envelope for the make-up of air mails ... ..                                   | art. 187, § 1    |
| AV 10    | Bundle labels ... ..   | art. 186, § 1    |

## ANNEXES :

FORMS C 1 to C 30, AV 1 to AV 5, AV 7 to AV 10

(Front)

|   |
|---|
| <b>C 1</b>  |
| <b>CUSTOMS</b>  |
| — May be opened officially —  |
| (Part to be detached if the item is accompanied by a<br>customs declaration. Otherwise to be filled up) |
| Detailed description of the goods:<br>(see overleaf)  |
| .....   |
| .....   |
| .....   |
| .....   |
| Value:.....<br>(Specify the currency)   |
| .....   |
| Net weight: .....   |

Convention, Vienna 1964, art. 117 § 1—Size: 52×74 mm, colour: green

(Back)

|   |
|---|
| <p style="text-align: center;">— — — — —</p> <p style="text-align: center;"><b>IMPORTANT</b></p> <p>The contents of your item should be described in an accurate and complete manner on the front of this form. Non-observance of this condition may lead to delay of the item and inconvenience to the addressee, or even lead to the seizure of the item by the customs authorities abroad.</p> |
|---|

NOTE.—By rearranging the layout, Administrations are free to include the instructions for the sender on the front of Label C1.

Tie-on label C1 mentioned in Article 117, § 1 of the Detailed Regulations of the Convention reproduces, in principle, the information on adhesive form C1.

C 4

|  |
|--|
| <p><b>R</b> LAUSANNE 1<br/>No. 460</p> |
|--|

Convention, Vienna 1964, art. 136, § 4—Size: 37×13 mm.

Front

C 2

POSTAL ADMINISTRATION

of.....

PLACE OF DESPATCH

CUSTOMS DECLARATION

PLACE OF DESTINATION

| Items       |                 | Detailed description of contents<br>(see overleaf)<br>3 | Value<br>(with precise<br>indication of<br>the monetary<br>unit used)<br>4 | Weight                |                     | Observations<br>7 |
|-------------|-----------------|---|--|-----------------------|---------------------|-------------------|
| Number<br>1 | Nature (1)<br>2 |   |  | gross<br>Grammes<br>5 | net<br>Grammes<br>6 |                   |
|             |                 |   |  |                       |                     |                   |
|             |                 |   |  |                       |                     |                   |
|             |                 |   |  |                       |                     |                   |
|             |                 |   |  |                       |                     |                   |
|             |                 |   |  |                       |                     |                   |
|             |                 |   |  |                       |                     |                   |
|             |                 |   |  |                       |                     |                   |
|             |                 |   |  |                       |                     |                   |

Country of origin  
or manufacture of  
the goods:

Address of addressee

(Name of addressee)

(Street and number)

(Place of destination)

(Country of destination)

....., the ..... 19.....

Signature of  
Sender.....

(1) Letter, small packet, insured box, etc.

Convention, Vienna 1964, art. 117, § 2—Size: 210 × 148 mm.

Back

C 2

Advice

The customs authorities abroad must know exactly what your item contains. If the customs declaration (see overleaf) does not give sufficient information, the above-mentioned authorities may open the item or ask the addressee for supplementary information. To avoid any delay or inconvenience, describe each part of the contents in an accurate manner. General descriptions such as "comestibles" [foodstuffs], "vêtements" [clothing], or "cadeau" [gift] are not sufficient. A false or incomplete declaration can lead to the seizure of the item or the payment of penalties.

C 3

|  |                   |                                   |                                  |  |                   |  |  |  |                       |  |  |  |                    |  |  |  |              |  |  |  |   |                     |              |                                   |  |   |
|--|-------------------|-----------------------------------|----------------------------------|--|-------------------|--|--|--|-----------------------|--|--|--|--------------------|--|--|--|--------------|--|--|--|---|---------------------|--------------|-----------------------------------|--|---|
| <p><b>DETAILS OF CHARGES DUE</b><br/>(in the currency of the Country of destination)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Commission fee ..</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Customs duty.. ..</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Customs clearance fee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other charges.. ..</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td></td> </tr> </table> | Commission fee .. |                                   |                                  |  | Customs duty.. .. |  |  |  | Customs clearance fee |  |  |  | Other charges.. .. |  |  |  | <b>Total</b> |  |  |  | <p style="text-align: center;"><b>Part B</b><br/>Part to be filled by the Administration of destination</p> <p style="text-align: center;"><b>TOTAL OF THE CHARGES ADVANCED</b><br/>in Arabic figures</p> <p style="text-align: center;">(in the currency of the Country of destination of the item)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Date of the advance</td> <td style="width: 25%;">Register no.</td> <td style="width: 25%;">Office which has made the advance</td> <td style="width: 25%;"></td> </tr> </table> | Date of the advance | Register no. | Office which has made the advance |  | <p>Stamp of the office which has advanced the charges</p> <div style="text-align: center; border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div> |
| Commission fee ..  |                   |                                   |                                  |  |                   |  |  |  |                       |  |  |  |                    |  |  |  |              |  |  |  |   |                     |              |                                   |  |   |
| Customs duty.. ..  |                   |                                   |                                  |  |                   |  |  |  |                       |  |  |  |                    |  |  |  |              |  |  |  |   |                     |              |                                   |  |   |
| Customs clearance fee  |                   |                                   |                                  |  |                   |  |  |  |                       |  |  |  |                    |  |  |  |              |  |  |  |   |                     |              |                                   |  |   |
| Other charges.. ..   |                   |                                   |                                  |  |                   |  |  |  |                       |  |  |  |                    |  |  |  |              |  |  |  |   |                     |              |                                   |  |   |
| <b>Total</b>   |                   |                                   |                                  |  |                   |  |  |  |                       |  |  |  |                    |  |  |  |              |  |  |  |   |                     |              |                                   |  |   |
| Date of the advance  | Register no.      | Office which has made the advance |                                  |  |                   |  |  |  |                       |  |  |  |                    |  |  |  |              |  |  |  |   |                     |              |                                   |  |   |
|  |                   |                                   | <p>Signature of the official</p> |  |                   |  |  |  |                       |  |  |  |                    |  |  |  |              |  |  |  |   |                     |              |                                   |  |   |

Part B (back)

---

|  |   |
|--|---|
| <p style="text-align: center;"><b>COUPON</b><br/>Stamp of office of origin</p> <div style="text-align: center; border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div> <p>The sender of<sup>(1)</sup>.....</p> <p>no.<sup>(2)</sup>.....</p> <p>insured for .....fr.</p> <p>posted at.....</p> <p>addressed to.....</p> <p>at.....</p> <p>has paid the fees and charges indicated on the back of the form.</p> | <p style="text-align: center;"><b>Part A</b><br/><b>POSTAL ADMINISTRATION</b></p> <p>of.....</p> <p style="text-align: center;"><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 style="text-align: center;">(Street and number)</p> <p style="text-align: center;">(place of destination) (Country of destination)</p> <p>is to be delivered free of fees and charges.</p> <p style="text-align: right;">Signature of sender:</p> <p>The undersigned undertakes to pay these fees and charges. ....</p> <p>To be returned to the office of.....</p> <p>(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.)</p> <p><sup>(1)</sup> Nature of the item (letter, small packet, etc.)</p> <p><sup>(2)</sup> Strike out if necessary.</p> |
|--|---|

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>DETAILS OF CHARGES DUE</b><br/>(in the currency of the Country of destination of the item)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Commission fee</td> <td style="width: 5%;">...</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>...</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>...</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>...</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></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 style="text-align: center;"><b>Part A</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 CHARGES ADVANCED</b><br/>(See details on the coupon)</p> <p style="text-align: center;">— in Arabic figures —</p> <p style="text-align: center;">=====</p> <p style="text-align: center;">(in the currency of the Country of destination of the item)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border: 1px solid black;">Date of the advance</td> <td style="width: 20%; border: 1px solid black;">Register no.</td> <td style="width: 20%; border: 1px solid black;">Office which has made the advance</td> <td style="width: 40%; border: 1px solid black;">Stamp of the office which has advanced the charges</td> </tr> <tr> <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; text-align: center; vertical-align: middle;"> </td> </tr> <tr> <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;">Signature of the official</td> </tr> </table> | Date of the advance | Register no. | Office which has made the advance | Stamp of the office which has advanced the charges |  |  |  |  |  |  |  | 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                   | Stamp of the office which has advanced the charges |                     |  |   |          |  |                       |     |  |  |               |     |  |  |              |  |  |  |  |                     |              |                                   |  |  |  |  |  |  |  |  |                           |
|  |  |   |  |                     |  |   |          |  |                       |     |  |  |               |     |  |  |              |  |  |  |  |                     |              |                                   |  |  |  |  |  |  |  |  |                           |
|  |  |   | Signature of the official                          |                     |  |   |          |  |                       |     |  |  |               |     |  |  |              |  |  |  |  |                     |              |                                   |  |  |  |  |  |  |  |  |                           |
| } Part A (back)  |  |   |  |                     |  |   |          |  |                       |     |  |  |               |     |  |  |              |  |  |  |  |                     |              |                                   |  |  |  |  |  |  |  |  |                           |
| <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> <p style="text-align: center;"> </p>   | <p style="text-align: center;">Part to be filled in by the Administration of origin</p> <p style="text-align: center;">— in Arabic figures —</p> <p style="text-align: center;">that is =====</p> <p style="text-align: center;">(after conversion into the currency of the Country of origin of the item)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border: 1px solid black;">Register of arrival</td> <td style="width: 20%; border: 1px solid black;">Converted by (Signature of the official)</td> <td style="width: 50%; border: 1px solid black;">Stamp of the office which has recovered the charges</td> </tr> <tr> <td style="border: 1px solid black;">No. ....</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center; vertical-align: middle;"> </td> </tr> </table> |   |  | Register of arrival | Converted by (Signature of the official) | Stamp of the office which has recovered the charges | No. .... |  |                       |     |  |  |               |     |  |  |              |  |  |  |  |                     |              |                                   |  |  |  |  |  |  |  |  |                           |
| Register of arrival  | Converted by (Signature of the official)   | Stamp of the office which has recovered the charges |  |                     |  |   |          |  |                       |     |  |  |               |     |  |  |              |  |  |  |  |                     |              |                                   |  |  |  |  |  |  |  |  |                           |
| No. ....   |  |   |  |                     |  |   |          |  |                       |     |  |  |               |     |  |  |              |  |  |  |  |                     |              |                                   |  |  |  |  |  |  |  |  |                           |
| } Part A (back)  |  |   |  |                     |  |   |          |  |                       |     |  |  |               |     |  |  |              |  |  |  |  |                     |              |                                   |  |  |  |  |  |  |  |  |                           |
| <p><b>Part B</b> <span style="float: right;">C 3</span></p> <p><b>POSTAL ADMINISTRATION</b></p> <p>of .....</p> <p style="text-align: right;">Stamp of the office of origin</p> <p style="text-align: center;"> </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>.....</p> <p>at .....</p> <p>addressed to.....</p> <p style="text-align: center;">(Street and number)</p> <p style="text-align: center;">(Place of destination) (Country of destination)</p> <p><u>is to be delivered free of fees and charges.</u></p> <p style="text-align: right;">Signature of sender: .....</p> <p>The undersigned undertakes to pay these fees and charges. ....</p>   |  |   |  |                     |  |   |          |  |                       |     |  |  |               |     |  |  |              |  |  |  |  |                     |              |                                   |  |  |  |  |  |  |  |  |                           |
| } Part B (front)   |  |   |  |                     |  |   |          |  |                       |     |  |  |               |     |  |  |              |  |  |  |  |                     |              |                                   |  |  |  |  |  |  |  |  |                           |
| <p><sup>(1)</sup> Nature of the item (letter, small packet, etc.).</p> <p><sup>(2)</sup> Strike out if necessary.</p>  |  |   |  |                     |  |   |          |  |                       |     |  |  |               |     |  |  |              |  |  |  |  |                     |              |                                   |  |  |  |  |  |  |  |  |                           |

Front

POSTAL ADMINISTRATION

C 5

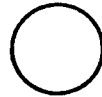
of .....

ON POSTAL SERVICE

(1) 

|  |
|--|
|  |
|  |

Stamp of the office returning the advice



ADVICE OF (2) { DELIVERY PAYMENT

(3) {  
 ..... (Name or firm)  
 .....  
 ..... (Street and number)  
 to .....  
 (Locality) (Country)

(1) 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].  
 (2) Strike out whichever entry does not apply.  
 (3) To be filled in by the sender, giving his address for the return of this advice.

Convention, Vienna 1964, art. 137, § 2—Size: 148 × 105 mm., colour: light red

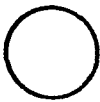
Back

To be filled in by the office of origin {  
 (1) Registered item ((2).....)  
 (1) { Letter } insured for.....  
       { Box }  
       { Parcel }  
 (1) Postal money order for..... (Amount)  
 posted at the office of.....  
 on the..... 19..... under no.....  
 Adresse of Adressee {  
 ..... (Name or firm)  
 .....  
 ..... (Street and number)  
 ..... (Place of destination) ..... (Country of destination)

To be completed at the place of destination {  
 The undersigned declares that (1) the item mentioned above has been  
 the money order  
 duly (1) delivered on the..... 19.....  
 paid  
 Signature (3) of the addressee | Signature of the official of the office of destination  
 Stamp of the office of destination  
 .....  
 .....

(1) Strike out whichever entry does not apply.  
 (2) Indicate in the brackets the nature of the item (letter, postcard, printed paper, etc.), if necessary.  
 (3) 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><b>ON POSTAL SERVICE</b></p>   | <p><b>C6</b></p> <p>Date stamp</p>    |
| <p><b>COLLECTIVE ENVELOPE <sup>(2)</sup></b><br/> <b>for the redirection of letter post items <sup>(3)</sup></b><br/>         (this envelope may be opened by the office of delivery)</p>  |  |
| <p><sup>(1)</sup> 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><sup>(2)</sup> The weight of the envelope and its contents should not exceed 500 grammes (18 oz.).</p> <p><sup>(3)</sup> Except items to be submitted to customs control and those which might cause tears.</p> <p><sup>(4)</sup> 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><sup>(5)</sup> Strike out this indication if necessary.</p> | <p style="text-align: center;">Exact address of addressee:</p> <p>.....</p> <p style="text-align: center;">(Name of addressee) <sup>(4)</sup></p> <p>Care of <sup>(5)</sup> .....</p> <p>.....</p> <p style="text-align: center;">(Street and number)</p> <p>.....</p> <p style="text-align: center;">(Place or office of destination)                      (Country of destination)</p> |

Convention, Vienna 1964, art. 145, § 1—Size: 229 × 162 mm.

Back

To be presented open at the reforwarding post office

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 by (<sup>1</sup>) surface route to the office of.....  
air (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 of which agrees with the facsimile attached.  
address

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 of which agrees with the facsimile attached.  
address  
 The item should be redirected by (<sup>1</sup>) surface route.  
air

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.....to the office of.....  
 (nature of item)  
 addressed on the.....19.....to.....  
 (exact address of addressee)  
 the (<sup>1</sup>) envelope of which agrees with the facsimile attached.  
address  
 The corrected trade charge money order is attached (<sup>1</sup>).

....., the.....19....., the.....19.....  
 Office stamp Official in charge of the office where the request originates: 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 thine back of the form.



**REQUEST BY TELEGRAPH (1) (2)**  
(Telegram at the expense of the applicant)**I. Request for withdrawal from the post (3)**

(3) { Postbur \_\_\_\_\_  
Postex \_\_\_\_\_  
Postgen \_\_\_\_\_

Return by (3) surface \_\_\_\_\_  
air \_\_\_\_\_  
(nature of item)

no. (3) \_\_\_\_\_ from (3) \_\_\_\_\_ addressed on the \_\_\_\_\_ 19 \_\_\_\_\_  
(name of office of posting) (4)

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 (3)  
(without signature)

**II. Request for alteration of address (3) (5)**

(3) { Posbur \_\_\_\_\_  
Postex \_\_\_\_\_  
Postgen \_\_\_\_\_

Replace \_\_\_\_\_  
(old particulars)

by \_\_\_\_\_  
(new particulars)

on \_\_\_\_\_  
(nature of item)

no. (3) \_\_\_\_\_ from (3) \_\_\_\_\_ addressed on the \_\_\_\_\_ 19 \_\_\_\_\_  
(name of office of posting) (4)

to \_\_\_\_\_  
(exact address of addressee)

Item to be redirected by (3) Surface \_\_\_\_\_  
air \_\_\_\_\_

(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 (3)  
(without signature)

**III. Request for the cancellation or alteration of the amount of a trade charge (3) (6)**

(3) { Postbur \_\_\_\_\_  
Postex \_\_\_\_\_  
Postgen \_\_\_\_\_

(3) { Cancel trade charge \_\_\_\_\_  
Reduce to \_\_\_\_\_ the trade charge on \_\_\_\_\_  
Increase to \_\_\_\_\_

(new amount, to be written in words)

no. \_\_\_\_\_ from (3) \_\_\_\_\_ addressed on the \_\_\_\_\_ 19 \_\_\_\_\_  
(name of office of posting) (4)

to \_\_\_\_\_  
(exact address of addressee)

Postbur – Postex – Postgen (3)  
(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.

PART TO BE DETACHED AND RETURNED TO THE OFFICE OF.....<sup>(1)</sup> <sup>(\*)</sup>  
 FOR THE INFORMATION OF THE SENDER.....  
 (Name)  
 .....  
 (address)

**Description of Item <sup>(1)</sup>**

Nature of item:..... no..... Office of posting:.....  
 (Name or firm)  
 .....  
 (Street and number)  
 at .....  
 (Locality) ..... (Country)

Address of sender {  
 .....  
 (Name or firm)  
 .....  
 (Street and number)  
 .....  
 (Place of destination) ..... (Country of destination) ....

Address of addressee {  
 .....  
 (Name or firm)  
 .....  
 (Street and number)  
 .....  
 (Place of destination) ..... (Country of destination) ....

**TO BE FILLED IN BY SERVICE OF DESTINATION**

**I. Request for withdrawal from the post <sup>(\*)</sup>**

The item in question was duly returned to origin by <sup>(\*)</sup> { surface  
 air

**II. Request for alteration of address <sup>(\*)</sup>**

The item in question was duly redirected by <sup>(\*)</sup> { surface  
 air to .....

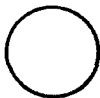
**III. Request for the cancellation or alteration of the amount of a trade charge <sup>(\*)</sup>**

The amount of the trade charge was duly <sup>(\*)</sup> { cancelled.  
 reduced to.....  
 increased to.....

**IV. Miscellaneous <sup>(\*)</sup>**

- a) The item in question <sup>(\*)</sup> { 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 <sup>(\*)</sup>.
- c) The search was fruitless <sup>(\*)</sup>.


Stamp of the office



..... the..... 19.....  
 Official in charge of the office  
 of destination:  
 .....

<sup>(1)</sup> To be filled in by the office originating the request.  
<sup>(\*)</sup> Except when the information is sent by telegraph.  
<sup>(\*)</sup> Strike out whichever entry does not apply.

Front

|   |              |   |
|---|--------------|---|
| POSTAL ADMINISTRATION   |              | C8  |
| of.....   |              | Stamp of the<br>office despatching<br>the enquiry                                 |
| OFFICE of.....  |              |  |
| <b>ENQUIRY</b><br>concerning an unregistered item   |              |   |
| (A single form is sufficient for several items posted at the same time at the same office by<br>the same sender to the same address)  |              |   |
| <b>I. Particulars to be furnished by the applicant</b><br>(Sender or addressee)   |              |   |
| Questions<br>1  | Answers<br>2 |   |
| Indicate:   |              |   |
| 1° the nature of the 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" ?.....   | .....        |   |

C8 (Back)

| <b>III. Detailed information from the office of origin</b>  |              |
|---|--------------|
|   |              |
|   |              |
|   |              |
|   |              |
| <b>IV. Particulars to be furnished by the addressee</b>   |              |
| Questions<br>1  | Answers<br>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? .....   |              |
|   |              |
|   |              |
|   |              |
|   |              |
|   |              |
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|   |              |
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|   |              |
| <b>V. Detailed information from the office of destination</b>   |              |
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|   |              |
| This form should be returned to.....  |              |

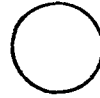
Front

POSTAL ADMINISTRATION

C 9  
Stamp of the office  
of origin

of .....

OFFICE OF .....



ENQUIRY

concerning a registered item, an insured letter or box or a postal parcel

(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)

Reason for enquiry: loss/theft/damage/delay (1)

Category of the item (4)..... air/express/urgent (1)

Insured value (2)..... Trade Charge (2).....

Office of Posting..... Posting No. ....

Date of Posting..... Weight (4).....

Sender.....

Complete name and address of addressee.....

Contents (accurate description):.....

Was advice of delivery requested in respect of this item?  $\frac{\text{Yes}}{\text{No}}$  (1)

A facsimile of the address on the item  $\frac{\text{is}}{\text{is not}}$  (1) attached

Description of external wrapping (4).....

To be filled up in the service of origin

A—by the office of origin  
and forwarding offices  
(1)

Included in the (1)  $\frac{\text{air}}{\text{surface}}$  mail from .....

of the ..... 19..... (..... despatch) for .....

Included in the (1)  $\frac{\text{air}}{\text{surface}}$  mail from .....

of the ..... 19..... (..... despatch) for .....

Included in the (1)  $\frac{\text{air}}{\text{surface}}$  mail from .....

of the ..... 19..... (..... despatch) for .....

B—by the office of  
exchange  
(1)

The item described overleaf was included in the  $\frac{\text{air}}{\text{surface}}$  Office stamp

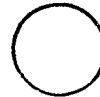
mail no..... from the office of exchange of.....

on ..... the ..... 19.....





for the office of exchange of .....

(1) It was entered under no.....(1) { in table V of the letter bill (C 12) or on  
the special list (C 13) No.....  
on the despatch list (VD 3) No.....  
on the parcel bill (CP 11 or CP 20)  
No.....

(1) Bulk advice .....



(1) Strike out whichever entry does not apply.  
(2) Letter, postcard, printed paper, sample, registered, etc.—Insured letter or box—Postal Parcel.  
(3) Indicate the amount and the currency.  
(4) Does not concern letter post items.

|  |  |   |
|--|--|---|
| 2<br>To be filled up in the intermediate services or in the service of destination in the case of return or redirection (see table 3B)   | The item described overleaf <sup>(1)</sup> _____ was _____ included in the <sup>(1)</sup> _____ should have been _____ Office Stamp<br>_____ air _____ mail no. _____ from the office of exchange of _____<br>_____ surface _____ on the _____ 19 _____ for the office of exchange of _____  |                                       |
|  | <sup>(1)</sup> It was entered under _____ <sup>(1)</sup> { in table V of the letter bill (C 12) or on the special list (C 13) no. _____<br>_____ on the despatch list (VD 3) no. _____<br>_____ on the parcel bill (CP 11 or CP 20) no. _____<br><sup>(1)</sup> Bulk advice _____ Signature _____<br>The item described overleaf <sup>(1)</sup> _____ was _____ included in the <sup>(1)</sup> _____ should have been _____ Office Stamp<br>_____ air _____ mail no. _____ from the office of exchange of _____<br>_____ surface _____ on the _____ 19 _____ for the office of exchange of _____ |                                       |
| 3<br>To be filled up in the service of destination<br>A—In case of delivery<br>B—In case of non-delivery   | The undersigned declares that the item mentioned overleaf was duly delivered to the entitled person on the _____ 19 _____<br>The amount of the trade charge has been forwarded to the sender of the item by money order no. on the _____ 19 _____<br><sup>(1)</sup> The amount of the trade charge has been forwarded to the postal cheque office of _____ by money order no. _____ on the _____ 19 _____<br>The amount of the trade charge has been placed in the current postal account on the _____ 19 _____<br>_____ Official in charge of the delivery office: _____                        | Stamp of the Office of delivery<br>   |
|  | <sup>(1)</sup> The undersigned declares that the item mentioned overleaf is still at the office of _____<br>was returned to the office of origin on the _____ 19 _____ (See Table 2 for routing)<br>was redirected on the _____ 19 _____ to <sup>(3)</sup> _____ (See Table 9 for routing)<br>has not been received at the office of destination.<br>The declaration of the addressee is annexed.<br>_____ Official in charge of the delivery office: _____  | Stamp of the office of delivery<br> |
| <b>Final Reply</b><br>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.<br>The investigations made in our service have been unsuccessful. If the item under enquiry has not been received back by the sender, we authorise you to compensate the claimant within the prescribed limits at the expense of our Administration. The amount paid should be debited against our service in a summarised account CP 16, quoting the reference _____<br>4 <sup>(1)</sup> The investigations made in our service have been unsuccessful. Because of the use of bulk advice, it is impossible to establish where the loss occurred. If the item under enquiry has not been received back by the sender, the claimant should be compensated at the expense of our two Administrations within the prescribed limits. One half of the amount paid should be debited against our service in a summarised account CP 16, quoting the reference _____<br>Any other comments _____<br>_____<br>_____ the _____ 19 _____ Signature _____<br>This form should be returned to _____ |  |   |
| <sup>(1)</sup> Strike out whichever entry does not apply.<br><sup>(2)</sup> In case of delayed delivery, indicate precisely the reason for delay in table 4 under (any other comments).<br><sup>(3)</sup> Indicate the exact and full address.   |  |   |

POSTAL ADMINISTRATION

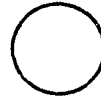
of.....

C 10  
Stamp of  
despatching office

OFFICE OF.....

## ADVICE

concerning the presumed fraudulent use of

<sup>(1)</sup> { postage stamps  
impressions of<sup>(1)</sup> { franking machines  
printing pressesAdvice of despatch <sup>(2)</sup>, by registered post, of the letter post item 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:.....

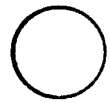
<sup>(1)</sup> Strike out whichever entry does not apply.<sup>(2)</sup> In addition to despatch to the office of destination a copy of the form C 10 is sent to the Administrations of origin and destination.

C 11

POSTAL ADMINISTRATION

of .....

Stamp of the office  
preparing the report



REPORT (1)

concerning the presumed fraudulent use of

(2) { postage stamps  
impressions of

(2) { franking machines  
printing presses

Report drawn up at .....  
in accordance with article 14 of the Universal Postal Convention of Vienna, 1964 and  
article 179 of its Detailed Regulations in the year nineteen hundred....., on the.....

I, the undersigned, (3).....  
at .....(office)  
acting in accordance with article 14 of the Universal Postal Convention of Vienna, 1964 and  
article 179 of its Detailed Regulations and being present at the examination of(4).....  
.....despatched on the.....19..... from(5)  
addressed to.....

weighing.....and prepaid to the amount of.....

hereby declare that this item(2) {  
would appear to bear (2) a counterfeit postage stamp  
(2) an already used  
(2) a counterfeit franking machine impression  
an already used  
(2) a counterfeit printing press impression  
an already used

The addressee has declared to me(2) {  
that the item was sent by(6).....  
that the sender is unknown to him.  
that he refuses to divulge the name of the sender.

Consequently,  
(1) { I have delivered to him.....  
I have seized .....  
in order to send it to the postal Administration of(7).....

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 14 of the Convention and to article 179 of the Detailed Regulations  
mentioned above.

Signature of addressee  
or his attorney

Signature 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.



Front

C 12

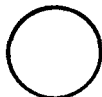
DESPATCHING ADMINISTRATION

ADMINISTRATION OF DESTINATION

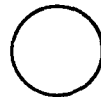
Stamp of the despatching office of exchange

**LETTER BILL**  
for the exchange of mails

Stamp of the office of exchange of destination



Mail from the office of exchange of.....  
for the office of exchange of.....  
despatched on.....19....., at.....h.....m.



**I. Unregistered items**  
express <sup>(1)</sup> air <sup>(1)</sup>

**II. Serial number of the mail, route and number of bags**

Serial number of the mail <sup>(2)</sup>.....  
Ship.....  
Air line.....  
Via.....  
LC bags..... Number.....  
AO bags.....  
Sacs collecteurs (S.C.).....  
Sacks of empty bags (S.V.).....  
Total number of bags.....

**III. Summary of registered and insured items**

|            |                                    |          |       |
|------------|------------------------------------|----------|-------|
| Registered | Bags } containing registered items | } Number | ..... |
|            |                                    |          | ..... |
|            | .....                              | .....    |       |
|            | .....                              | .....    |       |
|            | .....                              | .....    |       |
| Insured    | Bags } containing insured items    | } Number | ..... |
|            |                                    |          | ..... |
|            | .....                              | .....    |       |
|            | .....                              | .....    |       |
|            | .....                              | .....    |       |

**IV. Official notes**

Bags used for making up the mail belonging to the despatching Administration; including bags for registered items and those enclosed in sacs collecteurs..... Number.....  
Bags returned empty belonging to the Administration of destination.....

**V. List of registered items**  
(If there are no registered items, write the word "Néant" [Nil])

| Serial no.<br>1 | Office of origin<br>2 | Registration no. of the item<br>3 | Observations<br>4 |
|-----------------|-----------------------|-----------------------------------|-------------------|
| 1               |                       |                                   |                   |
| 2               |                       |                                   |                   |
| 3               |                       |                                   |                   |
| 4               |                       |                                   |                   |
| 5               |                       |                                   |                   |
| 6               |                       |                                   |                   |
| 7               |                       |                                   |                   |
| 8               |                       |                                   |                   |
| 9               |                       |                                   |                   |
| 10              |                       |                                   |                   |
| 11              |                       |                                   |                   |
| 12              |                       |                                   |                   |
| 13              |                       |                                   |                   |
| 14              |                       |                                   |                   |
| 15              |                       |                                   |                   |

(Continue overleaf, if necessary) <sup>(3)</sup>

**VI. Closed mails included in this mail**

| Serial number of the mail<br>1 | Office of origin<br>2 | Office of destination<br>3 | Number of bags of packets<br>4 |
|--------------------------------|-----------------------|----------------------------|--------------------------------|
|                                |                       |                            |                                |
|                                |                       |                            |                                |
|                                |                       |                            |                                |
|                                |                       |                            |                                |
|                                |                       |                            |                                |
|                                |                       |                            |                                |
|                                |                       |                            |                                |
|                                |                       |                            |                                |
|                                |                       |                            |                                |
|                                |                       |                            |                                |

Official of the despatching office of exchange:

Official of the office of exchange of destination:

<sup>(1)</sup> Underline, if appropriate.  
<sup>(2)</sup> Do not fill in when the mail is made up once every day.  
<sup>(3)</sup> The use of the back of the form for the continuation of table V is optional.

| V. List of registered items (continued) (2) |                  |                              |              |            |                  |                              |              |
|---|------------------|------------------------------|--------------|------------|------------------|------------------------------|--------------|
| 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          | 1                | 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         |                  |                              |              |

(2) The use of the back of the form for the continuation of table V is optional.

C 13

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. (1) .....



of the (2) ..... 19 .....



from ..... for .....

| 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            |
| 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:

(1) To be filled in only for numbered mails.

(2) To be filled in only for unnumbered mails.

C 14

POSTAL ADMINISTRATION

of .....

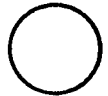
OFFICE of .....

SERVICE WITH ADMINISTRATION

of .....

Stamp of the despatching office of the note

Stamp 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)

Series of horizontal dotted lines for recording details of errors or irregularities.

(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.

|  |   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
|--|---|--|--|--|--------------------------------|------------------------------------|---|--|--|----------------------------------|----|--------------------------------|----|---|---|--|--|---|---------------------------------|---|------------------------------------|--|--|--|-----------------------------|--|--|---|--|--|
| DESPATCHING ADMINISTRATION   |   | ADMINISTRATION OF DESTINATION  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Stamp of the despatching office of exchange<br>  | <b>SPECIAL LETTER BILL</b><br>showing statistical information<br>Mail from the office of exchange of.....<br>for the office of exchange of.....<br>despatched on the.....19....., at.....h.....m. | Stamp of the office of exchange of destination<br>   | C 15   |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Number of bags in transit of gross weight<br><table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">not exceeding 5 kg. (light bags)<br/>1</td> <td style="width: 33%; text-align: center;">over 5 kg. and up to 15 kg. (medium bags)<br/>2</td> <td style="width: 33%; text-align: center;">over 15 kg. and up to 30 kg. (heavy bags)<br/>3</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>  |   | not exceeding 5 kg. (light bags)<br>1  | over 5 kg. and up to 15 kg. (medium bags)<br>2 | over 15 kg. and up to 30 kg. (heavy bags)<br>3                       |                                |                                    |   | <b>V. List of registered items</b><br>(If there are no registered items, write the word "Néant" [Nil]) |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| not exceeding 5 kg. (light bags)<br>1  | over 5 kg. and up to 15 kg. (medium bags)<br>2  | over 15 kg. and up to 30 kg. (heavy bags)<br>3   |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
|  |   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Number of bags exempted from transit charges .....<br>express (1) <b>I. Unregistered items</b> air (1)   |   | Serial no.<br>1  | Office of origin<br>2                          | Registration no. of the item<br>3                                    | Observations<br>4              |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| <b>II. Serial number of the mail, route and number of bags</b><br>Serial number of the mail (2) .....<br>Ship .....<br>Via .....<br><table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">Number</td> </tr> <tr> <td>L C bags.....</td> <td style="text-align: center;">7</td> </tr> <tr> <td>A O bags.....</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Sacs collecteurs (S. C.).....</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Sacks of empty bags (S. V.).....</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Total number of bags.....</td> <td style="text-align: center;">11</td> </tr> </table>  |   |  | Number   | L C bags.....  | 7                              | A O bags.....                      | 8 | Sacs collecteurs (S. C.).....  | 9                                      | Sacks of empty bags (S. V.)..... | 10 | Total number of bags.....      | 11 | 2 |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
|  | Number  |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| L C bags.....  | 7   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| A O bags.....  | 8   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Sacs collecteurs (S. C.).....  | 9   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Sacks of empty bags (S. V.).....   | 10  |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Total number of bags.....  | 11  |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| <b>III. Summary of registered and insured items</b><br><table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 75%;">Registered</td> <td style="width: 20%; text-align: center;">Number</td> </tr> <tr> <td rowspan="2" style="vertical-align: middle;">{</td> <td>Bags } containing registered items</td> <td rowspan="2" style="vertical-align: middle;">{</td> </tr> <tr> <td>Packets } containing registered items</td> </tr> <tr> <td colspan="2">Special lists of registered items.....</td> <td></td> </tr> <tr> <td colspan="2">Total of registered items.....</td> <td></td> </tr> <tr> <td colspan="2">of which ..... are in <i>ad hoc</i> "Exempt" bags (3)</td> <td></td> </tr> <tr> <td rowspan="2" style="vertical-align: middle;">{</td> <td>Bags } containing insured items</td> <td rowspan="2" style="vertical-align: middle;">{</td> </tr> <tr> <td>Packets } containing insured items</td> </tr> <tr> <td colspan="2">Despatch lists of insured letters and boxes.....</td> <td></td> </tr> <tr> <td colspan="2">Total of insured items.....</td> <td></td> </tr> </table> |   |  | Registered                                     | Number   | {                              | Bags } containing registered items | { | Packets } containing registered items  | Special lists of registered items..... |                                  |    | Total of registered items..... |    |   | of which ..... are in <i>ad hoc</i> "Exempt" bags (3) |  |  | { | Bags } containing insured items | { | Packets } containing insured items | Despatch lists of insured letters and boxes..... |  |  | Total of insured items..... |  |  | 3 |  |  |
|  | Registered  | Number   |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| {  | Bags } containing registered items  | {  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
|  | Packets } containing registered items   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Special lists of registered items.....   |   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Total of registered items.....   |   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| of which ..... are in <i>ad hoc</i> "Exempt" bags (3)  |   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| {  | Bags } containing insured items   | {  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
|  | Packets } containing insured items  |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Despatch lists of insured letters and boxes.....   |   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Total of insured items.....  |   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| <b>IV. Official notes</b><br><table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Bags used for making up the mail belonging to the despatching Administration; including bags for registered items.....</td> <td style="width: 20%; text-align: center;">Number</td> </tr> <tr> <td>Bags returned empty belong to the Administration of destination.....</td> <td></td> </tr> </table>  |   | Bags used for making up the mail belonging to the despatching Administration; including bags for registered items..... | Number   | Bags returned empty belong to the Administration of destination..... |                                | 4                                  |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Bags used for making up the mail belonging to the despatching Administration; including bags for registered items.....   | Number  |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Bags returned empty belong to the Administration of destination.....   |   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| <b>VI. Closed mails included in this mail</b><br><table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Serial no. of the mail<br/>1</td> <td style="width: 20%; text-align: center;">Office of origin<br/>2</td> <td style="width: 20%; text-align: center;">Office of destination<br/>3</td> <td style="width: 50%; text-align: center;">Number of bags or packets<br/>4</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>  |   | Serial no. of the mail<br>1  | Office of origin<br>2                          | Office of destination<br>3   | Number of bags or packets<br>4 |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Serial no. of the mail<br>1  | Office of origin<br>2   | Office of destination<br>3   | Number of bags or packets<br>4                 |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
|  |   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| Official of the despatching office of exchange: .....  |   | Official of the office of exchange of destination: .....   |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |
| <p>(1) Underline if appropriate.<br/>                 (2) Do not fill in when the mail is made up once every day.<br/>                 (3) To be filled in only when "Exempt" registered items (art. 48 of the Convention) are enclosed in <i>ad hoc</i> "Exempt" bags (art. 166, §3).<br/>                 (4) The use of the back of the form for the continuation of the table is optional.</p>   |   |  |  |  |                                |                                    |   |  |  |                                  |    |                                |    |   |   |  |  |   |                                 |   |                                    |  |  |  |                             |  |  |   |  |  |

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         |                  |                              |              |

<sup>(1)</sup> 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



VERIFICATION NOTE No. ....(1)

Stamp of the office  
of destination  
of the note



concerning statistical information

Errors and irregularities observed

in mail no.(2) .....

from the office of exchange of .....

for the office of exchange of .....

sent on the ..... 19 ....., at ..... h..... m.

Number of bags

| Transit in closed mails                         | according to the declaration<br>of the despatching office<br>1 | according to the verification<br>of the office of destination<br>2 |
|---|--|--|
|   | a) Light bags<br>(up to 5 kg.) ... ..                          |  |
| Medium bags<br>(over 5 and up to 15 kg.) .....  |  |  |
| Heavy bags<br>(over 15 and up to 30 kg.) .....  |  |  |
| b) Bags exempted from transit<br>charges ... .. |  |  |

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.





POSTAL ADMINISTRATION

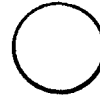
C 18

of .....

Stamp of the office  
despatching the mail

OFFICE of .....

**DELIVERY BILL FOR MAILES**



Mails transferred on the ..... 19 .....

(<sup>1</sup>) to the office at ..... | (<sup>2</sup>) to ..... (shipping company)

(train no. ....)

Name of ship .....

Date of sailing .....

Port of disembarkation .....

| Origin of mails<br><br>1 | Destination of mails<br><br>2 | Number of               |   |                      |                              |   | Observations<br><br>8 |
|--------------------------|-------------------------------|-------------------------|---|----------------------|------------------------------|---|-----------------------|
|                          |                               | red label bags<br><br>3 | bags of un-registered correspondence<br><br>4 | parcel bags<br><br>5 | parcels not in bags<br><br>6 | sacks of empty bags <sup>(*)</sup><br><br>7 |                       |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| .....                    | .....                         | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |
| Totals                   |                               | .....                   | .....   | .....                | .....                        | .....                                       | .....                 |

Signature of the official of the office transferring the mails:

The undersigned acknowledges receipt in good condition of the mails mentioned above:  
Signature:

(<sup>1</sup>) If the mail is transferred to a sea service, only fill in the right hand section.  
(<sup>2</sup>) If the mail is transferred to an office or a train, only fill in the left hand section.  
(<sup>3</sup>) Column to be used by offices which make up special despatches for empty bags.

Front

C 19

NOTICE.—This form is to be forwarded, annexed to bill C 18 of the mail to which this bulletin refers and is to be filled up before being sent on.

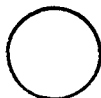
Enter the note "C 19" in the "Observations" column of bulletin C 18.

DESPATCHING ADMINISTRATION

ADMINISTRATION OF DESTINATION

Date stamp of the  
despatching office

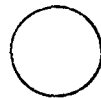
**TRANSIT BULLETIN**  
concerning the mail statistics

Date stamp of the  
office of destinationDespatching Office <sup>(1)</sup>.....Office of destination <sup>(1)</sup>.....

Number

<sup>(2)</sup> Date of despatch of the mail:.....

Number of bags (not counting bags of empty containers and other "Exempt" Bags).....



**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     | Date-stamp<br>of the<br>inward office<br>of exchange | Date-stamp<br>of the<br>outward office<br>of exchange | Services used   | Country to                                     |
|-------------|--|---|---|--|
|             |  |   | (In the case of land transit,<br>indicate T.t., and the route<br>followed. In the case of sea<br>transit, indicate T.m., the route<br>followed, the name of the ship<br>and that of the shipping line.) | which the<br>transit charges<br>should be paid |
| 1           | 2  | 3   | 4   | 5  |
| 1st transit |  |   |   |  |
| 2nd transit |  |   |   |  |
| 3rd transit |  |   |   |  |

(For any additional transits, use the back of this form)

<sup>(1)</sup> To be filled in by the despatching office.

<sup>(2)</sup> Strike out whichever entry does not apply.

C 19 (Back)

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

POSTAL ADMINISTRATION

C 20

of .....

**DETAILED ACCOUNT OF TRANSIT CHARGES**

Detailed account of the sums due to the Administration of.....

for the conveyance of mails despatched by the Administration of.....

in transit by the services..... during the year 19.....

| Office of origin | Office of destination | Mails despatched during the statistical period |        |        |               |                              |    |     |                | Observations |
|------------------|-----------------------|--|--------|--------|---------------|------------------------------|----|-----|----------------|--------------|
|                  |                       | Number of bags of the average weight of        |        |        | Total weights | Transit charge per gross kg. |    |     | Credit of..... |              |
|                  |                       | 3 kg.  | 12 kg. | 26 kg. |               |                              |    |     |                |              |
| 1                | 2                     | 3  | 4      | 5      | 6             | 7                            |    | 8   |                | 9            |
|                  |                       |  |        |        | kg.           | fr.                          | c. | fr. | c.             |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |
|                  |                       |  |        |        |               |                              |    |     |                |              |

Total .....  
Multiplied by 26 (or 13) .....  
Total to be carried forward to the statement C 21

....., the.....19.....  
**Creditor Administration:**

....., the.....19.....  
**Seen and accepted, Debtor Administration:**

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.....<br>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<br>the Administration<br>of..... |   |    |                         |    |
| <b>Totals</b>  |   |    |                         |    |
| <b>Deduction</b>   |   |    |                         |    |
| <b>Balance to the credit of the Administration</b><br>of.....          |   |    |                         |    |

....., the ..... 19..... Signature:.....

(1) Name of the Administration which prepares the statement.  
(2) Name of the corresponding Administration.

C 22

|                                   |   |  |
|-----------------------------------|---|--|
| <b>UNIVERSAL POSTAL UNION</b>     |   | Control stamp of<br>the Country of<br>origin<br>(date optional)  |
| UNIVERSAL<br>POSTAL<br>UNION      | <p>(1) .....</p> <p>(2) .....</p> <hr/> <p style="text-align: center;"><b>International reply coupon</b></p> <p>(3) 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.</p> <p style="text-align: center;">(Design)</p> <p>(4) .....</p> <p>(5) .....</p> <p>.....</p> <p>.....</p> <p>.....</p> | <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">(Design)</div><br><br><br><br><br><br><br><br><br><br><div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">(Design)</div> |
| <b>INTERNATIONAL REPLY COUPON</b> |   | Stamp of the office<br>which performs<br>the exchange  |

(1) Name of the country of issue.

(2) Selling price in the country of issue.

(3) This explanation is repeated on the back in the languages of several countries.

(4) Translation of the words "Coupon-réponse International" [International Reply Coupon] in the language of the country of issue.

(5) This space is occupied by a translation of the text (3) in the language of the country of issue.

C 23

POSTAL ADMINISTRATION

OF.....

**DETAILED STATEMENT OF REPLY COUPONS**

Reply coupons issued by the Administration of.....

and exchanged by the Administration of.....

during the year 19.....

| 1                    | 2<br>Number | 3<br>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 .....

**SUMMARY STATEMENT  
OF REPLY COUPONS**

Reply coupons exchanged between the Administrations

of<sup>(1)</sup> .....

and of<sup>(2)</sup> .....

during the years 19.....—19.....

| 1  | 2<br>Number | 3<br>Value calculated<br>at 40 c. per coupon |    |
|--|-------------|--|----|
|  |             | fr.  | c. |
| <p>——Coupons issued<br/>by<sup>(2)</sup> .....<br/>and exchanged for postage stamps<br/>of<sup>(1)</sup> .....</p> |             |  |    |
| <p>——Coupons issued<br/>by<sup>(1)</sup> .....<br/>and exchanged for postage stamps<br/>of<sup>(2)</sup> .....</p> |             |  |    |
| <p>Balance to the <sup>(3)</sup> <u>credit</u> of the Administration<br/>debit<br/>of<sup>(1)</sup> .....</p>      |             |  | —  |

....., the.....19.....

Signature: .....

<sup>(1)</sup> Name of the Administration which prepares the statement.  
<sup>(2)</sup> Name of the corresponding Administration.  
<sup>(3)</sup> Strike out whichever entry does not apply.





Front

|   |  |
|---|--|
| <p style="text-align: center;">4</p> <p style="text-align: center;"><b>Description</b></p> <hr style="width: 20%; margin: 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="text-align: center;">1 <span style="float: right;">C 25</span></p> <p style="text-align: center;"><b>UNIVERSAL POSTAL UNION</b></p> <p style="text-align: center;"><b>POSTAL ADMINISTRATION</b></p> <p style="text-align: center;">of .....</p> <p style="text-align: center;"><b>POSTAL IDENTITY CARD</b></p> <ol style="list-style-type: none"> <li>1. This card, issued exclusively by the postal service, is recognised as proof of identity for post office business.</li> <li>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.</li> <li>3. Postal Administrations are not responsible for the consequences of the loss, theft or fraudulent use of this card.</li> </ol> <p style="text-align: center;">.....</p> |
|---|--|

Convention, Vienna 1964, art. 106, § 2 - Size: 148 × 105 mm.

Back

|  |   |
|--|---|
| <p style="text-align: center;">2</p> <div style="border: 1px solid black; width: 80%; margin: 0 auto; padding: 10px;"> <div style="text-align: center;">  </div> <div style="text-align: center; margin-top: 20px;"> <p><b>Photograph</b></p> </div> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; width: 60%; margin: 0 auto; padding: 5px;"> <p style="text-align: center;">Postage stamp</p> </div> <div style="border: 1px solid black; width: 60%; margin: 5px auto; padding: 5px;"> <p style="text-align: center;">(Half on the photograph)</p> </div> </div> </div> <p style="text-align: center; margin-top: 10px;">Signature of the holder:</p> | <p style="text-align: center;">3</p> <p style="text-align: center;"><b>POSTAL IDENTITY CARD</b></p> <p style="text-align: center;">No. ....</p> <p>valid until ..... 19.....</p> <div style="margin-top: 10px;"> <p>Holder {</p> <p style="margin-left: 20px;">Name: .....</p> <p style="margin-left: 20px;">Forenames: .....</p> <p style="margin-left: 20px;">Profession: .....</p> <p style="margin-left: 20px;">Nationality: .....</p> <p style="margin-left: 20px;">Address: .....</p> </div> <p style="text-align: center; margin-top: 10px;">Issued by the office or authority</p> <p style="text-align: center;">of .....</p> <p style="text-align: center;">on the ..... 19.....</p> <div style="text-align: center; margin-top: 10px;">  </div> <p style="text-align: center;">Date-stamp or official seal</p> <p style="text-align: right; 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.<br>1         | Date of the advance<br>2 | Number of the franking note<br>3 | Office which has made the advance<br>4 | Amount of each franking note<br>5 |  | Observations<br>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                       |                          |                                  |  |                                   |  |                            |
|                         |                          |                                  |  | <b>Total</b>                      |  |                            |
| ....., the..... 19..... |                          |                                  |  |                                   |  | <b>Signature:</b><br>..... |

C 27

DESPATCHING ADMINISTRATION

ADMINISTRATION OF DESTINATION

TRIAL NOTE

to determine the most favourable route for a (1) letter parcel mail

(To be filled in by the despatching office)

(To be filled in by the office of destination)

(1) Letter Parcel (1) Air Surface mail no. .... from the office

The mail shown opposite was received by the office of .....

of .....

on the ..... 19 ..... at ..... hr. .... m.

for .....

(1) { by the air line no. .... by the ship ..... by .....

of the ..... 19 .....

sent (1) { by the air line no. .... by the ship ..... by .....

(2) 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:

The despatching office:

To be returned by air mail to the office

of .....

(1) Strike out whichever entry does not apply. (2) Concerns only letter mails.

C 28

**Djakarta**

Despatch No..... Date of Despatch.....

from Geneva 1 to

**Djakarta**

**Djakarta**

via .....

ship.....

Convention, Vienna 1964, art. 156, § 5—  
Size: 125 × 60 mm, colour vermillion red, white, light blue or green respectively.

C 29

## POSTAL ADMINISTRATION

of.....

## ROUTINE CORRESPONDENCE (1)

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

|  |  |
|--|--|
| Despatching Officer<br>.....   | C 30<br>Despatching Administration<br>Portugal<br>Despatching Office<br>Lisbon |
| LC   |  |
| for  | Ankara   |
| - In case of error please attach this label to the verification note |  |

Convention, Vienna 1964, art, 156, § 1 - Size 105 × 74 mm, colour white

|  |  |
|--|--|
| Despatching Officer<br>.....   | C 30<br>Despatching Administration<br>Portugal<br>Despatching Office<br>Lisbon |
| AO   |  |
| for  | Ankara   |
| - In case of error please attach this label to the verification note |  |

Convention, Vienna 1964, art, 156, § 1 - Size 105 × 74 mm, colour light blue

|  |  |
|--|--|
| Despatching Officer<br>.....   | C 30<br>Despatching Administration<br>Portugal<br>Despatching Office<br>Lisbon |
| R <sub>LC</sub><br>AO  |  |
|  | (number of registered items . . .)   |
| for  | Ankara   |
| - In case of error please attach this label to the verification note |  |

Convention, Vienna 1964, art, 156, § 1 - Size 105 × 74 mm, colour pink

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 (Convention, Vienna 1964, art. 203, § 1, (a))

AV 2

ADMINISTRATION DESPATCHING THE MAIL

ADMINISTRATION OF DESTINATION OF THE MAIL

STATEMENT No.....

Stamp of the despatching office of exchange

of the weights of (1) unregistered / registered air-mail correspondence  
 contained in (2) surface / air mail no.....

Stamp of the office of exchange of destination



from the office of exchange of.....



for the office of exchange of.....

despatched on the..... 19..... at..... h..... m.

| Countries of destination or groups of Countries to which the conveyance charges are the same<br>1 | Net weight(2) |         | Observations<br>4 |
|---|---------------|---------|-------------------|
|   | LC<br>2       | AO<br>3 |                   |
|   | g.            | g.      |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |
|   |               |         |                   |

(1) Strike out whichever entry does not apply.  
 (2) The weight of *à découvert* correspondence for each category and, where appropriate, for each zone of destination, is rounded up or down to the nearest decagramme according to whether or not the fraction of a decagramme exceeds 5 grammes.



AV 3

ADMINISTRATION DESPATCHING  
THE MAIL

ADMINISTRATION RE-FORWARDING  
THE MAIL

STATEMENT OF WEIGHTS  
of air mails <sup>(1)</sup>

Weights of air mails re-forwarded by the office of exchange of \_\_\_\_\_  
 during the <sup>(2)</sup> { month of \_\_\_\_\_ 19\_\_\_\_\_  
 \_\_\_\_\_ quarter of 19\_\_\_\_\_  
 }

The mails were forwarded by air from \_\_\_\_\_ to \_\_\_\_\_

| Date of conveyance | Serial number of the mail | Despatching office | Office of destination | No. of the air-line used | Weight of each class of correspondence |    |                        |    | Observations |
|--------------------|---------------------------|--------------------|-----------------------|--------------------------|--|----|------------------------|----|--------------|
|                    |                           |                    |                       |                          | LC                                     |    | AO (including parcels) |    |              |
|                    |                           |                    |                       |                          | 6                                      | 7  | 8                      | 9  |              |
|                    |                           |                    |                       |                          | kg.                                    | g. | kg.                    | g. |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
|                    |                           |                    |                       |                          |  |    |                        |    |              |
| Totals             |                           |                    |                       |                          |  |    |                        |    |              |

\_\_\_\_\_, the \_\_\_\_\_ 19\_\_\_\_\_  
 Official in charge of the office reforwarding  
 the mail:

\_\_\_\_\_, the \_\_\_\_\_ 19\_\_\_\_\_  
 Seen and accepted,  
 Administration despatching the mail:

(1) To be sent in duplicate.  
 (2) Strike out whichever entry does not apply.

AV 4

ADMINISTRATION DESPATCHING  
THE MAIL

ADMINISTRATION OF DESTINATION  
OF THE MAIL

**STATEMENT OF WEIGHTS<sup>(1)</sup>  
of à découvert air-mail correspondence**

Weights of air-mail correspondence contained in the<sup>(2)</sup>  $\frac{\text{air}}{\text{ordinary}}$  mails from the office of exchange  
of.....

for the office of exchange of..... despatched during the<sup>(2)</sup> { month of..... 19.....  
..... quarter of 19.....

| Date of despatch<br>of the mail<br>1 | No. of<br>Statement<br>AV 2<br>2 | Countries of destination or groups of Countries |         |         |         |         |         |         |          | Observations<br>11 |
|--------------------------------------|----------------------------------|---|---------|---------|---------|---------|---------|---------|----------|--------------------|
|                                      |                                  | LC<br>3   | AO<br>4 | LC<br>5 | AO<br>6 | LC<br>7 | AO<br>8 | LC<br>9 | AO<br>10 |                    |
|                                      |                                  | g.  | g.      | g.      | g.      | g.      | g.      | g.      | g.       |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
|                                      |                                  |   |         |         |         |         |         |         |          |                    |
| Totals                               |                                  |   |         |         |         |         |         |         |          |                    |
| To carry to Form AV 5                |                                  |   |         |         |         |         |         |         |          |                    |

....., the ..... 19..... | ..... , the ..... 19.....

The Administration of destination of the mail: | Seen and accepted:  
The Administration despatching the mail:

(1) To be sent in duplicate.  
(2) Strike out whichever entry does not apply.

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 conveyance of air mail originating in ..... during the (1) { month of ..... 19..... quarterly of 19.....

| Country of destination<br>1                                    | Class of correspondence<br>2 | Weight carried during the month or months of |    |     |    |     |    | Total weight for the (1) { month quarter |    | Cost of conveyance per kg. |    | Total conveyance charges due |    |
|--|------------------------------|--|----|-----|----|-----|----|--|----|----------------------------|----|------------------------------|----|
|  |                              | 3  |    | 4   |    | 5   |    | 6  | 7  | 8                          |    |                              |    |
|  |                              | kg.  | g. | kg. | g. | kg. | g. | kg.                                      | g. | fr.                        | c. | fr.                          | c. |
|  | { LC<br>AO(2)                |  |    |     |    |     |    |  |    |                            |    |                              |    |
|  | { LC<br>AO(2)                |  |    |     |    |     |    |  |    |                            |    |                              |    |
|  | { LC<br>AO(2)                |  |    |     |    |     |    |  |    |                            |    |                              |    |
|  | { LC<br>AO(2)                |  |    |     |    |     |    |  |    |                            |    |                              |    |
|  | { LC<br>AO(2)                |  |    |     |    |     |    |  |    |                            |    |                              |    |
|  | { LC<br>AO(2)                |  |    |     |    |     |    |  |    |                            |    |                              |    |
| Increase of 5% on the total amount due for transit à découvert |                              |  |    |     |    |     |    |  |    |                            |    |                              |    |
| Final total  |                              |  |    |     |    |     |    |  |    |                            |    |                              |    |

....., the ..... 19.....

The creditor Administration:

....., the ..... 19.....

Seen and accepted,  
The debtor Administration:

(1) Strike out whichever entry does not apply.  
(2) Including parcels.

AV 7

POSTAL ADMINISTRATION

of .....

**DELIVERY BILL**  
**of air mails**

Stamp of  
the office of  
destination



(<sup>1</sup>) for the office of .....

carried by line no. ....

Airport of transhipment(<sup>2</sup>) .....

Airport of offloading .....

Departure from the airport

the ..... 19..... at..... h..... m.

| Serial number of the mail | Office of origin | Office of destination | Number of |            |         |                 | Gross weight of bags, etc. of( <sup>3</sup> ) |     |                      |     | Observations |    |
|---------------------------|------------------|-----------------------|-----------|------------|---------|-----------------|---|-----|----------------------|-----|--------------|----|
|                           |                  |                       | bags LC   | packets LC | bags AO | bags of parcels | LC  |     | AO including parcels |     |              |    |
|                           |                  |                       | 4         | 5          | 6       | 7               | 8   |     | 9                    |     |              | 10 |
|                           |                  |                       |           |            |         |                 |   | kg. | g.                   | kg. | g.           |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| .....                     |                  |                       |           |            |         |                 |   |     |                      |     |              |    |
| <b>Totals</b>             |                  |                       |           |            |         |                 |   |     |                      |     |              |    |

|   |  |  |
|---|--|--|
| <p>The official of the despatching office:</p> <p>.....</p> | <p>The responsible official of the airport:</p> <p>.....</p> | <p>The official of the office of destination:</p> <p>.....</p> |
|---|--|--|

(<sup>1</sup>) Stamp impression or printed indication of the despatching office.  
(<sup>2</sup>) To be completed only in the case of direct transhipment foreseen in art. 194, § 2.  
(<sup>3</sup>) The Administration of origin may add a separate column for parcels.

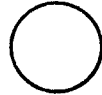
AV 7S

POSTAL ADMINISTRATION

of .....

**DELIVERY BILL**  
of air mails of empty bags

Stamp of office  
of destination



(1) for the office of .....

carried by line no. ....

Airport of transshipment(2) .....

Airport of offloading .....

Departure from the airport

the ..... 19 ..... at ..... h ..... m

| Serial<br>number of<br>the mail<br><b>1</b> | Office of origin<br><b>2</b> | Office of destination<br><b>3</b> | Number<br>of bags<br>of empty<br>bags<br><b>4</b> | Gross<br>weight<br><b>5</b> |       | Observations<br><b>6</b> |
|---|------------------------------|-----------------------------------|---|-----------------------------|-------|--------------------------|
|   |                              |                                   |   | kg.                         | g.    |                          |
| .....                                       | .....                        | .....                             | .....   | .....                       | ..... | .....                    |
| .....                                       | .....                        | .....                             | .....   | .....                       | ..... | .....                    |
| .....                                       | .....                        | .....                             | .....   | .....                       | ..... | .....                    |
| .....                                       | .....                        | .....                             | .....   | .....                       | ..... | .....                    |
| .....                                       | .....                        | .....                             | .....   | .....                       | ..... | .....                    |
| .....                                       | .....                        | .....                             | .....   | .....                       | ..... | .....                    |
| .....                                       | .....                        | .....                             | .....   | .....                       | ..... | .....                    |
| .....                                       | .....                        | .....                             | .....   | .....                       | ..... | .....                    |
| Total                                       |                              |                                   | .....   | .....                       | ..... | .....                    |

EMPTY AIR MAIL BAGS

The official of the  
despatching office:

The responsible official  
of the airport

The official of the office  
of destination

(1) Stamp impression or printed indication of the despatching office.  
(2) To be completed only in the case of direct transshipment.

Front

AV 8

Mail No. .... Date of despatch.....

By air mail

from Lisbon - EPA for

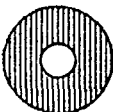

# Salisbury

(Rhodesia)

Flight No. ....

Airport of transhipment.....

Salisbury (Rhodesia)

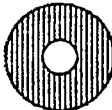
Convention, Vienna 1964, art. 187, § 3—Size: 125 × 60 mm, colour vermillion red or white.

Back

LC kg.....

AO kg.....

Total kg.....

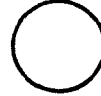


Front

POSTAL ADMINISTRATION OF

AV 9

Date stamp of  
despatching office



**AIR MAIL DESPATCH**

No..... (1) Without documents (1)

from Lisbon-E P A for

**Salisbury**

(Rhodesia)

Flight No. ....

Airport of transhipment .....

Weight: LC ..... g

AO ..... g

Total ..... g

(1) Strike out whichever entry does not apply.

|   |   |
|---|---|
| Despatching Officer<br>.....  | AV 10<br>Despatching Administration<br>Sweden<br>Despatching Office<br>Stockholm Flyg |
| <b>LC</b>   | <b>By air mail</b>  |
| for   | <b>Madrid AP</b>  |
| —In case of error please attach this label to the verification note |   |

Convention, Vienna 1964, art. 186, § 1 - Size: 105 × 74 mm, colour white

|   |   |
|---|---|
| Despatching Officer<br>.....  | AV 10<br>Despatching Administration<br>Sweden<br>Despatching Office<br>Stockholm Flyg |
| <b>AO</b>   | <b>By air mail</b>  |
| for   | <b>Madrid AP</b>  |
| —In case of error please attach this label to the verification note |   |

Convention, Vienna 1964, art. 186, § 1 - Size: 105 × 74 mm, colour light blue

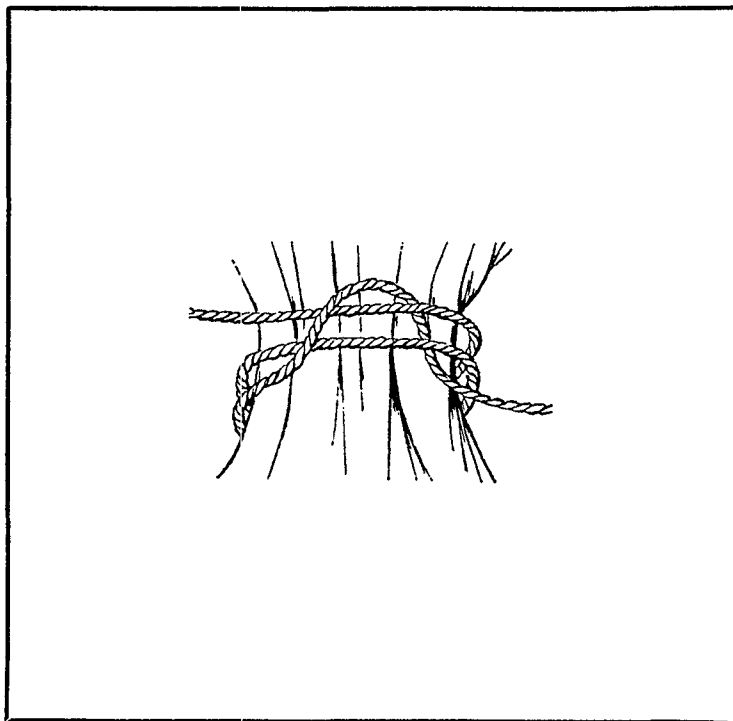
|   |   |
|---|---|
| Despatching Officer<br>.....  | AV 10<br>Despatching Administration<br>Sweden<br>Despatching Office<br>Stockholm Flyg |
| <b>R<sub>LC</sub><br/>AO</b>  | <b>By air mail</b>  |
| for   | (Number of registered items . . .)<br><b>Madrid AP</b>                                |
| —In case of error please attach this label to the verification note |   |

Convention, Vienna 1964, art. 186, § 1 - Size: 105 × 74 mm, colour pink



**Explanatory diagram**

Method of looping string round the neck of mail bags to secure them



NOTE.—The diagram reproduced above refers to Article 156, § 4, of the Detailed Regulations of the Convention.

LIST OF STATES WHICH HAVE RATIFIED, APPROVED (A), OR ACCEDED (a) TO, THE CONVENTION, INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT WITH THE GOVERNMENT OF SWITZERLAND OR, DENOTED BY AN ASTERISK, THE DATE OF NOTIFICATION OF ACCESSION ISSUED BY THE LATTER GOVERNEMENT UNDER ARTICLE 11(5) OF THE CONSTITUTION

|  |              |         |
|--|--------------|---------|
| ARGENTINA <sup>1</sup> .....   | 23 June      | 1967    |
| AUSTRALIA .....  | 23 December  | 1965    |
| (Including the territories of Papua, Norfolk Island, Cocos (Keeling) Islands and Christmas Island, the Territory of Heard Island and McDonald Island, the Australian Antarctic Territory and the Trust Territories of New Guinea and Nauru.) |              |         |
| AUSTRIA .....  | 23 December  | 1965    |
| BARBADOS <sup>2</sup> .....  | 11 November  | 1967 a* |
| BELGIUM .....  | 4 November   | 1965 A  |
| CANADA .....   | 8 March      | 1966 A  |
| CEYLON .....   | 14 March     | 1967 A  |
| CHINA .....  | 6 September  | 1966    |
| CONGO (REPUBLIC OF) .....  | 7 September  | 1966 A  |
| CZECHOSLOVAKIA <sup>1</sup> .....  | 20 May       | 1966    |
| DAHOMEY .....  | 13 January   | 1967 A  |
| DENMARK .....  | 23 December  | 1965    |
| FEDERAL REPUBLIC OF GERMANY .....  | 27 June      | 1966    |
| (With a declaration that the Convention shall apply to <i>Land Berlin</i> .)   |              |         |
| FINLAND .....  | 17 December  | 1965    |
| FRANCE .....   | 22 January   | 1966 A  |
| (Including the whole of the territories represented by the French Office of Overseas Posts and Telecommunications.)  |              |         |
| GABON .....  | 27 January   | 1967 A  |
| GHANA .....  | 17 November  | 1966    |
| GUINEA .....   | 5 September  | 1966    |
| GUYANA <sup>2</sup> .....  | 22 March     | 1967 a* |
| HUNGARY <sup>1</sup> .....   | 2 May        | 1967 A  |
| ICELAND .....  | 10 August    | 1965    |
| INDIA .....  | 8 November   | 1966 A  |
| IRAK <sup>1</sup> .....  | 22 September | 1967    |
| IRELAND .....  | 4 March      | 1966    |
| IVORY COAST .....  | 28 October   | 1965 A  |
| JAPAN .....  | 22 July      | 1965 A  |
| KUWAIT .....   | 16 August    | 1967    |
| LAOS .....   | 25 September | 1967 A  |
| LESOTHO <sup>2</sup> .....   | 6 September  | 1967 a* |

<sup>1</sup> With declaration, the text of which has been reproduced following the list of States which ratified, or acceded to, the Constitution of the Universal Postal Union; see above in this volume.

<sup>2</sup> See below for the text of declarations and reservations.

|   |              |                |
|---|--------------|----------------|
| LIECHTENSTEIN   | 5 October    | 1967           |
| LUXEMBOURG  | 29 December  | 1965           |
| MADAGASCAR  | 25 August    | 1965 <i>A</i>  |
| MALAWI <sup>2</sup>   | 25 October   | 1966 <i>a*</i> |
| MALDIVE ISLANDS   | 15 August    | 1967 <i>a*</i> |
| MALI  | 18 December  | 1965           |
| MAURITANIA  | 22 March     | 1967 <i>a*</i> |
| MOROCCO   | 7 April      | 1967 <i>A</i>  |
| NEW ZEALAND   | 21 October   | 1966 <i>A</i>  |
| (Applies also to the Cook Islands, Niue and the Tokelau Islands.) |              |                |
| NIGER   | 8 February   | 1966 <i>A</i>  |
| NIGERIA   | 18 January   | 1967 <i>A</i>  |
| NORWAY  | 1 December   | 1965           |
| PAKISTAN <sup>2</sup>   | 19 December  | 1966           |
| POLAND <sup>1</sup>   | 14 September | 1966 <i>A</i>  |
| REPUBLIC OF KOREA   | 20 May       | 1966           |
| REPUBLIC OF VIETNAM   | 5 June       | 1967           |
| SAN MARINO  | 11 October   | 1967 <i>A</i>  |
| SENEGAL   | 26 September | 1967           |
| SIERRA LEONE  | 24 August    | 1967 <i>A</i>  |
| SINGAPORE <sup>2</sup>  | 8 January    | 1966 <i>a*</i> |
| SOUTH AFRICA <sup>2</sup>   | 7 October    | 1964 <i>a</i>  |
| SPAIN   | 9 November   | 1966           |
| (Including the Spanish Territories of Africa.)                    |              |                |
| SWEDEN  | 13 December  | 1966           |
| SWITZERLAND   | 4 February   | 1966           |
| SYRIA   | 18 November  | 1966           |
| THAILAND  | 10 May       | 1966 <i>A</i>  |
| TOGO  | 28 August    | 1967 <i>A</i>  |
| TUNISIA   | 13 September | 1966           |
| UGANDA <sup>2</sup>   | 29 December  | 1965 <i>A</i>  |
| UNITED ARAB REPUBLIC  | 30 June      | 1967           |
| UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND              | 2 August     | 1966 <i>A</i>  |
| UNITED REPUBLIC OF TANZANIA <sup>2</sup>                          | 26 September | 1967           |
| UNITED STATES OF AMERICA <sup>2</sup>                             | 22 April     | 1966           |
| UPPER VOLTA   | 4 February   | 1967 <i>A</i>  |
| YUGOSLAVIA  | 15 November  | 1966           |
| ZAMBIA <sup>2</sup>   | 22 March     | 1967 <i>a*</i> |

**(Also applies to the whole of the territories of the United States of America, including the Territory of the Pacific Islands under Trusteeship.)**

<sup>1</sup> With declaration, the text of which has been reproduced following the list of States which ratified, or acceded to, the Constitution of the Universal Postal Union; see above in this volume.

<sup>2</sup> See below for the text of declarations and reservations.

DECLARATIONS AND RESERVATIONS MADE UPON RATIFICATION,  
APPROVAL OR ACCESSION*BARBADOS*

“The Government of Barbados wishes the following reservations made applicable to Barbados. These reservations were applicable to Barbados as a member of the British Ensemble:

...

Final Protocol,

Article I                                      Ownership of postal items

Article XI                                    Withdrawal from post. Alteration and correction  
of address”

*GUYANA*

“[The Government of Guyana] further desires to benefit from the following provisions of the [Final Protocol of the Universal Postal Convention]:

1. Article I, paragraph 1
2. Article XI”

*LESOTHO*

“In acceding to the Convention and Final Protocol thereto (Vienna, 10th July 1964), the Kingdom of Lesotho wishes to maintain the reservation set out in Article XI of the Final Protocol.”

*MALAWI*

“[. . .] It is the further intention of the Government of Malawi to remain the beneficiary of the following dispositions:

- (a) *Convention.*

Article I and XI of the Final Protocol . . .”

*PAKISTAN*

“... Subject to the reservations made on behalf of the Government of the Islamic Republic of Pakistan and contained in the Final Protocol appended [to the Universal Postal Convention].”

*SINGAPORE*

“... [The Government of Singapore] further desires to benefit from the following Provisions of the [Final Protocol to the Universal Postal Convention]:

1. Para. 1 of Article I
2. Article XI”

*SOUTH AFRICA*

Article 4 of the Convention does not apply to South Africa.

*UGANDA*

“... With the proviso that Uganda retains the benefits of the provisions of Articles I and XI of the Final Protocol to the Universal Postal Convention and provided that the provisions of Article 58 of the Convention do not apply to Uganda.”

*UNITED REPUBLIC OF TANZANIA*

“... With the proviso that the United Republic of Tanzania retains the benefits of the provisions of Articles I and XI of the Final Protocol to the Universal Postal Convention . . .”

*ZAMBIA*

“... The Republic of Zambia wishes to benefit [from the following reservations]:

...

Final Protocol to the Universal  
Postal Convention

Article I, paragraphs 1, 4

Article XI, paragraph 26

Ownership of postal items

Withdrawal from the post.

Alteration or correction of address”

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