

**No. 8846**

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**UNIVERSAL POSTAL UNION**

**Agreement concerning insured letters and boxes (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**

**Arrangement concernant les lettres et les boîtes avec valeur déclarée (avec Protocole final et Règlement d'exécution). Signé à Vienne, le 10 juillet 1964**

*Texte officiel français.*

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

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

**IV**

**AGREEMENT CONCERNING INSURED LETTERS AND BOXES.  
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.

# AGREEMENT

CONCERNING

## INSURED LETTERS AND BOXES

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### FINAL PROTOCOL

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**AGREEMENT<sup>1</sup>**  
**CONCERNING**  
**INSURED LETTERS AND BOXES**

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Having regard to Article 22, § 4 of the Constitution of the Universal Postal Union concluded at Vienna on the 10th July 1964<sup>(2)</sup>, the undersigned, Plenipotentiaries of the Governments of the Member Countries of the Union, have, by common consent and subject to the provisions of Article 25, § 3 of the Constitution, drawn up the following Agreement:

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<sup>1</sup> Put into effect on 1 January 1966, in accordance with article 18. See following the Forms for the list of States which ratified, approved, or acceded to, the Agreement.

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

## CHAPTER I

## GENERAL PROVISIONS

## ARTICLE 1

**Subject of the Agreement**

1. Letters containing paper values or documents of value and boxes containing jewellery or other valuable articles may be exchanged between the contracting Countries, with insurance of the contents for the value declared by the sender.

2. These items are referred to by the name of “insured items”, “insured letters” or, again, “insured boxes”.

3. Participation in the exchange of insured boxes is limited to those contracting Countries which declare that they will undertake that service.

## ARTICLE 2

**Insured value**

1. In principle, the amount of the insured value is unlimited.

2. Nevertheless every Administration has the option of limiting the insured value so far as it is concerned to an amount which may not be less than 10,000 francs.

3. In the service between Countries which have adopted different maxima, the lowest limit shall be observed mutually.

4. The insured value must not exceed the actual value of the contents of the item, but it is permissible to insure only part of that value; the amount of the insurance for papers representing a value because of the cost of their preparation must not exceed the cost of replacing the documents in case of loss.

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

## CHAPTER II

## CONDITIONS OF ADMISSION

## ARTICLE 3

**Conditions of weight and size**

1. Insured letters are subject to the conditions of weight and size applicable to ordinary letters.

2. Insured boxes must not exceed 1 kilogramme in weight nor exceed 30 centimetres in length, 20 centimetres in breadth and 10 centimetres in depth.

3. Insured letters and boxes, the dimensions of which are smaller than the minima fixed for letters in Article 16, § 1 of the Convention<sup>1</sup>, are not admitted.

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

## ARTICLE 4

**Authorised enclosures**

1. Insured letters may contain articles subject to Customs duty in the service between Countries which have notified their agreement in this respect.
2. Insured boxes may contain an open invoice reduced to its essential elements and one copy of the address of the box with a note of the sender's address.
3. As regards insured boxes containing opium, morphine, cocaine or other narcotics sent for a medical or scientific purpose, see Article 5, § 1 b).

## ARTICLE 5

**Prohibitions**

1. The forwarding of the following articles is prohibited in all insured items:
  - a) articles which, by their nature or their packing, may expose officials to danger, or soil or damage letter post items (see also e) );
  - b) opium, morphine, cocaine and other narcotics; however, this prohibition does not apply to consignments in insured boxes sent for a medical or scientific purpose to Countries which admit them on this condition;
  - c) articles of which the importation or the circulation is prohibited in the Country of destination;
  - d) living animals;
  - e) explosive, inflammable or dangerous substances;
  - f) obscene or immoral articles.
2. Insured letters shall not contain coin, platinum, gold or silver, manufactured or not, precious stones, jewels and other valuable articles. Subject to the provisions of Article 4, § 1 they shall not contain articles subject to Customs duty.
3. Insured boxes shall not contain:
  - a) documents having the character of current and personal correspondence;
  - b) bank notes, currency notes or securities of any kind payable to bearer.

## ARTICLE 6

**Treatment of articles wrongly admitted**

1. Any insured item which does not satisfy the provisions of Article 3 and which has been wrongly admitted should be returned to the Administration of origin; nevertheless the Administration of destination is authorised to deliver it to the addressee, applying to it the charges and surcharges prescribed in Article 16, § 14 of the Convention.
2. Any insured item containing the articles mentioned in Article 5, § 1 which has been wrongly admitted to the post is dealt with according to the internal legislation of the Country of the Administration which establishes the presence of those articles; subject to the provisions of Article 4, § 1, the same

applies to insured letters containing articles subject to Customs duty, with the exception of paper values; however, insured items containing the articles listed in Article 5, § 1, *b*), *e*) and *f*) are in no circumstances forwarded to destination, delivered to the addressees or returned to origin.

3. Any insured item containing the articles listed in Article 5, § 2 and § 3 *b*) should be returned to origin; if, however, the presence of such articles is only established by the Administration of destination that Administration is authorised to deliver them to the addressees under the conditions prescribed by its internal regulations.

4. When an insured item which has been wrongly admitted is neither returned to origin nor sent on to the addressee, the Administration of origin shall be informed exactly how the item has been dealt with.

5. The fact that an insured box contains a document having the character of current and personal correspondence must not in any circumstances involve its return to the sender.

### CHAPTER III

#### CHARGES AND FEES

##### ARTICLE 7

##### Charges

1. Insured letters and boxes give rise to the collection from the sender in advance of the following charges:

- a) postage charge;
- b) fixed registration fee;
- c) insurance fee.

2. The scale of those charges is as follows:

Type of item 1	Postage charge 2	Fixed registration charge 2	Insurance charge 4
Letters	Charge calculated in accordance with the provisions of Article 16 of the Convention and as appropriate Article III of its Final Protocol	Fee fixed under Article 36 § 2 b) of the Convention or under Article XII of its Final Protocol	Up to a maximum of 50 centimes for each 200 francs of insured value or fraction thereof, or $\frac{1}{4}\%$ of the scale of the insured value, whatever the Country of destination, even in Countries which undertake to cover risks arising from a cause beyond control
Boxes	20 centimes per 50 grammes with minimum of 1 franc		

3. In addition to the charges and fees referred to in § 1, insured letters and boxes may give rise to the collection of the charges and fees resulting from the application of the provisions of the Convention by virtue of Article 15 of this Agreement.

## ARTICLE 8

**Free postage**

Insured letters on postal service exchanged either between postal Administrations or between Administrations and the International Bureau are exempted from all postal charges.

## ARTICLE 9

**Conditions of exportation and importation and fees**

1. Insured boxes are subject to the legislation of the Country of origin as regards export conditions and charges; they are subject to the legislation of the Country of destination as regards import conditions and charges and Customs control.

2. Fiscal fees and assay charges due on import are levied on the addressee at the time of delivery; if for any reason an insured box is redirected to another Country participating in the service or returned to the office of origin, the fees and charges which cannot be cancelled on re-export are collected from the addressee or the sender.

## CHAPTER IV

## RESPONSIBILITY

## ARTICLE 10

**Principle and extent of responsibility of postal Administrations**

1. Except as provided for in Article 11, postal Administrations are answerable for the loss of, theft from or damage to insured items. Their responsibility is as binding for items conveyed *à découvert* as for those forwarded in closed mails.

2. The sender is entitled to an indemnity corresponding in principle to the actual amount of the loss, theft or damage. Indirect loss or loss of profits is not taken into consideration. However, this indemnity must in no case exceed the amount of the insured value in gold francs. In case of redirection or return to origin by surface route of an airmail insured item, responsibility is limited, for the second conveyance, to that applicable for items sent by this route.

3. The indemnity is calculated in accordance with the current price, converted into gold francs, of articles of value of the same kind, at the place and time at which they were accepted for conveyance; failing the current price, the indemnity is calculated in accordance with the ordinary value of articles whose value is assessed on the same bases.

4. When an indemnity is due for the loss, total destruction or total theft of an insured item the sender is also entitled to repayment of the charges and fees paid, with the exception of the insurance fee which is retained in every case by the Administration of origin.

5. The sender has the right to waive his rights in favour of the addressee.



## ARTICLE 11

**Non-responsibility of postal Administrations**

1. Postal Administrations cease to be responsible for insured items which they have delivered either under the conditions prescribed by their internal regulations for items of the same kind, or under the conditions prescribed by Article 12, § 3 of the Convention; responsibility is, however, maintained:

- a) when, if the internal legislation permits, the addressee or in the case of return to origin the sender, makes reservations in taking delivery of an item that has been tampered with or damaged;
- b) when the addressee or, in the case of return to origin, the sender, although having given a proper discharge, notifies the delivering Administration without delay that he has discovered an irregularity and proves that the theft or damage did not occur after delivery.

2. Postal Administrations are not responsible:

(i) for loss, theft or damage of insured items:

- a) in circumstances beyond control; the Administration in whose service the loss, theft or damage occurred shall decide, in the light of its internal legislation, whether this loss, theft or damage is due to circumstances attributable to a cause beyond control; these circumstances are notified to the Administration of origin for its information if this latter requests it. Nevertheless responsibility still rests with the Administration of origin if it has undertaken to cover risks arising from causes beyond control.
- b) when they cannot account for items following destruction of official records resulting from circumstances beyond control, provided that proof of their responsibility has not been otherwise established;
- c) when the damage has been caused by the fault or negligence of the sender or arises from the nature of the contents of the item;
- d) where it is a question of items whose contents fall within the prohibitions specified in Article 5, §§ 1, 2 and 3 b), and similarly for items confiscated or destroyed by the competent authority because of their contents;
- e) where it is a question of items which have been fraudulently insured for a sum greater than the actual value of the contents;
- f) when the sender has made no enquiry within one year from the day after that on which the item was posted;

(ii) for insured items confiscated under the legislation of the Country of destination;

(iii) in the case of sea or air conveyance when the Administrations of contracting Countries have made it known that they are unable to accept responsibility for insured items on board the ships or aircraft used by them; these Administrations, nevertheless, assume in respect of the transit of insured items in closed mails the responsibility which is laid down for registered items.

3. The postal Administrations take no responsibility for customs declarations under whatever form they may be made, nor for decisions taken by the customs services at the time of the verification of items submitted to customs control.

## ARTICLE 12

**Responsibility of the sender**

1. The sender of an insured item is responsible within the same limits as the Administrations themselves for all damage caused to other postal items as a result of the sending of objects not admitted for transmission or by the non-observance of the conditions of admission provided that there has been neither fault nor negligence by the Administrations or by the conveyors.

2. The acceptance by the office of posting of such insured items does not free the sender of his responsibility.

3. In such a case it falls to the originating Administration to take action against the sender.

## ARTICLE 13

**Determination of responsibility between postal Administrations**

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

2. Until the contrary is proved, and subject to the reservations of §§ 4, 7 and 8, an intermediate Administration or Administration of destination is relieved of all responsibility.

a) When it has observed the provisions of Article 108 of the Detailed Regulations, relative to the individual check of insured items;

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 of the Convention having expired; this reservation does not prejudice the rights of the enquirer.

3. Until the contrary is proved an Administration which has forwarded an insured item to another Administration is relieved of all responsibility if the office of exchange to which the item has been consigned has not sent to the despatching Administration, by the first available mail after the check, a report notifying either that the whole packet of insured articles or the particular item is missing or has been tampered with.

4. If the loss, theft, or damage occurs in course of conveyance without it being possible to establish in which Country's territory or service it occurred, the Administrations concerned bear the loss equally; if, however, the theft or damage has been established in the Country of destination or, in the case of return to the sender, in the Country of origin, it rests with the Administration of that Country to prove:

a) that neither the packet, envelope or bag and its sealing, nor the packing and the sealing of the item bear any apparent trace of theft or damage;

b) that the weight stated at despatch has not varied. When such proof has been furnished by the Administration of destination or of origin, as the case may be, none of the other Administrations concerned may repudiate its share of the responsibility on the ground that it handed over the item without the next Administration having formulated any objection.

5. The responsibility of an Administration towards other Administrations in no case exceeds the maximum insured value which it has adopted.

6. When an insured item has been lost, stolen or damaged in circumstances beyond control, the Administration in whose Territorial Jurisdiction or in whose services the loss, theft or damage occurred is not responsible to the Administration of origin unless the two Administrations accept risks deriving from causes beyond control.

7. If the loss, theft or damage occurs in the territory or in the service of an intermediate Administration of which the country is not a party to the present Agreement, or which has adopted a maximum lower than the amount of the loss, the Administrations of origin and destination bear equally the loss not borne by the intermediate Administration under the provisions of § 5 of this Article and of Article 1, § 3 of the Convention.

8. The procedure laid down in § 7 for the sharing of the indemnity payable between the Administrations concerned applies also in case of sea or air conveyance if the loss, theft or damage occurs in the service of an Administration belonging to a contracting Country which does not accept responsibility (Article 11, § 2 (iii).)

9. The Customs duty and other charges of which it has not been possible to secure cancellation fall to the charge of the Administrations responsible for the loss, theft or damage.

10. 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 14

#### **Recovery of the indemnity, as appropriate, from the sender or the addressee**

1. Article 45 of the Convention is applicable to insured items.

2. In the case of subsequent discovery of an item of which the contents are recognised as being of less value than the value of the indemnity paid, the sender must reimburse the sum of this indemnity against the return of the item, without prejudice to the consequences arising from the fraudulent declaration of value, under Article 2, § 5.

### CHAPTER V

#### MISCELLANEOUS AND FINAL PROVISIONS

#### ARTICLE 15

#### **Application of the Convention**

The Convention is applicable, where necessary, by analogy, in everything that is not expressly regulated by the present Agreement. However, notwithstanding Article 25 of the said Convention, the Administration of destination has the option, where its regulations so provide, of delivering by express an advice of arrival of the item and not the item itself. Furthermore, notwithstanding Article 26, § 3, *b*) of the Convention and subject to the reservation of Article XI of the Final Protocol of the Convention, the registration fee is due over and above the telegraphic charge for telegraphic demands of change of address.

## ARTICLE 16

**Offices participating in the service**

Administrations take the necessary measures to provide, as far as possible, the insured letters and boxes service at every office in their Countries.

## ARTICLE 17

**Conditions for the Approval of proposals concerning the present Agreement and its Detailed Regulations**

1. To become effective, the proposals submitted to Congress and relative to the present Agreement and its Detailed Regulations should be approved by the majority of the Member Countries present and voting who are parties to the Agreement. Half of these Member Countries represented at the Congress should be present at the time of voting.

2. To become effective, the proposals introduced between two Congress and relative to the present Agreement and to its Detailed Regulations shall obtain:

- a) the unanimity of the votes if it involves new provisions or amendment of the provisions of Articles 1 to 8, 10 to 15, 17 and 18 of this Agreement, of those of its Final Protocol and of the final Article of its Detailed Regulations;
- b) two-thirds of the votes if it involves an amendment of principle either of the provisions of this Agreement other than those of the Articles mentioned under a) or of the provisions of Articles 101, § 2, 102 to 105, 106, §§ 2 to 5, 107, 108 and 111, f) and g) of its Detailed Regulations;
- c) the majority of the votes if it involves amendment of the other Articles of the Detailed Regulations or interpretation of the provisions of this Agreement, its Final Protocol and its Detailed Regulations, except in the case of a disagreement to be submitted to arbitration as provided for in Article 32 of the Constitution.

## ARTICLE 18

**Entry into force and duration of the Agreement**

The present Agreement shall come into force on the 1st January, 1966 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof, the Plenipotentiaries of the Governments of the contracting Countries have signed the present Agreement in a single copy which shall lie in the Archives of the Government of the Country of the seat of the Union. One copy shall be sent to each party by the Government of the host Country of Congress.

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

*This Agreement was signed on behalf of the States and territorial entities listed below by the same plenipotentiaries who signed the Constitution of the Universal Postal Union:*

*[For the signatures affixed by those plenipotentiaries under the Constitution, see above in this volume.]*

People's Republic of Albania  
Democratic and Popular Republic of Algeria  
Germany  
Kingdom of Saudi Arabia  
Argentine Republic  
Republic of Austria  
Belgium  
Byelorussian Soviet Socialist Republic  
Burma  
Bolivia  
United States of Brazil  
People's Republic of Bulgaria  
Kingdom of Burundi  
Kingdom of Cambodia  
Federal Republic of Cameroon  
Central African Republic  
Ceylon  
Chile  
China  
Republic of Cyprus  
Republic of Colombia  
Republic of the Congo (Brazzaville)  
Republic of the Congo (Leopoldville)  
Republic of Costa Rica  
Republic of the Ivory Coast  
Republic of Cuba  
Republic of Dahomey  
Kingdom of Denmark  
Republic of El Salvador  
Spain  
Spanish Territories in Africa  
Republic of Finland  
French Republic  
The whole of the territories represented by the French Office of Overseas Posts  
and Telecommunications  
Republic of Gabon  
Ghana  
United Kingdom of Great Britain and Northern Ireland, including the Channel  
Islands and the Isle of Man  
The Overseas Territories for the international relations of which the Government  
of the United Kingdom of Great Britain and Northern Ireland is responsible  
Greece  
Republic of Guinea

Republic of the Upper Volta  
People's Republic of Hungary  
India  
Republic of Indonesia  
Iran  
Republic of Iraq  
Ireland  
Republic of Iceland  
Italy  
Jamaica  
Japan  
Hashemite Kingdom of Jordan  
Kuwait  
Kingdom of Laos  
Republic of Lebanon  
Libya  
Principality of Liechtenstein  
Luxembourg  
Malaysia  
Malagasy Republic  
Republic of Mali  
Kingdom of Morocco  
Principality of Monaco  
People's Republic of Mongolia  
Nicaragua  
Republic of Niger  
Federal Republic of Nigeria  
Norway  
New Zealand  
Uganda  
Pakistan  
Paraguay  
Netherlands  
Netherlands Antilles and Surinam  
People's Republic of Poland  
Portugal  
United Arab Republic  
People's Republic of Romania  
Rwandese Republic  
Republic of San Marino  
Republic of Senegal  
Sierra Leone  
Somalia  
Republic of the Sudan  
Sweden  
Swiss Confederation  
Syrian Arab Republic  
United Republic of Tanganyika and Zanzibar

Republic of Chad  
Socialist Republic of Czechoslovakia  
Thailand  
Togolese Republic  
Trinidad and Tobago  
Tunisia  
Turkey  
Ukrainian Soviet Socialist Republic  
Union of Soviet Socialist Republics  
Eastern Republic of Uruguay  
Vatican City State  
Republic of Venezuela  
Viet-Nam  
Yemen Arab Republic  
Socialist Federal Republic of Yugoslavia

## FINAL PROTOCOL TO THE AGREEMENT CONCERNING INSURED LETTERS AND BOXES

At the moment of proceeding to sign the Agreement concerning Insured Letters and Boxes concluded this day, the undersigned Plenipotentiaries have agreed the following:

### ARTICLE I

#### Maximum insured value

Notwithstanding Article 2 every Administration has the option of limiting the maximum of insured value, in so far as it is concerned, to 5,000 francs or to the sum adopted in its internal service if that amount is less than 5,000 francs.

### ARTICLE II

#### Equivalents. Maximum and minimum limits

Each Country has the option of increasing by 60 per cent. or of reducing by 20 per cent., at most, the basic postage charge and the minimum charge for insured boxes prescribed in Article 7, § 2 in accordance with the general scale of charges appearing in Article III, § 1 of the Final Protocol to the Convention.

In faith whereof, the undermentioned Plenipotentiaries have drawn up the present Protocol, which shall have the same force and validity as if the provisions contained in it were inserted in the actual text of the Agreement to which it relates, and they have signed it in a single copy which shall lie in the Archives of the Government of the Country in which the seat of the Union is located. A copy shall be delivered to each Party by the Government of the Country in which Congress is held.

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

### SIGNATURES

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



# DETAILED REGULATIONS FOR IMPLEMENTING THE AGREEMENT

CONCERNING

## INSURED LETTERS AND BOXES

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**FOR IMPLEMENTING THE AGREEMENT**  
**CONCERNING**  
**INSURED LETTERS AND BOXES**

Having regard to Article 22, § 5<sup>1</sup> of the Constitution of the Universal Postal Union concluded at Vienna on the 10th July, 1964 the undersigned, on behalf of their respective postal Administrations, have by common consent drawn up the following measures for ensuring that the Agreement concerning Insured Letters and Boxes is implemented:

**CHAPTER I**

**GENERAL PROVISIONS**

**ARTICLE 101**

**Information to be supplied by postal Administrations**

1. The Administrations of contracting Countries which maintain direct exchanges communicate to each other, by means of tables in the form of the annexed specimen VD 1, information concerning the exchange of insured items.
2. At least three months before implementing the Agreement, Administrations shall communicate to the other Administrations, through the intermediary of the International Bureau:
  - a) the scale of insurance fees applicable in their service to insured items in accordance with Article 7 of the Agreement;
  - b) the maximum amount up to which they admit insurance by surface and air routes;
  - c) the number of Customs declarations required for insured boxes addressed to their Country and for boxes in transit, and the languages in which those declarations are to be drawn up;
  - d) where necessary, a list of their offices which participate in the service;
  - e) where necessary, those of their regular sea or air services used for the conveyance of ordinary items by letter post which may be used, with a guarantee of responsibility, for the conveyance of insured items.
3. Any subsequent amendment should be notified without delay.

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

## CHAPTER II

## CONDITIONS OF ADMISSION. POSTING

## ARTICLE 102

**Make-up of items**

1. Insured letters shall fulfil the following conditions to be admitted to the post:
  - a) the envelopes must be closed by means of identical seals in fine wax, with spaces between, reproducing a private mark of the sender and affixed in sufficient number to secure all the folds of the envelope;
  - b) the envelopes must be strong, made in one piece and shall permit the seals to adhere completely; the use of envelopes which are wholly transparent or which have a transparent panel and of envelopes with coloured borders is prohibited;
  - c) the make-up must be such that the contents cannot be tampered with without obvious damage to the envelope or the seals;
  - d) the postage stamps representing the prepaid postage and the service labels must be spaced out so that they cannot serve to hide damage to the envelope; they shall not be folded over the two sides of the envelope. It is forbidden to affix to insured letters labels other than those relating to the postal service.
  
2. Insured boxes shall fulfil the following conditions:
  - a) they must be of wood or metal and sufficiently strong;
  - b) the walls of wooden boxes must have a minimum thickness of 8 millimetres;
  - c) the top and bottom of the boxes must be covered with white paper to take the address of the addressee, the declaration of the insured value and the impression of the official stamps; the boxes must be tied round cross-wise with strong string without knots, the two ends being joined under a fine wax seal bearing a private mark of the sender; they must be sealed on the four sides with seals identical with that mentioned above.
  
3. The following provisions apply to both insured letters and boxes:
  - a) the prepaid postage may be represented by the indication (in figures) of the sum collected, expressed in the currency of the Country of origin, as, for example: "*Taxe perçue: fr. .... c. ....*" [Charge collected: fr. .... c. .... ]; this indication shall be marked at the upper right-hand corner of the address side and authenticated by an impression of the date-stamp of the office of origin;
  - b) items addressed to initials or the address of which is shown in pencil and those which have erasures or corrections in their address are not admitted; such items which have been wrongly admitted must be returned to the office of origin.

## ARTICLE 103

**Insured value**

1. The insured value must be expressed in the currency of the Country of origin and written by the sender or his representative on the address side of the item in words with Roman lettering and in Arabic figures, without erasure or alteration, even if certified; the indication of the amount of the insured value must not be made in pencil.

2. The amount of the insured value must be converted into gold francs by the sender or by the office of origin. The result of the conversion must be shown by new figures placed at the side of or below those representing the amount of the insurance in the currency of the Country of origin; this provision does not apply to direct services between Countries having a common currency. The amount in gold francs shall be underlined by a stroke of a coloured pencil.

3. When circumstances of any kind or statements made by the interested parties disclose a fraudulent insurance for a value greater than the actual value enclosed in a letter or a box, the Administration of origin is advised as soon as possible, with any documents in support of the investigation.

## ARTICLE 104

**Customs declarations**

In the services in which Customs declarations are required, insured boxes should be accompanied by the requisite number of forms, duly filled up, in the form C2 (annexed to the Detailed Regulations for implementing the Convention).

## ARTICLE 105

**Functions of the office of origin**

1. Once the office of origin has accepted an insured item as eligible, it proceeds as follows:

- a) it marks the exact weight in grammes on the item at the upper left-hand corner of the address side;
- b) it adds to the address side a stamp impression showing the office and date of posting;
- c) it affixes a label C4 showing in Roman letters, the name of the office of posting and the serial number of the item;
- d) it also affixes a red label bearing in bold letters the indication “*Valeur déclarée*” [Insured].

2. Administrations may replace the two labels prescribed in § 1 by a single red label in the form of the annexed specimen VD 2.

3. No serial number shall be placed on the front of insured items by the intermediate Administrations.

## CHAPTER III

## EXCHANGE OF INSURED ITEMS

## ARTICLE 106

## Routes and methods of transmission

1. By means of the tables VD 1 received from the others concerned, each Administration decides on the routes to be used for the transmission of its insured items.

2. The transmission of insured items between adjacent Countries or between Countries connected by a direct sea or air service is effected by the offices of exchange which the two Administrations concerned appoint by mutual agreement.

3. In the relations between Countries separated by one or more intermediate services, insured items should follow the most direct route. Nevertheless, Administrations concerned may also arrange with one another to provide for transmission *à découvert* by circuitous routes where the transmission by the most direct route would not carry with it a guarantee of responsibility over the whole distance.

4. According to the requirements of the service, items may be despatched in closed mails or be handed over *à découvert* to the first intermediate Administration if that Administration is able to arrange for their transmission under the conditions prescribed in the tables VD 1; nevertheless each intermediate Administration is entitled, when it finds that the number of *à découvert* items is such as to hinder its work, to insist that insured items be delivered to it in closed mails made up by the Administration of origin for the offices of exchange of the Country of destination.

5. The right is reserved to the Administrations of origin and of destination to arrange with one another to exchange insured items in closed mails by means of the services of one or more intermediate Countries whether these are parties to the Agreement or not. The intermediate Administrations should be advised in good time.

## ARTICLE 107

## Operations at the despatching office of exchange

1. The despatching office of exchange enters the insured items on special despatch lists in the form of the annexed specimen VD 3 with all the details for which the form provides; the indication "*Exprès*" [Express] should be marked in the "*Observations*" column against the entries for items for delivery by express.

2. Insured items are made up with the despatch list or lists into one or more special packets which are tied up together, wrapped in strong paper, tied on the outside and sealed with fine wax on every fold by means of the seal of the despatching office of exchange; these packets are endorsed "*Valeurs déclarées*" [Insured items], "*Lettres avec valeur déclarée*" [Insured letters], or "*Boîtes avec valeur déclarée*" [Insured boxes], as the case may be.

3. Instead of being made up in a packet, the insured letters may be placed in a strong paper envelope, closed by means of wax seals.

4 The packets or envelopes of insured items may also be closed by means of gummed seals bearing the printed indication of the Administration of origin of the mail, unless the Administration of destination of the mail requires that they shall be sealed with wax or lead. An impression of the date-stamp of the despatching office should be added to the gummed seal in such a way that it appears partly on the seal and partly on the packing.

5. If their number or volume makes it necessary insured items may be enclosed in a bag suitably closed and sealed with wax or lead.

6. The presence of envelopes, packets or bags of insured items is recorded in table III of the letter bill in the form C 12 (annexed to the Detailed Regulations for implementing the Convention); when the mail does not contain envelopes, packets or bags of insured items the indication “*Néant*” [Nil] is entered in that table.

7. The packet, envelope or bag of insured items is enclosed in the packet or bag containing registered items or, failing those, in the packet or bag which would normally contain registered items; when the registered items are enclosed in more than one bag, the packet, envelope or bag of insured items is to be placed in the bag to the neck of which is fixed the special envelope containing the letter bill.

8. When one of two corresponding Administrations expressly requests it, the insured boxes shall be entered on separate forms VD 3 and be despatched in a separate packet or bag.

#### ARTICLE 108

##### **Operations at the receiving office of exchange or the office of destination**

1. On receipt of a packet, envelope or bag containing insured items, the office of exchange proceeds as follows:

- a) it satisfies itself that there is no irregularity in the external condition of the packet, envelope or bag and that it has been made up in accordance with the provisions of Article 107;
- b) it proceeds to check the number of insured items and to inspect each item individually;
- c) it proceeds to amend or to send on the despatch lists in accordance with the provisions of Article 158, §§ 2 to 10 of the Detailed Regulations for implementing the Convention, relating to registered items.

2. Irregularities are immediately made the subject of reservations to the transferring service.

3. The notification of a missing item, of an alteration or of any other irregularity of such a kind as to involve the responsibility of Administrations is carried out by means of a formal report in the form of the annexed specimen VD 4. This report, accompanied, unless this is impossible for a stated reason, by the complete packing (bag, envelope, string and seals or leads) of all the inner and outer packets or bags in which the insured items were enclosed, is forwarded as a registered item to the central Administration of the Country to which the despatching office of exchange belongs independently of the verification note due to be sent to that office immediately. A duplicate of the report is at the same time sent either to the central Administration to which the receiving office of exchange belongs or to any other controlling authority appointed by that Administration.

4. Without prejudice to the application of the provisions of § 3, the office of exchange which receives from a corresponding office a damaged or an insufficiently packed item shall send it on after observing the following rules:

- a) if it is a matter of slight damage or of partial destruction of the seals it is sufficient to re-seal the item to safeguard the contents, on condition, however, that it is obvious that the contents are not damaged nor, according to a check of the weight, short. The existing seals should be preserved; if necessary, the items should be repacked, retaining the original packing as far as possible;
- b) if the state of the item is such that the contents of the item could have been withdrawn, the office should open it of its own accord and check the contents; the result of this check should be made the subject of a formal report VD 4 of which a copy is attached to the item; the item is repacked;
- c) in all these cases, the weight of the item on arrival and the weight after restoration shall be checked and noted on the cover; this note is followed by the indication “*Cacheté d'office à . . . .*” [Officially sealed at . . . .] or “*Remballé à . . . .*” [Repacked at . . . .], by an impression of the date-stamp and by the signature of the officials who have affixed the seals or carried out the repacking.

5. Every unpaid or underpaid insured item is delivered to the addressee without charge, except in the case provided for in Article 27, § 8 of the Convention; the irregularity is, however, reported to the office of origin of the item by verification note.

6. The office of destination applies to the back of each insured item an impression of its stamp showing the date of receipt.

#### ARTICLE 109

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

1. Every insured item, the addressee of which has left for a Country which is not a party to the present Agreement, is sent back forthwith to the Administration of origin for return to the sender, unless the Administration of the first destination is able to arrange for its delivery to the addressee.

2. Insured items which have not been delivered shall be sent back as soon as possible, and at the latest within the periods fixed by Article 27 of the Convention; these items are entered on the list VD 3 and included in the packet, envelope or bag labelled “*Valeurs déclarées*” [Insured items].

3. The Customs duty and other charges of which it has not been possible to secure cancellation on redirection or on return to origin are collected from the Administration of the new destination under the conditions laid down by Article 144, § 8 of the Detailed Regulations for implementing the Convention.

## CHAPTER IV

## MISCELLANEOUS AND FINAL PROVISIONS

## ARTICLE 110

**Alteration of address**

1. Every request for alteration of address sent by telegraph shall be confirmed by post, by the first mail, as prescribed in Article 147, § 1 *a*) of the Detailed Regulations for implementing the Convention; the form C7 referred to in that Article should then bear at the head, in bold letters, the indication “*Confirmation de la demande télégraphique du . . .*” [Confirmation of the telegraphic request of the . . .]; pending this confirmation the office of destination merely retains the item.

2. However, the Administration of destination may, on its own responsibility, act upon the telegraphic request without awaiting confirmation by post.

## ARTICLE 111

**Application of the Detailed Regulations for implementing the Convention**

As regards everything not expressly provided for in these Detailed Regulations, the provisions of the Detailed Regulations for implementing the Convention, and in particular the following Articles, apply to insured items:

- a*) Articles 118 and 143: Items for delivery free of charges;
- b*) Articles 137 and 138: Advice of delivery;
- c*) Article 139: Delivery to addressee in person;
- d*) Articles 141 and 155: Express items;
- e*) Article 147 and 148: Withdrawal from the post. Alteration of address, completed by Article 110 of these Detailed Regulations;
- f*) Articles 150 to 152: Enquiries and requests for information;
- g*) Articles 165 to 176: Transit charges;
- h*) Article 181: Settlement of accounts relating to items for delivery free of charges; however, Administrations which declare that they are unable to adhere to the method of settlement prescribed in that Article should indicate the arrangements which they wish to adopt.

## ARTICLE 112

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

1. The present Detailed Regulations shall come into force on the day on which the Agreement concerning Insured Letters and Boxes comes into operation.

2. They shall have the same duration as that Agreement, unless renewed by common consent between the contracting Parties.

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

## SIGNATURES

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



## LIST OF FORMS

No.	Title or nature of form	References
1	2	3
VD 1	Table VD 1 .. .. .	art. 101, § 1
VD 2	“ V ” label combined with the name of the office of origin and the registration number of the item .. .. .	art. 105, § 2
VD 3	Despatch list for insured letters and boxes .. .. .	art. 107, § 1
VD 4	Report concerning the loss of/theft from/damage to or other irregularities in respect of an insured letter/box .. .. .	art. 108, § 3

## ANNEXES:

FORMS VD 1 to VD 4

POSTAL ADMINISTRATION  
of .....

VD 1

TABLE VD 1

showing the Countries for which the postal Administration of.....  
is able to serve as intermediary for the exchange of insured letters and boxes.

Serial Number	Country of destination	Routes	Intermediate Countries and sea services to be used	Limit of insured value	Admission of insured boxes	Number of Customs declarations to be attached to boxes	Observations
1	2	3	4	5	6	7	8
				fr			

VD 2



Insured Letters and Boxes, Vienna 1964, art. 105 § 2. Size 37 × 13 mm., colour red.

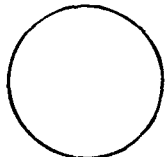
VD 3

DESPATCHING ADMINISTRATION ADMINISTRATION OF DESTINATION

Stamp of the  
despatching office  
of exchange

**DESPATCH LIST No.....**  
**OF INSURED LETTERS AND BOXES**

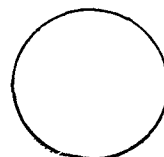
Stamp of the  
office of exchange  
of destination



despatched by the office of exchange of.....

to the office of exchange of.....

Mail no.(1).....of the..... 19...., at...h...m



Serial number	Office of origin	Registration number of the item	Place of destination	Amount of insured value	Observations
1	2	3	3	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Officials of the despatching office:

Officials of the office of destination:

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

Front

POSTAL ADMINISTRATION

VD 4

of.....

REPORT (1)

concerning the (2) { loss theft damage other irregularities } in respect of an insured (2) letter box

Report drawn up on the.....19....., at.....h.....

by the office of.....

Office of posting: ..... Date of posting: .....19.....

Number of item:.....

Sender: .....

Addressee: .....

Insured value:..... Trade charge:.....

Weight shown on item:..... Weight observed on arrival:.....

Packing: .....

Number of seals: ..... Private mark on seals:.....

The item (2) is missing arrived damaged undamaged in the (2) inner outer bag of which (2) the closing was lead sealing was not intact.

The mail arrived on the.....19....., at.....h.....m.....

(2) { by travelling post office..... in the railway van No..... by the ship..... by the air line.....

The item was entered on the despatch list no..... from..... of the.....19.....

The packing of the item is considered (2) to be not to be in accordance with regulations

(2) { according to the addressee sender from the invoice customs declaration } the contents should have comprised.....

(1) To be sent by registered post. (2) Strike out whichever entry does not apply.

P.T.O.

VD 4 (Back)

On examination (1) in the presence of the (1)  $\frac{\text{addressee}}{\text{sender}}$ , it has been established.....

(1) { Consequently According to the addressee According to the sender } the following  $\frac{\text{is}}{\text{are}}$  missing .....

(1)  $\frac{\text{the addressee}}{\text{the sender}}$  estimates at an amount of.....the loss by { loss. theft. damage. }

(1) { Loss Theft Damage } is due to.....

(1) After repacking and weighing, the new weight is.....; the item has been forwarded to destination.

(1) The contents have been destroyed by the undersigned office.

(1) The packing is held here.

(1) The addressee refuses the item but claims an indemnity of.....  
The sender has accepted the item.

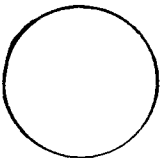
(1) The following are annexed to this report: packing, bag, string, seals, lead seals, etc. (2):

In faith thereof, we have drawn up this report, of which a duplicate has been sent to .....

Date stamp of the office

Signature of two postal officials

Signature of the addressee or sender



(1) Strike out whichever entries do not apply.  
(2) Indicate precisely the packet or bag concerned.

LIST OF STATES WHICH HAVE RATIFIED, APPROVED (A), OR ACCEDED (a) TO, THE AGREEMENT, 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 GOVERNMENT UNDER ARTICLE 11(5) OF THE CONSTITUTION

ARGENTINA <sup>1</sup> .....	23 June	1967
AUSTRIA .....	23 December	1965
BARBADOS .....	11 November	1967 a*
BELGIUM .....	4 November	1965 A
CEYLON .....	14 March	1967 A
CHINA .....	6 September	1966
CONGO (REPUBLIC OF) .....	7 September	1966 A
CZECHOSLOVAKIA .....	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 .....	21 January	1967 A
GHANA .....	17 November	1966
GUINEA .....	5 September	1966
GUYANA .....	22 March	1967 a*
HUNGARY <sup>1</sup> .....	2 May	1967 A
ICELAND .....	10 August	1965
INDIA .....	8 November	1966 A
IRAQ <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
LIECHTENSTEIN .....	5 October	1967
LUXEMBOURG .....	29 December	1965
MADAGASCAR .....	25 August	1965 A
MALAWI .....	25 October	1966 a*
MALI .....	18 December	1965
MAURITANIA .....	22 March	1967 a*
MOROCCO .....	7 April	1967 A
NEW ZEALAND .....	21 October	1966 A
(Applies also to the Cook Islands, Niue and the Tokelau Islands.)		

<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.

NIGER .....	8 February	1966	<i>A</i>
NIGERIA .....	18 January	1967	<i>A</i>
NORWAY .....	1 December	1965	
PAKISTAN <sup>1</sup> .....	19 December	1966	
POLAND <sup>1</sup> .....	14 September	1966	<i>A</i>
REPUBLIC OF VIET-NAM .....	5 June	1967	
SAN MARINO .....	11 October	1967	<i>A</i>
SENEGAL .....	26 September	1967	
SIERRA LEONE .....	24 August	1967	<i>A</i>
SINGAPORE .....	8 January	1966	<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 .....	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 .....	26 September	1967	
UPPER VOLTA .....	4 February	1967	<i>A</i>
YUGOSLAVIA .....	15 November	1966	

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<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.