

**No. 8848**

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**UNIVERSAL POSTAL UNION**

**Agreement concerning postal money orders and postal traveller's cheques (with 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 mandats de poste et les bons postaux de voyage (avec 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.*

**VI**

**AGREEMENT CONCERNING POSTAL MONEY ORDERS AND  
POSTAL TRAVELLER'S CHEQUES. SIGNED AT VIENNA,  
ON 10 JULY 1964**

## AGREEMENT CONCERNING POSTAL MONEY ORDERS AND POSTAL TRAVELLERS' CHEQUES

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## AGREEMENT<sup>1</sup> CONCERNING POSTAL MONEY ORDERS AND POSTAL TRAVELLERS' CHEQUES

Having regard to article 22, para. 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 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, para. 3, of the Constitution, drawn up the following Agreement:

### SECTION I PRELIMINARY CLAUSES

#### *Article 1*

#### *Subject of the Agreement*

The present Agreement governs, on the one hand, the exchange of postal money orders, hereinafter referred to as "money orders", and, on the other hand, the postal travellers' cheque service which the contracting Countries agree to institute in their reciprocal relations.

### SECTION II MONEY ORDERS

#### CHAPTER I General provisions

#### *Article 2*

#### *Methods of exchange*

1. Money orders may be exchanged either by post or, if telegrams of advice are allowed in relations between the Countries concerned, by telegraph.
2. The exchange of money orders by post may be effected, at the option of the Administrations, by means of cards or lists. In the former case, the orders are called "card money orders" and in the latter case, "list money orders".
3. The exchange of money orders by telegraph may be effected by telegraph card money order or by telegraph list money order, both categories being called "telegraph money orders".

<sup>1</sup> Put into effect on 1 January 1966, in accordance with article 52. See after the Forms for the list of States which ratified, approved, or acceded to, the Agreement.

<sup>2</sup> United Nations, *Treaty Series*, Vol. 611.

## CHAPTER II

**Issue of money orders***Article 3***Currency. Conversion**

1. In the absence of any special agreement, the amount of the order is expressed in the currency of the Country of payment.

2. The Administration of issue fixes the rate of conversion of its currency into the currency of the Country of payment.

*Article 4***Maximum amount of an order**

1. The maximum amount of an order may not exceed the equivalent of 2,000 francs. Nevertheless, each Administration is empowered to fix a lower maximum.

2. By way of exception, no maximum is fixed for the orders referred to in article 7.

*Article 5***Payment. Receipt**

1. Each Administration fixes the form in which the remitter of an order must pay in the sum to be transferred.

2. A receipt is given free of charge to the remitter at the time of paying in the money.

*Article 6***Charges**

1. The charge to be collected at the time of issue consists of:

- (a) A maximum fixed charge of:
  - 40 centimes in the case of card money orders,
  - 80 centimes in the case of list money orders;
- (b) A proportional charge which may not exceed  $\frac{1}{2}$  per cent of the amount paid in;
- (c) Any charges payable for special services (request for advice of payment, for express delivery, etc.).

2. Each Administration is empowered to adopt, for the collection of the proportional charge, the scale best suited to its own service.

3. Money orders exchanged between a contracting Country and a non-contracting Country, through the intermediary of a Country party to this Agreement, may be subjected, by the Administration of the intermediary Country, to a supplementary proportional charge not exceeding  $\frac{1}{4}$  per cent deducted from the amount of the money order; this charge may, however, be collected from the remitter and

credited to the Administration of the intermediary Country, if the Administrations concerned have agreed thereto.

*Article 7*

**Exemption**

Money orders issued in connexion with the postal service and exchanged in the circumstances specified in article 23 of the Convention are exempt from all charges.

*Article 8*

**Special provisions applicable to the issue of telegraph money orders**

1. Telegraph money orders are subject to the provisions of the Telegraph Regulations annexed to the International Telecommunication Convention.
2. In addition to the postal charge, the remitter of a telegraph money order pays the charge for the telegram, including the cost of any private message for the payee.

CHAPTER III

**Special provisions relating to certain facilities accorded to the public**

*Article 9*

**Advice of payment. Express delivery. Payment to payee in person.  
Dispatch by air. Message for payee**

1. The remitter of a money order may apply for an advice of payment. Article 37 of the Convention applies to advices of payment.
2. Subject to the provisions of article 16, the remitter of a money order may request the delivery of the amount at the payee's address, by express messenger, immediately after the receipt of the order; in such cases, article 25 of the Convention applies.
3. In relations with those Countries which agree to payment to payee in person, the remitter of a money order may request, by means of an indication on the form, that payment be made exclusively to the payee in person and against his personal receipt. In such cases, the remitter pays a special charge of 20 centimes or the charge collected in the Country of origin for a request for payment to payee in person.
4. The remitter of a card money order or a list money order may request that it be forwarded by air against payment of the air-mail surcharge.
5. The remitter may enter on the back of the coupon a private message for the payee of the order. In the case of list money orders, only names and addresses are allowed.

*Article 10****Withdrawal. Alteration of address***

The remitter of a money order may, under the conditions prescribed by article 26 of the Convention, have it withdrawn from the service or have its address altered, so long as the order or the amount has not been delivered to the payee. Where an alteration of address is requested by telegraph, the registration fee is payable in addition to the telegraph charge.

*Article 11****Retransmission***

1. In the event of a change in the payee's address and in so far as a money order service is maintained between the retransmitting Country and the new Country of destination, any order may be retransmitted by post or by telegraph at the request of either the remitter or the payee.

2. The retransmission by post of postal or telegraph card money orders is effected without the collection of a charge and without the issue of a new money order if the new Country of destination maintains a card money order service on the basis of this Agreement with the Country of issue.

3. In all other cases, the retransmission is effected by means of a new money order, the charges for which, including the telegraph charges, if any, are deducted from the amount of the money order retransmitted.

4. In the event of retransmission, article 27, para. 9, of the Convention applies with respect to the *poste restante* fee and the additional express charge.

*Article 12****Endorsement***

Each Country has the right to provide that the ownership of money orders issued in any other Country may be transferred within its territory by means of endorsement.

## CHAPTER IV

**Payment of money orders***Article 13****Period of validity. Extension of the period of validity***

1. Money orders are valid:

(a) As a general rule, until the expiration of the first month which follows that in which they are issued; by agreement between the Administrations concerned, until the expiration of the third month which follows that in which they are issued;

(b) In services with distant Countries, until the expiration of the seventh month which follows the month of issue.



2. After this period, card money orders are paid only under an "authority for payment" given by the Administration of issue at the request of the Administration of payment. An authority for payment may not be given in the case of list money orders.

3. The authority for payment gives to the card money order, from the date on which it is given, a new period of validity equal to that which an order issued the same day would have.

4. If the non-payment of the order before the expiration of the period of validity is not due to an error in the service, a charge called the "authority-for-payment" charge equal to that provided for by article 35, para. 4, of the Convention may be collected.

#### *Article 14*

##### ***Maximum amount payable***

1. In the absence of any special agreement, the maximum amount for money orders payable in a Country is the same as that adopted by the Administration of that Country for the issue of money orders.

2. When a remitter has drawn on the same day and in favour of the same payee several money orders of which the total amount exceeds the maximum adopted by the Administration of payment, the latter is entitled to arrange for the orders to be paid in instalments so that the sum paid to the payee in a single day does not exceed this maximum.

#### *Article 15*

##### ***General rules for payment of orders***

1. The payment of money orders is effected in accordance with the regulations of the Country of payment.

2. The amount of a money order is paid to the payee in the legal currency of the Country of payment; it may be paid in any other currency by special agreement between the Administrations concerned.

3. Payment may duly be made by deposit to a postal cheque account, in accordance with the regulations in force in the Administration of payment.

4. After notifying the Administrations concerned, the Administration of payment may, if its legislation so requires, either disregard fractions of a unit of currency or round off the amount to the nearest unit or tenth part thereof.

#### *Article 16*

##### ***Express delivery***

If the remitter has requested express delivery, the Administration of payment has the option, in so far as its regulations allow, of delivering by express messenger either the sum of money remitted or the order itself or an advice of the arrival of the order.

*Article 17****Charges payable by payee***

The following charges may be collected from the payee:

- (a) A delivery charge, when payment takes place at his address;
- (b) The authority-to-pay charge prescribed by article 20, para. 4;
- (c) If payable, the authority-for-payment charge specified in article 13, para. 4;
- (d) The appropriate air-mail surcharge, when requests for an extension of the period of validity or for an authority to pay and the replies from the Administration of issue are to be forwarded by air at the request of the payee;
- (e) The charge specified in article 17, para. 2, of the Convention, when the order is addressed *poste restante*.

*Article 18****Special provisions applicable to payment of telegraph money orders***

1. Telegraph money orders are always delivered according to the provisions of article 16.

2. When the amount is delivered at the payee's home by express messenger, the Administration of payment may collect, on this account, a special charge, taking into account the express delivery charge paid by the remitter, if the telegram of advice bears the service indication "XP paid".

3. The delivery of an advice of the arrival of the order or the order itself shall not be charged to the payee; nevertheless, if his address is outside the local delivery area of the office of payment and the telegram of advice does not bear the service indication "XP paid", the express delivery charge may be collected from the payee.

## CHAPTER V

**Unpaid money orders. Authorities to pay***Article 19****Unpaid money orders***

1. All money orders which have been refused, those of which the payees are unknown, or have gone away without leaving any address, or have left for Countries to which retransmission cannot be effected, and those of which payment has not been claimed within the period of validity are immediately sent back to the Administration of issue.

2. Any money order unpaid for any reason whatsoever is repaid to the remitter.

3. Article 27, para. 7, of the Convention applies to the *poste restante* fee and the additional express charge.

*Article 20****Authority to pay***

1. A money order which is missing, lost or destroyed before payment may, at the request of the remitter or the payee, be replaced with an authority to pay issued by the Administration of issue.

2. An authority to pay is also issued when as the result of an error of conversion attributable to the office of issue a supplementary payment is due to the payee.

3. The period of validity of an authority to pay is the same as that of a money order issued the same day.

4. If no service error has been committed, an "authority-to-pay" charge equal to that provided for by article 35, para. 4, of the Convention may be collected from either the remitter or the payee, save where such charge has already been collected in respect of the inquiry, the request for information or the advice of payment.

*Article 21****Void money orders***

Amounts deposited in respect of money orders which are not claimed within the prescribed period become the absolute property of the Administration of the Country of issue. The period of prescription is fixed by the legislation of the said Country.

## CHAPTER VI

**Responsibility***Article 22****Principle and extent of responsibility***

1. Postal Administrations are responsible for amounts paid in until the orders are duly paid.

2. Responsibility extends to errors of conversion and mistakes in telegraphic transmission.

3. The Administrations assume no responsibility for delays which may occur in the transmission and payment of money orders.

*Article 23****Exceptions to the principle of responsibility***

Administrations are relieved of all responsibility:

(a) When, as the result of the destruction of official documents from a cause beyond control, they are unable to trace payment of a money order, unless other proof of their responsibility has been brought forward;

(b) On the expiration of the period of prescription specified in article 21;

(c) In the case of a dispute as to the regularity of payment, on the expiration of the period prescribed in article 35, para. 1, of the Convention.

#### *Article 24*

##### ***Determination of responsibility***

1. Subject to paras. 2 to 5 hereunder, responsibility rests with the Administration of issue.

2. Responsibility rests with the Administration of payment if it is unable to prove that payment was made in accordance with the conditions laid down by its regulations.

3. Responsibility rests with the Postal Administration of the Country where the mistake occurred:

(a) In the case of a service error, including an error of conversion;

(b) In the case of a mistake in telegraphic transmission committed within the Country of issue or the Country of payment.

4. Responsibility rests equally with the Administration of issue and the Administration of payment:

(a) If the error can be attributed to both Administrations or if it is impossible to discover in which Country the error occurred;

(b) If a mistake in telegraphic transmission has occurred in an intermediary Country;

(c) If it is impossible to discover in which Country the mistake in transmission occurred.

5. Subject to para. 2, responsibility rests:

(a) In the case of payment of a falsified money order, with the Administration of the Country in whose territory the order was introduced into the service;

(b) In the case of payment of an order the amount of which has been fraudulently increased, with the Administration of the Country in which the order was falsified; nevertheless, the cost of compensation is borne equally by the Administrations of issue and payment when it is impossible to determine the Country in which the falsification occurred or when reparation cannot be obtained for a falsification committed in an intermediary Country not participating in the money order service on the basis of this Agreement.

#### *Article 25*

##### ***Payment of claims. Claim for repayment***

1. The responsibility for indemnifying the claimant rests with the Administration of payment if the amount is to be paid to the payee; it rests with the Administration of issue if the amount is to be repaid to the remitter.

2. Irrespective of the reason for repayment, the amount to be repaid may not exceed the amount paid in.

3. The Administration which has made good the amount to the claimant has the right to claim repayment from the Administration responsible for the irregular payment.

4. The last Administration to bear the cost of compensation has a right to claim repayment, up to the amount of the sum paid, against the remitter, the payee or third parties.

#### *Article 26*

##### ***Period allowed for payment***

1. The amounts due to claimants must be paid as soon as possible, within a time-limit of six months from the day after the date of the claim.

2. The Administration responsible, under article 25, para. 1, for indemnifying the claimant may, exceptionally, defer the payment beyond the said time-limit if, although an inquiry into the case has been instituted with all possible dispatch, that time-limit has not sufficed to enable responsibility to be fixed.

3. The Administration to which the claim has been submitted is authorized to indemnify the claimant on behalf of the responsible Administration when the latter, after due notification, has allowed a period of five months to expire without settling a claim.

#### *Article 27*

##### ***Repayment to the paying Administration***

1. The Administration on whose behalf a claimant has been indemnified is bound to make good to the paying Administration the amount disbursed within a period of four months from the date of receipt of the notification of the payment.

2. This repayment is made without cost to the creditor Administration:

(a) By one of the methods of payment prescribed in article 103, para. 3, of the Detailed Regulations for implementing the Convention;

(b) Subject to agreement, by an entry to the credit of the Administration of that Country in the money order account.

3. After a period of four months, the amount due to the creditor Administration bears interest at the rate of 5 per cent per annum to be reckoned from the last day of the said period.

### CHAPTER VII

#### **Accounting**

#### *Article 28*

##### ***Apportionment of charges***

1. The Administration of issue credits the Administration of payment, against the amount of the charges it has levied under article 6, para. 1 (a) and (b), with:

— A fixed allowance of 20 centimes and a proportional allowance of  $\frac{1}{4}$  per cent of the total amount of the card money orders paid,

— A fixed allowance of 40 centimes and a proportional allowance of  $\frac{1}{4}$  per cent of the total amount of the list money orders transmitted.

2. No allowance is payable in respect of money orders issued free of charge.

3. When a money order is retransmitted, the Administration of the new Country of destination receives the allowances which would have been payable to it if it had been the Administration of the first Country of destination, whatever the charges actually collected by the Administration of issue.

4. With the exception of the allowances specified in para. 1 and subject to the stipulations expressly made in this Agreement, each Administration retains the whole of the charges it has levied.

### *Article 29*

#### ***Preparation of accounts***

1. Each Administration of payment prepares, for each Administration of issue, a monthly account of the amounts paid for card money orders or a monthly account of the amount of the lists received during the month for list money orders; the monthly accounts are incorporated periodically in a general account from which a balance is determined.

2. When the orders have been paid in different currencies, the amount of the smaller credit is converted into the currency of the Country having the larger credit, the basis of conversion being the mean of the official rates of exchange in the Country of the debtor Administration during the period to which the account relates; this mean rate must invariably be calculated to four places of decimals.

3. The settlement of accounts may also take place on the basis of the monthly accounts, without adjustment.

### *Article 30*

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

1. In the absence of any special agreement, payment of the balance of the general account or the amount of the monthly accounts is made in the currency used by the creditor Administration for the payment of money orders.

2. Any Administration may keep with the Administration of the Country concerned an account to which the amounts due are debited.

3. Any Administration finding that another Administration is indebted to it in an amount exceeding the limits prescribed in the Detailed Regulations is entitled to claim a payment on account.

4. In the event of non-payment within the periods prescribed in the Detailed Regulations, the amounts due bear interest at the rate of 5 per cent per annum from the date of the expiration of the said periods until the date of payment.

5. No unilateral measure such as moratorium, prohibition of transfers, etc., can prevail against the provisions of the present Agreement and its Detailed Regulations concerning the establishment and settlement of accounts.

## CHAPTER VIII

**Miscellaneous provisions***Article 31****Offices transacting money order business***

Postal Administrations take all necessary steps to ensure, as far as possible, the payment of money orders at any place in their respective Countries.

*Article 32****Participation of non-postal agencies***

1. Countries in which the money order service is carried on by non-postal agencies may take part in the service governed by the provisions of the present Agreement.

2. Such an agency must come to an agreement with the Postal Administration of its Country in order to ensure the proper execution of all the clauses of the Agreement; the Postal Administration will act as intermediary for the agency in its relations with the Postal Administrations of other contracting Countries and with the International Bureau.

*Article 33****Prohibition of fiscal or other charges***

Money orders and receipts given for orders may not be subjected to any charge or fee other than those authorized by this Agreement.

## SECTION III

**DEPOSIT MONEY ORDERS***Article 34****Nature of deposit money orders***

The remitter of a money order may request that, in lieu of payment in cash, the amount be credited to the payee's postal cheque account, if the regulations of the Country of destination so permit.

*Article 35****General provisions***

Subject to articles 36 to 39, deposit money orders are subject to the provisions laid down for postal money orders in the present Agreement.

*Article 36***Maximum amount of an order**

The amount of deposit money orders is unlimited. Nevertheless, each Administration is empowered to limit the amount of the deposit money orders which any depositor may require in one day or during a given period.

*Article 37***Charges**

The charge to be collected at the time of issue, the whole of which is retained by the Administration of issue, consists of:

- (a) A maximum fixed charge of:
  - 20 centimes in the case of card money orders,
  - 40 centimes in the case of list money orders;
- (b) A proportional charge which may not exceed  $\frac{1}{4}$  per cent of the amount paid in;
- (c) Any charges payable for special services (request for advice of credit to the payee's postal cheque account, etc.).

*Article 38***Advice of credit**

In the service between Countries whose Administrations have so agreed, the depositor may apply for an advice of credit to the payee's account. Article 37, paras. 1 and 2, of the Convention applies to advices of credit.

*Article 39***Prohibitions**

1. The retransmission of a deposit money order to another Country of destination is not allowed.
2. Notwithstanding article 12, endorsement is not allowed in the case of deposit money orders.

## SECTION IV

## POSTAL TRAVELLERS' CHEQUES

## CHAPTER I

**General. Issue of cheques***Article 40***Definition. Booklets**

1. Postal travellers' cheques are instruments which may be issued and paid, by the Postal Administrations of the contracting Countries, on the basis of the principles of this Agreement.



2. The cheques are contained in booklets.

*Article 41*

**Currency. Maximum value. Conversion**

1. Each cheque is made out, in the currency of the Country of payment, for a fixed amount equivalent to approximately 25, 50 or 100 francs and determined by agreement between the Postal Administrations concerned.

2. In special cases the cheques may be made out in a currency other than that of the Country of payment, or for an amount differing appreciably from any of the equivalent amounts indicated in para. 1.

3. The rate of conversion is the same as for money orders.

4. A booklet comprises not more than ten cheques; each booklet may contain cheques of different denominations.

*Article 42*

**Charges**

The charge to be made for each cheque is fixed by the Administration of issue; it may not exceed  $\frac{1}{2}$  per cent of the amount expended or be less than 10 centimes.

*Article 43*

**Cost**

The Administration of issue may collect, in addition to the value of the cheques and in addition to the charges, an amount corresponding to the cost of the cheques, or their covers and of the various operations involved in the preparation of the booklets.

CHAPTER II

**Payment of cheques**

*Article 44*

**Validity of cheques. Payment**

1. The cheques are valid for four months from the date of issue; a month is regarded as the period between any date and the corresponding date in the following calendar month, irrespective of the number of days in the month.

2. When the paying service has not sufficient funds at its disposal, it may suspend payment of the cheques until it has secured the necessary funds.

3. The ownership of booklets or individual cheques is not transferable either by endorsement or by assignment; such booklets and cheques cannot be pledged.

*Article 45****Demands for stoppage of payment***

Subject to the application of the legislation of each Country, the Administrations may not act on demands made for the stoppage of payment of cheques which have been regularly issued.

## CHAPTER III

**Claims. Responsibility. Accounting***Article 46****Claims and responsibility***

1. No claim may be brought against the Administration of issue if the booklet is not produced.

2. In case of the loss of a booklet or of cheques, the claimant, in order to obtain the refund of the amounts involved, must satisfy the Administration of issue that he has asked for the issue of a booklet of cheques and has made the proper total payment therefor.

3. The said Administration may make the refund within a period which may not extend more than three months beyond the period of validity and after it has ascertained that the cheques declared to be lost have not been cashed; the three-month period is increased to six months in service with distant Countries.

4. The Administrations are not responsible for the consequences of the loss, abstraction or fraudulent use of booklets or cheques.

*Article 47****Apportionment of charges. Preparation of accounts***

1. The Administration of issue credits the Administration of payment with  $\frac{1}{4}$  per cent of the amount of the cheques cashed.

2. The account of sums paid out in return for cheques is drawn up monthly at the same time as the account of sums paid out for money orders.

## SECTION V

**FINAL PROVISIONS***Article 48****Application of the present Agreement to postal travellers' cheques***

Section II of the present Agreement applies to postal travellers' cheques in everything not expressly regulated by section IV.

*Article 49****Application of the Convention***

The Convention is applicable, where appropriate, by analogy, whenever the present Agreement does not specifically apply.

*Article 50****Exception to the application of the Constitution***

Article 4 of the Constitution does not apply to the present Agreement.

*Article 51****Conditions for approval of proposals concerning the present Agreement and its Detailed Regulations***

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

2. To become effective, proposals introduced between two Congresses and relating to the present Agreement and its Detailed Regulations must obtain:

(a) A unanimous vote, if they involve the addition of new provisions or amendments to the provisions of articles 1 to 10, 11, para. 4, 12 to 14, 15, paras. 1, 2 and 4, 16 to 18, 19, para. 3, 20, para. 4, 22 to 30, 33 and 48 to 52 of the present Agreement, and 102 to 106, 110, 117, 120 to 122, 125, 130 to 134, 137, para. 1, and 158 of its Detailed Regulations;

(b) Two-thirds of the votes, if they involve amendments to the provisions of the present Agreement other than those mentioned in sub-paragraphs (a) and (c), of articles 107 to 109, 111, 113, 116, 118, 119, 123, 124, 126, 128, 135, 138 and 139 to 145 of its Detailed Regulations;

(c) A majority of the votes, if they involve an amendment to article 20, para. 2, of the Agreement and to the other articles of the Detailed Regulations or affect the interpretation of the provisions of the present Agreement and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

*Article 52****Entry into force and duration of the Agreement***

The present Agreement shall come into force on 1 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 day 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 United Nations Treaty Series, Vol. 611.]*

People's Republic of Albania  
Democratic and Popular Republic of Algeria  
Germany  
Kingdom of Saudi Arabia  
Argentine Republic  
Republic of Austria  
Belgium  
Bolivia  
People's Republic of Bulgaria  
Kingdom of Burundi  
Kingdom of Cambodia  
Federal Republic of Cameroon  
Central African Republic  
Chile  
China  
Republic of Colombia  
Republic of the Congo (Brazzaville)  
Republic of the Congo (Leopoldville)  
Republic of Korea  
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  
Greece  
Republic of Guinea  
Republic of Upper Volta  
People's Republic of Hungary  
Republic of Indonesia  
Republic of Iceland  
Italy  
Japan  
Kingdom of Laos  
Republic of Lebanon

Libya  
Principality of Liechtenstein  
Luxembourg  
Malagasy Republic  
Republic of Mali  
Kingdom of Morocco  
United States of Mexico  
Principality of Monaco  
Nicaragua  
Republic of Niger  
Norway  
Paraguay  
Netherlands  
Netherlands Antilles and Surinam  
People's Republic of Poland  
Portugal  
United Arab Republic  
People's Republic of Romania  
Republic of San Marino  
Republic of Senegal  
Somalia  
Republic of the Sudan  
Sweden  
Swiss Confederation  
Syrian Arab Republic  
Republic of Chad  
Socialist Republic of Czechoslovakia  
Togolese Republic  
Tunisia  
Turkey  
Eastern Republic of Uruguay  
Vatican City State  
Republic of Venezuela  
Viet-Nam  
Yemen Arab Republic  
Socialist Federal Republic of Yugoslavia

**DETAILED REGULATIONS FOR IMPLEMENTING THE  
AGREEMENT CONCERNING POSTAL MONEY ORDERS  
AND POSTAL TRAVELLERS' CHEQUES**

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## DETAILED REGULATIONS FOR IMPLEMENTING THE AGREEMENT CONCERNING POSTAL MONEY ORDERS AND POSTAL TRAVELLERS' CHEQUES

Having regard to article 22, para. 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,<sup>1</sup> the undersigned, on behalf of their respective Postal Administrations, have, by common consent, drawn up the following measures for ensuring that the Agreement concerning postal money orders and postal travellers' cheques is implemented:

### PART I PRELIMINARY CLAUSES

#### *Article 101*

#### *Information to be supplied by the Administrations*

1. At least three months before implementing the Agreement, each Administration shall communicate the following information to the other Administrations through the intermediary of the International Bureau:

(a) Money order service

- (1) A list of the Countries with which it exchanges card money orders, list money orders and deposit money orders on the basis of the Agreement;
- (2) A list of the offices authorized to issue and pay money orders, or notification that all its offices take part in the service;
- (3) Notice, where necessary, of participation in the telegraph money order service;
- (4) The maximum amount adopted for issue and payment;
- (5) The currency in which the amounts of money orders addressed to its Country must be expressed;
- (6) The charge applied to money orders issued;
- (7) The method of indicating such charge;
- (8) If necessary, the charges it makes for payment at the payee's address, for *poste restante*, for extension of the period of validity, for inquiries and for the issue of an authority to pay, respectively;
- (9) The length of the period after which, under its laws, the amounts of orders not claimed become the absolute property of the State;
- (10) The special charge for delivery of funds by express messenger (telegraph money orders);
- (11) Its decision as regards the possibility or otherwise of transferring the ownership of money orders within its territory by means of endorsement;

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<sup>1</sup> United Nations, *Treaty Series*, Vol. 611.



- (12) Specimens of the money order forms which it uses, save where the exchange of money orders is effected by means of lists;
- (13) In the official spelling, the numbers from 1 to 2,000 which must be used to express the sums to be entered on the money orders;
- (14) A list of the Countries not participating in the Agreement for which it can act as intermediary for the exchange of money orders;
- (15) The service to which inquiries and requests for information, as well as requests for withdrawal or for alteration of address, must be communicated (Central Administration, office of exchange or other office specially designated).

(b) Postal travellers' cheque service

- (1) A list of the Countries with which it exchanges postal travellers' cheques on the basis of the Agreement;
  - (2) A list of the offices authorized to issue and pay cheques, or notification that all its offices take part in the service;
  - (3) The amount, in the currency of the Country on which the cheques are drawn, of each postal travellers' cheque;
  - (4) The charges applied to the cheques issued.
2. Any amendment to the above information must be notified without delay.
3. Administrations must notify other Administrations direct of the rates of conversion which they adopt in their reciprocal relations and all subsequent modifications in these rates.

*Article 102*

***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 those of the following articles, apply to money orders:

- (a) Article 137: "Advice of delivery";
- (b) Article 141: "Express items";
- (c) Articles 147 and 148: "Withdrawal from the post. Alteration of address", complemented by articles 110 and 125 of these Detailed Regulations.

*Article 103*

***Forms for the use of the public***

For the purpose of applying article 11, para. 2, of the Convention, the following are considered as forms for the use of the public:

- MP 1 (International money order),
- MP 4 (Inquiry relating to an international money order),
- MP 10 (Postal travellers' cheque),
- MP 11 (Booklet of postal travellers' cheques),
- MP 12 (International money order for typed entries),
- MP 16 (International deposit money order).

PART II  
MONEY ORDERS

SECTION I  
CARD MONEY ORDERS

CHAPTER I

**Issue. Transmission**

*Article 104*

***Card money order forms***

1. Card money orders are prepared on pink forms made of stout cardboard in the form of the annexed specimen MP 1.

2. Administrations which agree to grant certain facilities to remitters of a large number of money orders may authorize them to use a form MP 12 in the form of the annexed specimen.

*Article 105*

***Preparation of card money orders***

1. Entries on card money orders are made in Roman letters and Arabic figures, without erasures or alterations, even though certified. The entries are handwritten, if possible in block letters, or typewritten. Entries in pencil are not allowed; service instructions may, however, be written in indelible pencil. All entries on form MP 12, with the exception of the service instructions, must be typed.

2. The amount of the money order and the name of the monetary unit must be entered in full in words. The amount is also entered in figures, with the name of the unit abbreviated if necessary, provided that such abbreviation is usual and does not cause confusion. Where the currency used is based on the decimal system, fractions of a monetary unit may be expressed in figures only, but must be expressed in hundredths (or thousandths) by means of a number of two (or three) digits, including one zero (or two zeros) as necessary. Where the currency used is not based on the decimal system, the number of monetary units or fractions of a monetary unit is always written in full in words, whereas the name of the units may be abbreviated in the manner prescribed for the decimal system; in the entry of the amount in figures, the monetary units or fractions of a unit not mentioned in the amount in words are replaced by zeros.

3. The entry in full in words of the amount of money orders MP 1 and MP 12 may be replaced by an entry in figures produced by a "protectograph" and preceded by a sign other than a figure or a letter, in the service with Administrations which agree to the payment of such orders. In such cases, the amount payable is entered only once in the body of the money order. The characters used must be of such dimensions that they do not cause confusion.

4. The address of the money order must be entered in such a manner that the payee may be clearly determined; abbreviated addresses and telegraphic addresses are not allowed.

5. A "service" money order must bear on the front the words "*Service des postes*" [Postal service] or a similar inscription.

6. Money orders payable to the payee in person must be clearly marked on both sides with the words "*Ne payer qu'en main propre*" (Payable only to payee in person).

7. Money orders with advices of payment must bear on the front at the top in bold letters the words "*Avis de paiement*" [Advice of payment] or, if the remitter requests the return of the advice of payment by air mail, the words "*Avis de paiement par avion*" [Advice of payment by air mail].

#### *Article 106*

##### ***Entries prohibited or authorized***

No entries may be made on an order other than those required by the text of the form, with the exception of service instructions, such as "*Service des postes*" [Postal service], "*Ne payer qu'en main propre*" [Payable only to payee in person], "*Avis de paiement*" [Advice of payment], "*Par avion*" [By air mail], "*Par exprès*" [Express delivery]; however, the remitter has the right to enter on the back of the coupon a private message as prescribed in article 9, para. 5, of the Agreement.

#### *Article 107*

##### ***Official registration***

Administrations may agree on the amount at and above which the money orders issued by them are officially registered, provided that this amount may not be less than 250 francs.

#### *Article 108*

##### ***Advice of payment applied for after issue of the order***

1. When the advice of payment is applied for after issue of the order, article 138 of the Detailed Regulations for implementing the Convention applies, but form MP 4 is substituted for form C 9.

2. The amount of the charge collected is represented on this form either by postage stamps or in figures and in the currency of the Country of issue, in the manner prescribed by article 56 of the Convention.

#### *Article 109*

##### ***Transmission of card money orders***

1. In the absence of any special agreement, money orders are not transmitted under cover.

2. Money orders are included in the mails in the manner prescribed by article 154, paras. 1 to 3, or by article 156, para. 3, of the Detailed Regulations for implementing the Convention, according as they are or are not officially registered.

## CHAPTER II

**Special provisions relating to certain facilities  
accorded to the public***Article 110****Withdrawal. Alteration of address***

1. Every application for withdrawal or for alteration of address is prepared on a form MP 4 in the form of the annexed specimen.
2. Every application for withdrawal or for alteration of address sent by telegraph must be confirmed by first post by means of a postal application. Form MP 4 is marked at the top with the words "*Confirmation de la demande télégraphique du . . .*" [Confirmation of the telegraphic application of the . . .] underlined in red pencil; the office of payment retains the money order until the confirmation is received.
3. The Administration of payment may, however, on its own responsibility, accede to a telegraphic request for withdrawal or for alteration of address without awaiting the arrival of the postal confirmation.

*Article 111****Retransmission of card money orders***

1. The office which retransmits a card money order by post strikes out, if necessary, with a pen, the entries relating to the amount of the order in such a way as to leave the original entries legible; the entry appearing under the heading "*Somme versée*" [Amount paid in] must be left untouched. The amount of the order is converted into the currency of the new Country of destination, in accordance with the rate fixed for money orders emanating from the retransmitting country; the resulting amount is entered in figures and words as far as possible immediately above the original entry of the amount. The entry of the new amount must be signed by the officer concerned. This same method must be followed in the event of subsequent retransmissions.
2. In the event of retransmission to the original Country of destination, the retransmitting office restores the original amount; if the retransmission is effected to the Country of issue, the retransmitting office substitutes for it the amount which is entered in the service instructions under the heading "*Somme versée*" [Amount paid in].
3. In the event of retransmission by telegraph, the retransmitting office prepares a telegraph money order for the amount remaining after the deduction of the postal and telegraph charges. The postal charges are calculated on the amount obtained after deduction from the original amount of the telegraph charges. The conversion into the currency of the new Country of destination is made in accordance with paras. 1 and 2 above. The original order is received by the retransmitting office; it is noted "*réexpédié le montant de . . . à . . . sous déduction des taxes de . . .*" [Amount . . . retransmitted to . . . after deduction of charges of . . .], and is brought to account as a paid order. The coupon of the original

order is annexed, for delivery to the payee, to the advice of issue referred to in article 132.

4. The provisions of para. 3 above apply:

- (a) To card money orders issued in a contracting Country and retransmitted to another contracting Country with which the Country of issue does not maintain a money order service, or when the exchange is effected by the list system;
- (b) To card money orders retransmitted to a Country which is not a party to the Agreement;
- (c) To card money orders issued in a non-contracting Country and retransmitted to a contracting Country.

5. Applications for retransmission are recorded for reference by the original office of destination and by the subsequent offices of destination, if any. The office which retransmits an order notifies the office of issue to that effect.

### CHAPTER III

#### Special treatment. Inquiries. Requests for information

##### *Article 112*

##### *Irregular card money orders*

1. Unless the payee, after being advised, requests that paras. 3 and 4 hereunder should apply, any money order which presents one of the following irregularities:

- (a) Incorrect, insufficient or doubtful description of the name or address of the payee;
- (b) Difference or omission of name or amount;
- (c) Amount exceeding the maximum agreed between the Administrations concerned, owing to an obvious error in the rate of conversion;
- (d) Erasure of or alteration to the entries;
- (e) Omission of stamps, signatures or other service entries;
- (f) Entry of the amount payable in a currency other than that allowed, or failure to designate the monetary unit;
- (g) An obvious discrepancy in the relationship between the currency of the Country of issue and that of the Country of payment, which relationship the office of payment is not, however, bound to verify;
- (h) Use of irregular forms;

is returned as soon as possible, under cover, accompanied by a form MP 14 in the form of the annexed specimen, to the issuing office for correction.

2. In services with distant Countries, however, the Administration of payment may pay a money order, even though the amount is expressed in a currency other than that allowed, provided that it is in a position to convert the amount at the rate used by the Administration of issue and that it gives immediate notice of the fact to the latter. The risks resulting from errors in conversion are borne by the Administration which makes the conversion.

3. An irregularity which prevents the payment of a card money order and for which the office of issue is clearly responsible may be corrected by air mail or by telegraph, at the option of the office of payment, without charge to the payee. An irregularity attributable or apparently attributable to the remitter may likewise be corrected by air mail or by telegraph at the payee's request; for this purpose a request for correction is addressed to the office of issue by air mail or by telegraph, the charges being paid by the payee; these charges are refunded if the error is found to be a service error.

4. When the correction of the irregularity is requested by telegram, the irregular money order is kept by the office of payment, which proceeds to make the correction on receipt of the correcting telegram and attaches the telegram to the corrected order.

5. On receipt of a request for correction by air mail or by telegram, the office of issue determines whether or not the irregularity arises from a service error; if so, it corrects the error immediately by air mail or by telegraph. In the contrary case, it informs the remitter, who is then allowed to correct the error, by air mail or by telegraph, at his own expense.

#### *Article 113*

#### ***Preparation of the advice of payment***

Administrations whose regulations do not permit the use of the form attached by the Administration of issue are authorized to prepare the advice of payment on a form used in their own service.

#### *Article 114*

#### ***Extension of the period of validity***

The authority for the extension of validity must be written on the order itself.

#### *Article 115*

#### ***Inquiries. Requests for information***

1. Every inquiry or request for information regarding a card money order must be made on a form MP 4 and, as a general rule, is transmitted by the office of issue direct to the office of payment. A single form may be used for several money orders if issued simultaneously at the request of the same remitter and to the same payee. Inquiries are transmitted as a matter of course by the quickest available means (air or surface) in the circumstances stated in article 35 of the Convention.

2. When the office of payment is able to furnish definite information as to the treatment of the money order, it completes this form in accordance with the results of its inquiries and returns it to the office which received the inquiry. If the inquiry is fruitless or payment is disputed, the form is forwarded to the Administration of issue through the Administration of payment, which attaches to it, if possible, a declaration by the payee affirming that he has not received the amount of the order.

3. When an inquiry or a request for information is lodged in a Country other than the Country of issue or the Country of payment, the form MP 4 is forwarded to the Administration of issue, accompanied by the receipt; the periods prescribed by article 35, paras. 1 and 2, of the Convention apply.

#### CHAPTER IV

### Unpaid card money orders

#### *Article 116*

#### *Return of unpaid card money orders*

1. A money order which it has not been possible to pay to the payee for any reason is returned direct to the office of issue; before returning the order, the office of payment records it, and either applies to it the stamp or attaches to it the label prescribed by article 146, paras. 1 to 3, of the Detailed Regulations for implementing the Convention.

2. However, money orders issued in the circumstances stated in article 111, paras. 3 and 4, must be transmitted to the Administration which issued them. This Administration places the amount at the disposal of the Administration which issued the original order, either by means of a new order free of charge or by deduction from the monthly account of paid orders.

#### *Article 117*

#### *Authorities to pay*

Authorities to pay are prepared on pink forms in the form of the annexed specimen MP 13.

#### *Article 118*

#### *Card money orders missing, lost or destroyed before payment*

1. Before issuing an authority to pay in respect of a money order missing, lost or destroyed before payment, the Administration of issue must ascertain from the Administration of payment that the order has not been paid, refunded or retransmitted; every precaution must also be taken to ensure that the order is not paid at a later date.

2. When the remitter applies for repayment and the payee for payment, simultaneously, the authority to pay is issued in favour of the remitter.

3. In support of his claim for repayment, the remitter must furnish the receipt for the deposit of the order which is missing, lost or destroyed.

4. When the Administration of payment declares that it has not received a money order, the Administration of issue may issue an authority to pay, provided that the disputed order does not appear in any monthly account relating to the period of validity of the order; if, however, no reply has been received from the Administration of payment within the period prescribed by article 26, paras. 1 and 2, of the Agreement for the indemnification of the claimant, and if the order

is not included in any monthly account received by the expiration of that period, the Administration of issue is authorized to proceed with the repayment of the amount; notification of this repayment is made, under registered cover, to the Administration of payment and the money order, which is thenceforth regarded as definitely lost, may not, at a later date, be included in the accounts.

*Article 119*

***Card money orders missing, lost or destroyed after payment***

A money order which is missing, lost or destroyed after payment may be replaced by the Administration of payment with a new order prepared on a form MP 1. This form must bear all the essential particulars of the original money order and be marked "*Titre établi en remplacement d'un mandat égaré (perdu ou détruit) après paiement*" [Voucher to replace a money order missing (lost or destroyed) after payment] and date-stamped; a statement signed by the payee certifying that he has received the money is attached to the substitute document and serves as a receipt.

SECTION II

LIST MONEY ORDERS

CHAPTER I

Preliminary

*Article 120*

***Provisions common to list money orders and card money orders***

The provisions of the following articles of these Detailed Regulations apply to list money orders:

- (a) Article 106: "Entries prohibited or authorized";
- (b) Article 108: "Advice of payment applied for after issue of the order";
- (c) Article 110: "Withdrawal. Alteration of address", complemented by the provisions of article 125;
- (d) Article 115: "Inquiries. Requests for information".

CHAPTER II

Issue. Transmission

*Article 121*

***Offices of exchange***

The exchange of list money orders is effected exclusively through offices termed "offices of exchange" designated by the Administration of each of the contracting Countries.



*Article 122****Transmission of list money orders***

1. The transmission of list money orders between the issuing office and the office of exchange of the Country of issue or between the office of exchange of the Country of payment and the office of payment is effected by means of forms which each of the Administrations concerned determines as it sees fit.

2. Between offices of exchange of different Countries, transmission is effected in accordance with the following rules:

(a) Each office of exchange compiles daily, or on agreed dates, lists in the form of the annexed specimen MP 2 enumerating the money orders issued in its Country for payment in another;

(b) Each money order entered on a list bears a serial number termed "international number"; this number is allotted from a yearly series beginning on 1 January or 1 July, as agreed between the Administrations concerned; when the numbering changes, the next following list must bear, in addition to the number of the series, the last number of the previous series;

(c) The lists themselves are numbered in regular numerical order, starting on 1 January or 1 July of each year;

(d) The lists so compiled are forwarded post-free to the corresponding office of exchange by the quickest available means (air or surface) and, in the absence of any special agreement, they are not accompanied by the money orders made out by the issuing offices;

(e) The corresponding office of exchange acknowledges receipt of each list by entering a note to that effect on the next list it has to send in the opposite direction.

3. The Administrations concerned may agree to limit the description of the money orders on the list MP 2 to the entry in column 11 of the amount of the orders transmitted. In such cases, the Country of issue annexes to the list the forms used for the transmission of the orders between the issuing office and its own office of exchange or any other form which the Administrations agree to adopt.

*Article 123****Special lists***

A special list MP 2 must be prepared for each of the following categories of money orders:

(a) Orders exempt from charges as referred to in article 8 of the Convention and in article 7 of the Agreement; the list must be headed "*Mandats exempts de taxe*" [Money orders exempt from charge];

(b) Orders of which the remitter has applied for dispatch by air mail; the list must be marked "*Mandats par avion*" [Air-mail money orders] and must be dispatched by the first air mail.

*Article 124****Special services. Entries to be made on the lists***

1. Where the remitter of the money order has applied for express delivery, the word "*Exprès*" [Express] is entered on the list MP 2 in the "*Observations*" [Remarks] column, opposite the corresponding entry.

2. When the remitter of a money order applies for an advice of payment, the letters "AP" are inserted on the list MP 2, in the "*Observations*" [Remarks] column, opposite the entry relating to the order; the words "*Par avion*" [By air mail] are added if air-mail transmission has been requested by the remitter for the return of the advice of payment.

3. Where the remitter of a money order requests that payment be made to the payee in person, the words "*Ne payer qu'en main propre*" [For payment to the payee in person] are entered on the list MP 2, in the "*Observations*" [Remarks] column, opposite the entry relating to the order.

## CHAPTER III

**Special provisions relating to certain facilities accorded to the public***Article 125****Withdrawal. Alteration of address***

Notwithstanding article 147 of the Detailed Regulations for implementing the Convention, requests MP 4 for withdrawal or for alteration of address relating to list money orders are sent to the office of exchange of the Country of payment through the office of exchange of the Country of issue.

*Article 126****Retransmission of list money orders***

Every list money order retransmitted to another Country is received by the retransmitting office. If necessary, the amount is converted, after deduction of the charges, into the currency of the new Country of destination and a new money order is prepared.

## CHAPTER IV

**Operations in the country of payment***Article 127****Treatment of missing or irregular lists***

1. If a list is missing, it is immediately applied for by the office of exchange which notices its absence. The office of exchange of the Country of issue forwards without delay, by the quickest available means (air or surface), a duplicate of the missing list to the office of exchange which applied therefor.

2. The lists are carefully checked by the office of exchange of the Country of payment, which corrects them as a matter of course if they contain minor errors. The office of exchange of the issuing Country is notified of these corrections when the office of exchange of the Country of payment acknowledges to it receipt of the list.

3. If the lists contain irregularities worthy of notification, the office of exchange of the Country of payment requests an explanation from the office of exchange of the issuing Country, which must reply as soon as possible; the payment of the money orders to which the request relates is suspended in the meantime. Requests for explanations, and the replies thereto, are exchanged whenever possible by air mail.

#### *Article 128*

##### ***Dispatch of the advice of payment***

The advice of payment, made out by the paying office on a form C 5, is sent direct to the remitter of the money order.

#### *Article 129*

##### ***Return of unpaid list money orders***

1. The following money orders are returned to the office of exchange by being entered on the next list MP 2 as though they were new money orders dispatched from the Country of payment to the Country of issue:

- (a) The money orders referred to in article 19 of the Agreement;
- (b) Money orders the withdrawal of which has been applied for.

2. A suitable note, followed by the international number and a brief description of the original money order, is made in the “*Observations*” [Remarks] column opposite the entry.

### SECTION III

## TELEGRAPH MONEY ORDERS

#### CHAPTER I

#### **Preliminary**

#### *Article 130*

##### ***Common provisions***

The provisions concerning card money orders and list money orders apply to telegraph money orders in everything not expressly provided for in section III of these Detailed Regulations.

## CHAPTER II

## Issue. Transmission

## Article 131

*Preparation of telegraph money orders*

1. Telegraph money orders are prepared by the issuing post office and require the dispatch of telegrams of advice addressed direct to the post office of payment. Telegrams of advice are drawn up in French, in the absence of any special agreement, and are invariably worded in the order indicated below:

- *Indications de service taxées (s'il y a lieu)* [Service instructions charged for (if necessary)]
- *Avis paiement (s'il y a lieu)* [Advice of payment (if required)]
- *Avis paiement avion (s'il y a lieu)* [Advice of payment by air mail (if required)]
- *Paiement main propre (s'il y a lieu)* [Payment to payee in person (if required)]
- *Mandat . . . (N<sup>o</sup> postal d'émission)* [Order . . . (No. of the order at the post office of issue)]
- *Nom du bureau de poste de paiement* [Name of the post office of payment]
- *Nom de l'expéditeur* [Name of the remitter]
- *Montant de la somme à payer* [Amount payable]
- *Désignation exacte du bénéficiaire, de sa résidence et, si possible, de son domicile, de façon que l'ayant droit soit nettement déterminé* [Exact designation of the payee, of the place where he lives and, if possible, of his full address, so as to allow the identity of the person entitled to payment to be clearly determined]
- *Communication particulière (le cas échéant)* [Private message (if any)]

2. When several telegraph money orders are issued simultaneously by the same remitter to the same payee, a single telegram of advice may be sent if the Administration of destination permits; in that case, the number of the order at the office of issue is indicated as follows: "*Mandats 201-203*" [Money orders 201-203], and the total amount payable shows the individual amount of each money order.

3. If a telegraph money order is issued either by a post office in a place at which there is no telegraph service or by an office which is not a telegraph office in a place where there are several post offices, the name of the issuing office must appear immediately after the number of the order at the office of issue, in the following manner: "*Mandat . . . de . . . pour . . .*" [Money order . . . from . . . to . . .].

4. If there is no telegraph office in the place where the post office of payment is situated, the telegram of advice must bear the name of the post office of payment and that of the telegraph office serving that post office. If there is doubt as to the existence of a telegraph office in the district of payment or the proper telegraph office cannot be named, the telegram of advice must bear either the name of the territorial subdivision or that of the Country of payment, or both, or any other particulars considered sufficient for the dispatch of the order.

5. The amount is expressed as follows: the whole number of monetary units in figures and then in words, the name of the monetary unit and the fractions of a unit, if any, in figures.

6. When the payee is a woman, the surname, even though accompanied by a given name, must be preceded by one of the words "*Madame*" or "*Mademoiselle*" unless this is rendered unnecessary by the use of a rank, title, position or profession indicating clearly the identity of the payee; neither the remitter nor the payee may be described by a conventional abbreviation or word.

7. The name of the place where the payee lives may be omitted if it is identical with that of the office of payment. When the telegraph money orders are addressed "*poste restante*" or "*télégraphe restant*", the telegrams of advice must bear the corresponding service instruction for which the charge has been paid and no other equivalent mention is allowed.

#### *Article 132*

##### *Advice of issue*

1. For every telegraph money order an advice confirming the issue of the telegram must be prepared by the office of issue in the form of the annexed specimen MP 3.

2. Neither postage stamps nor "postage paid" impressions must be used on this advice.

3. The advice of issue is sent under cover by the first mail, and whenever possible by air mail:

- (a) Direct to the office of payment, in the case of a telegraph card money order;
- (b) To the office of exchange of the Country of issue, in the case of a telegraph list money order.

#### *Article 133*

##### *Transmission of telegraph list money orders*

1. Telegraph list money orders are transmitted direct by the post office of issue to the post office of payment, without passing through the offices of exchange.

2. For telegraph list money orders a special list MP 2 headed "*Mandats télégraphiques*" [Telegraph money orders] is drawn up.

3. The offices of exchange may allot to the telegraph list money orders entered on these special lists an international number from a series reserved for telegraph money orders.

### CHAPTER III

#### **Special provisions relating to certain facilities accorded to the public**

#### *Article 134*

##### *Alteration of address*

1. Except in the case of a simple correction of address as provided for in article 26, para. 6, of the Convention, the office of payment of a telegraph money

order must be in possession of the advice of issue before complying with an application for alteration of address.

2. The Administration of payment may, however, on its own responsibility, comply with a telegraphic request for alteration of address without awaiting the arrival of either the postal confirmation or the advice of issue.

#### *Article 135*

#### ***Retransmission of telegraph money orders***

1. The retransmission (by post or by telegraph) of a telegraph money order is effected without obligation to await the arrival of the advice of issue.

2. In the event of retransmission by post to the Country of issue before the arrival of the advice of issue, the retransmitting office simply changes the payee's address and strikes out with a pen the statement of the amount. The money order is sent under cover to the new office of destination; the advice of issue is similarly dealt with on its arrival at the retransmitting office.

### CHAPTER IV

#### **Operations in the country of payment**

#### *Article 136*

#### ***Treatment of irregular telegraph money orders***

1. In the case of a telegraph money order which cannot be paid in consequence of insufficient or incorrect address, or for any other cause not attributable to the payee, a service telegram is sent to the office of issue stating the cause of non-payment.

2. On receipt of a request for correction by service telegram, the office of issue proceeds as indicated in article 112, para. 5.

3. If an irregularity in a telegraph money order has not been corrected within a reasonable time by air mail or telegraph, the order is corrected in the manner prescribed for postal money orders.

#### *Article 137*

#### ***Payment of telegraph money orders***

1. Telegraph money orders are paid as soon as they are received, without awaiting receipt of the advice of issue; this is attached, if possible, to the money order bearing the receipt of the payee.

2. If the postal advice of issue of a telegraph money order is received at the office of payment before the telegram of advice, payment may not be made on the advice of issue alone; in this case, the telegram of advice must be applied for by means of a service telegram. A postal advice which is not received by the office of payment by the first post after the date of issue of the telegraph money order to which it relates is applied for by means of a verification note in the form of the

specimen C 14 annexed to the Detailed Regulations for implementing the Convention.

3. Telegraph list money orders in respect of which the paying office has not received a telegram of advice may not be paid until a certified copy of the telegram of advice, applied for by service telegram, has been received.

4. In the case of telegraph list money orders in respect of which the office of exchange of the Country of payment does not receive a list MP 2 within a reasonable period, an explanation is requested from the office of exchange of the Country of issue, which must reply as soon as possible. If no reply is received within a reasonable period, the telegraph list money orders actually paid may without further reference be added to the first list MP 2 received from the Administration of issue; if the missing list MP 2 arrives after such entry has been made, it is cancelled or corrected by the office of exchange which receives it.

#### *Article 138*

#### ***Preparation of the advice of payment***

The advice of payment for a telegraph money order is prepared by the office of payment, which sends it to the issuing office immediately after payment and without waiting for the advice of issue.

#### *Article 139*

#### ***Return of unpaid telegraph card money orders***

1. Telegraph card money orders which it has not been possible to pay to the payees for any reason are subject to the provisions of article 116.

2. They must be returned under cover, accompanied by the relevant advices of issue.

### SECTION IV

### **DEPOSIT MONEY ORDERS**

#### *Article 140*

#### ***General provisions***

Subject to anything expressly provided for in this section, deposit money orders are subject to the provisions governing money orders, irrespective of the method of transmission, by post or by telegraph, whether under the card system or under the list system.

#### *Article 141*

#### ***Preparation of deposit money orders***

1. Deposit money orders are prepared on yellow forms made of stout cardboard in the form of the annexed specimen MP 16.

2. The address of a deposit money order must include the surname or corporate name of the payee, the number of his postal cheque account preceded by the words "*compte courant postal*" [postal cheque account] or by the abbreviation "CCP" and an indication of the postal cheque office which keeps the payee's postal cheque account.

#### Article 142

##### ***Lists of deposit money orders***

1. Deposit money orders under the list system are transmitted by means of a special list MP 2, which must be headed "*Mandats de versement*" [Deposit money orders].

2. Where the remitter of a deposit money order applies for an advice of credit to the payee's postal cheque account, the letters "AI" are inserted on the list MP 2 in the "*Observations*" [Remarks] column opposite the entry relating to the order.

#### Article 143

##### ***Telegraph deposit money orders***

Telegraph deposit money orders are prepared in accordance with article 131. They require the dispatch of telegrams of advice addressed direct to the postal cheque office which keeps the payee's postal cheque account. Telegrams of advice are drawn up in French, in the absence of any special agreement, and are invariably worded in the following order:

- *Indications de service taxées (s'il y a lieu)* [Service instructions charged for (if necessary)]
- *Avis inscription (s'il y a lieu)* [Advice of credit (if required)]
- *Avis inscription avion (s'il y a lieu)* [Advice of credit by air mail (if required)]
- *Mandat . . . (N<sup>o</sup> postal d'émission)* [Order . . . (No. of the order at the post office of issue)]
- *Nom du bureau de chèques postaux de destination* [Name of the postal cheque office of destination]
- *Nom de l'expéditeur* [Name of the remitter]
- *Montant de la somme à porter au crédit du compte courant postal du bénéficiaire* [Amount to be credited to the payee's postal cheque account]
- *Désignation exacte du bénéficiaire et du numéro de son compte courant postal précédé des initiales CCP* [Exact designation of the payee and of the number of his postal cheque account preceded by the initials CCP]
- *Communication particulière (le cas échéant)* [Private message (if any)]



*Article 144****Deposit money orders missing, lost or destroyed after  
the amount has been credited***

A deposit money order which is missing, lost or destroyed after the amount has been credited to a postal cheque account may be replaced by the Administration of destination with a new order prepared on a form MP 1 bearing the particulars prescribed in article 119 and indicating on the back the date on which the amount was credited to the payee's postal cheque account.

*Article 145****Accounting arrangements with respect to deposit money orders***

In the absence of any special agreement, deposit money orders are described on a special list MP 6 and incorporated in the monthly accounts of money orders.

**SECTION V  
ACCOUNTING****CHAPTER I****Common regulations***Article 146****Preparation of monthly accounts***

1. Each Administration of payment prepares at the end of each month, for each of the Administrations from which it has received money orders, a monthly account in the form of the annexed specimen MP 5 in the case of card money orders or a monthly account in the form of the annexed specimen MP 15 in the case of list money orders. It enters therein particulars of all orders paid by its offices on behalf of the other Administration during the preceding month. The entries must follow:

- (a) The chronological order of the months of issue;
- (b) The alphabetical order of the names of the offices of issue;
- (c) For each office of issue, the numerical order of the money orders.

2. If necessary, the money orders paid are recapitulated on a special list in the form of the annexed specimen MP 6, which is attached to the monthly account to be prepared, in this case, on a form MP 7 in the form of the annexed specimen.

3. The Administration of payment also enters in this account:

- (a) The amount of the allowances due to itself, in accordance with article 28 of the Agreement;
- (b) The amounts, if any, of repayments as referred to in article 27 and of interest as provided for in articles 27 and 30 of the Agreement.

4. Receipted authorities to pay are treated like money orders and specified on the account MP 5 or, if appropriate, on the list MP 6 in the same way as if they were the actual orders.

5. The monthly account is forwarded to the debtor Administration before the end of the month which follows that to which it relates, together with the supporting documents (receipted money orders and authorities to pay). When, for any reason, the monthly account cannot be forwarded in due time, the debtor Administration must be informed, within eight days after the expiry of the aforementioned time-limit, of the expected date of dispatch of the account in question. The information must be given by telegraph.

6. When there are no paid orders (money orders or authorities to pay) a monthly account form marked "Nil" is sent to the other Administration.

7. Any differences discovered by the debtor Administration in the monthly accounts are adjusted in the next available monthly account; they are disregarded if their total amount does not exceed 50 centimes for each account.

#### *Article 147*

##### ***Preparation of the general account***

1. The general account is prepared on a form MP 8 in the form of the annexed specimen by the creditor Administration immediately after the receipt of the monthly accounts and before even checking the details.

2. It must be prepared within two months after the end of the month to which it relates; this period is extended to four months in services with distant Countries.

3. Administrations may, however, arrange among themselves for the general accounts to be prepared quarterly, half-yearly or annually.

#### *Article 148*

##### ***Methods of payment and periods allowed for payment***

1. In the absence of any special agreement, the balance of the general account or the totals of the monthly accounts are paid in the currency of the creditor Country, without any loss to the latter:

- (a) By means of cheques or drafts payable at sight in the capital or at some commercial centre of the creditor Country or by means of postal transfers; or
- (b) To the debit of any accounts set up in accordance with article 30 of the Agreement.

2. The cost of remitting the amount is borne by the debtor Administration, with the exception of extraordinary charges, such as clearing charges, imposed by the creditor Country.

3. Payment must be made not later than fifteen days after the receipt of the general account or after the receipt of the monthly account if the settlements are made on the basis of that account; this period is increased to one month for distant Countries.

4. In case of disagreement between the two Administrations as to the sum to be paid, payment of the contested part only may be deferred; the debtor Administration must notify the creditor Administration, within the period stated in para. 3, of the reasons for the contestation.

#### *Article 149*

#### ***Payments on account***

1. Any Administration finding that another Administration is indebted to it in an amount exceeding 30,000 francs per month is entitled to claim a payment on account during the month in which the money orders are issued. The portion of the mean monthly balance not covered thereby may not exceed 30,000 francs. The mean monthly balance is computed on the basis of the last three monthly accounts accepted. The debtor Administration must make the payment on account claimed not later than the fifteenth day of the month in which the money orders are issued, unless it can show that the mean of the last three complete months has ceased to reflect the true volume of the traffic in money orders; in the event of non-payment within the aforesaid time-limit, the provisions of article 30 of the Agreement apply.

2. If the amount paid on account exceeds the real balance for the period concerned, the difference is adjusted in the next account or, if appropriate, posted to the account provided for in article 148, para. 1 (b).

### CHAPTER II

#### **Special accounting regulations applicable to list and telegraph money orders**

#### *Article 150*

#### ***Preparation of monthly accounts***

List and telegraph money orders are subject to the following special accounting arrangements:

(a) List money orders

1. The Administrations enter in the monthly account the totals of the lists received during the month;
2. The monthly list is forwarded to the debtor Administration on receipt of the last list of the month to which it relates;
3. The Administrations may by common agreement waive the preparation of monthly accounts and settle the amount of each list by means of a cheque or draft to be attached to the list;

(b) Telegraph money orders

1. Telegraph money orders are recapitulated, as appropriate, with card or list money orders;
2. The telegraph money orders, accompanied as far as possible by the corresponding advices of issue, are attached to the monthly account;

advices of issue received by the Administration of payment after dispatch of the account in which the telegraph money orders to which they relate are described, are sent back to the Administration of issue attached to one of the following accounts;

3. The provisions of (b) 2 do not apply to telegraph list money orders.

### PART III

## POSTAL TRAVELLERS' CHEQUES

### *Article 151*

#### *General regulations for issue*

Subject to the following special regulations, the general provisions concerning the issue of money orders apply to the preparation of cheques and booklet covers.

### *Article 152*

#### *Forms for cheques and booklet covers. Supply*

1. Postal travellers' cheques are prepared on forms MP 10 in the form of the annexed specimen; they are made of white paper and comprise a shaded watermark representing an allegorical head approximately two centimetres high. A white band three and one-half centimetres wide is provided on the left side of the form. The watermark is situated at the top of this band; the centre is die-stamped with a head of Mercury, which is identical for all Countries; the lower portion of this band is reserved for the impression of the die-stamp which the service issuing the cheques is required to apply in accordance with article 153. The whole form, with the exception of the white band, has a security-ground impression clearly defined in three colours of an allegorical figure consisting of a number of broad subjects with sharp outlines. The words "*Bon postal de voyage*" [Postal travellers' cheque] are printed at the same time as the security ground and in the same colours. Distinctly different colours are used for the cheques of each of the three denominations provided for in article 41 of the Agreement.

2. The following indications are printed on the front of each cheque:

- (a) A serial number ranging from 1 to 100,000;
- (b) The name of the Country of issue;
- (c) The value of the cheque, followed by the name of the currency in which it is made out;
- (d) The name of the Country in which it is exclusively payable.

3. Cheques sold to the public are collected and bound into a booklet light blue in colour in the form of the annexed specimen MP 11. The name of the Country of issue and the name of the Country of payment are printed on the front.

4. The Administrations are supplied with cheques and booklet covers by the International Bureau, which arranges for their printing.

*Article 153****Preparation of cheques***

1. At the time of issue, the cheques are stamped, in the white band on the front, in the place provided for the purpose, with a special die-stamp for each issuing service. In addition, the first and last days of validity must be handwritten, typewritten or stamped on the cheques. The Administrations may agree to authenticate the cheques by means of the inked stamp used for the issue of postal money orders.

2. The Administrations may agree to stamp the name of the issuing service on the cheques with a special embossing stamp.

*Article 154****Make-up and preparation of booklets***

1. Cheques are arranged in the booklets in numerical order.

2. The office issuing a booklet marks in the special place on the cover the first and last days of validity of the cheques. It also enters in the grid provided on the cover the number of cheques issued, together with the numbers of the first and last of these cheques; the name of the Country of payment is indicated conspicuously in the spaces provided on the booklet and the cheques.

3. Entries must be handwritten, typewritten or printed by a mechanical process.

4. At the time of preparation of the booklet, the special place on the cover must be stamped with the die-stamp or inked stamp referred to in article 153, para. 1.

*Article 155****Payment, by way of exception, of cheques made out in a currency other than that of the Country where payment is applied for***

1. Where, owing to exceptional circumstances, in the service with Countries which have agreed accordingly in advance, the payee has occasion to apply for payment of his cheques in a Country other than the Country of payment originally indicated on the cheques, an inquiry concerning the amount payable for each cheque in the currency of the Country where payment is requested is dispatched to the office of issue, at the payee's expense, by telegram or by air mail.

2. The office making the payment marks on the front of the cheque the amount paid out in its currency and attaches the reply telegram or advice to cheques paid in the circumstances referred to in para. 1.

*Article 156****Cheques missing, lost or destroyed after payment***

Article 119 applies by analogy in the case of postal travellers' cheques missing, lost or destroyed after payment. The substitute document is prepared on a form

MP 10. The Administration of payment obtains, through the Administration of origin, the statement of the payee which is to serve as a receipt.

*Article 157*

***Preparation of accounts***

1. The monthly account of cheques paid is prepared on a form MP 9 in the form of the annexed specimen.

2. This account is attached to the monthly account MP 5 relating to the money orders paid during the same period and its total is added to that of the account MP 5.

3. Postal travellers' cheques paid by way of exception by a Country not participating in the service, in the circumstances provided for in article 155, are described in a special monthly account MP 5 which is attached to the account of postal money orders.

PART IV

**FINAL PROVISIONS**

*Article 158*

***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 postal money orders and postal travellers' cheques comes into operation.

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

DONE at Vienna, the 10th day of July 1964.

**SIGNATURES**

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

## LIST OF FORMS

No. 1	Title or nature of the form 2	References 3
MP 1	International money order.....	Art. 104, § 1
MP 2	List of money orders.....	Art. 122, § 2 (a)
MP 3	Advice of issue of a telegraph money order.....	Art. 132, § 1
MP 4	Inquiry or application for advice of payment after issue, for alteration of address or for withdrawal relating to an international money order	Art. 110, § 1
MP 5	Monthly account of card money orders and authorities to pay.....	Art. 146, § 1
MP 6	Recapitulatory list of money orders and authorities to pay.....	Art. 146, § 2
MP 7	Monthly account of money orders, authorities to pay and reimbursement orders.....	Art. 146, § 2
MP 8	General account of money orders.....	Art. 147, § 1
MP 9	Monthly account of postal travellers' cheques.....	Art. 157, § 1
MP 10	Postal travellers' cheque.....	Art. 152, § 1
MP 11	Booklet of postal travellers' cheques.....	Art. 152, § 3
MP 12	International money order for typed entries.....	Art. 104, § 2
MP 13	Authority to pay.....	Art. 117
MP 14	Request for correction of a money order or request for authority to pay	Art. 112, § 1
MP 15	Monthly account of list money orders.....	Art. 146, § 1
MP 16	International deposit money order.....	Art. 141, § 1

## ANNEXES :

FORMS MP 1 to MP 16











POSTAL ADMINISTRATION			MP 3
of .....			
<b>ADVICE OF ISSUE<sup>(1)</sup></b> of a telegraph money order <sup>(2)</sup>			
issued at the office of.....			on ..... 19.....
payable at the office of..... (.....) <span style="float: right;">(Country)</span>			
Name of remitter <b>1</b>	No. of order <b>2</b>	Surname, given name(s), rank and address of payee <b>3</b>	Amount of order <b>4</b>
.....			Currency of country of payment
.....			(2)
Stamp of office of issue	Place : .....	Stamp of office of payment	Currency of country of issue
	Date : ..... 19.....		
Signature of officer who prepares the advice : .....			
<small>(1) To be sent under cover by the next mail and whenever possible by air mail.                  (2) The amount cannot be paid on receipt of this advice of issue, but only on receipt of the telegram to which this advice relates.</small>			

(Money Orders, Vienna 1964, art. 132, § 1 — Size: 148 x 105 mm)

POSTAL ADMINISTRATION

MP 4

of .....

OFFICE of .....

— INQUIRY <sup>(1)</sup>

— APPLICATION <sup>(1)</sup> { FOR ADVICE OF PAYMENT AFTER ISSUE  
FOR ALTERATION OF ADDRESS  
FOR WITHDRAWAL

relating to an international money order

Description of the ordinary / card / telegraph / list money order <sup>(1)</sup>

Money Order No. : ..... Our Ref. ....

Office of issue : ..... Your Ref. ....

Date of issue : .....

Amount in currency of Country of payment/of issue <sup>(1)</sup> .....

Name and address of remitter : .....

Name and address of payee : .....

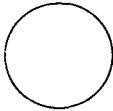
Further particulars : .....

Name and address of inquirer or applicant : .....

Sir,

With reference to the above-mentioned money order, I draw your attention to No. .... below.  
If the money order is missing, the amount should be paid to the original payee/to the remitter <sup>(1)</sup>  
Please reply to me on this matter by surface mail/air mail/telegraph <sup>(1)</sup> and return this form to me.

Stamp of office of issue ..... 19.....

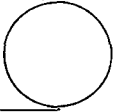


Official in charge of the office from which the application originates

Signature of inquirer or applicant : .....

<p>1. The money order in question <sup>(4)</sup>:</p> <p>(a) was duly paid to the payee on ..... 19.....</p> <p>(b) is still on hand at the office of ..... <sup>(2)</sup></p> <p>(c) has been sent to the payee, who has not yet taken delivery of the amount <sup>(3)</sup></p> <p>(d) was returned to the Country of issue on ..... 19 .....</p> <p>(e) was retransmitted on ..... 19..... to .....</p> <p>(f) has not reached the office of .....</p> <p>(g) <sup>(4)</sup> .....</p>	<p>2. According to the declaration of the remitter, the payee has not received the amount. The remitter wishes to know whether the money order has been paid to the payee. Form C 5 attached. Please inquire into the matter and inform us of the result.</p> <p>3. Please replace "....." by "....." on .....</p> <p>4. Please return the above-mentioned money order to me for return to the remitter.</p> <p>5. Other reasons : .....</p>
---	--

Stamp of office of payment



Official in charge of the office of payment

<sup>(1)</sup> Strike out whichever entry does not apply.  
<sup>(2)</sup> Applies to Countries which pay at payee's address or send an advice of arrival.  
<sup>(3)</sup> Applies to Countries which deliver money orders to payees.  
<sup>(4)</sup> Add the declaration of the payee, if possible.

POSTAL ADMINISTRATION  
of .....

Year 19..... MP 5  
Month of .....

MONTHLY ACCOUNT

of card money orders and authorities to pay

Issued by the Administration of.....  
and paid, during the month indicated above, by the Administration of .....

Serial No. of paid orders and authorities to pay 1	Issue				Orders and authorities to pay for which the charge has been paid 6	Orders and authorities to pay free of charge 7	Amount due from the Administra- tion which issued the orders 8
	Year 2	Month 3	Office 4	No. 5			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
Total .....							
Orders and authorities to pay for which charges have been paid (col. 6).....							
Charge of ¼% .....							
Fixed allowance (..... c per order) .....							
Orders and authorities to pay free of charge (col. 7).....							
Grand total of sums due from the Administration of..... to the Administration of.....							

The present account for the month of..... 19..... is certified to be in accordance with the total of the attached ..... orders and authorities to pay.

..... 19.....

Signature :

POSTAL ADMINISTRATION

Year 19.....

MP 6

of .....

Month .....

**RECAPITULATION LIST**

N°.....

of money orders and authorities to pay

issued by the Administration of.....

and paid, during the month indicated above, by the Administration of .....

Serial No. 1	Year 2	Issue			Orders and authorities to pay (1) for which the charge has been paid 6	Remarks 7
		Month 3	Office 4	No. 5		
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						
Total (2)						

(1) Fee-exempt orders and authorities to pay should be listed separately, either at the end of this list, with a relevant entry in the "Remarks" column, or in the supplementary lists, or in special lists. Authorities to pay are entered in the line which would be occupied by the orders to which they relate and are noted in the "Remarks" column.

(2) To be recapitulated on the last list or transferred to the monthly account MP 7.

POSTAL ADMINISTRATION

MP 7

of .....

Year 19.....

Month .....

**MONTHLY ACCOUNT**

of money orders, authorities to pay and reimbursement orders (1)

Issued by the Administration of.....

and paid, during the month indicated above, by the Administration of .....

Number of paid money orders and authorities to pay 1	Particulars  2	Amount of paid money orders and authorities to pay 3	Total charges and allowances 4
	Money orders and authorities to pay for which the charge has been paid (2) .....		
	Charge of ¼% .....		
	Fixed allowance (..... c per order) .....		
	Money orders and authorities to pay free of charge (2) .....		
	<b>Total</b>		
	Reimbursement orders as per special account, form R 5.....		
	Charges and allowances deducted in respect of reimbursement orders .....		
	<b>Grand total</b>		
	Total of fees and proportional allowances to be added/deducted (3) .....		
	Any entries under art. 27 and 30 of the Agreement : (amounts of repayments and of interest) ..... ..... .....		
	Grand total of sums due : from the Administration of..... to the Administration of.....		

The present account for the month of..... 19..... is certified to be in accordance with the total of the attached..... orders and authorities to pay.

Signature :

..... 19.....

(1) Amounts, if any, of repayments and of interest, as provided under articles 27 and 30 of the Agreement, may also be included in this account.  
 (2) Total shown on the form(s) MP 6 annexed hereto.  
 (3) Strike out whichever entry does not apply.



POSTAL ADMINISTRATION

MP 8

of .....

**GENERAL ACCOUNT**

of money orders

Money orders exchanged

between the Administration of (1) .....  
 and the Administration of (2) .....  
 during ..... 19.....

Period 1	Credit of the Administration of (1).....		Credit of the Administration of (2).....	
	Orders 2	Charges 3	Orders 4	Charges 5
.....				
.....				
Total				
Conversion at the rate of :				

Balance .....  
 Payments on account .....  
 Balance .....  
 \_\_\_\_\_  
 \_\_\_\_\_

to the  $\frac{\text{credit (3)}}{\text{debit}}$  of the Administration of (1).....

Details of payments on account :

Date :	Amount :
.....	.....
.....	.....
.....	.....

Prepared at .....  
 on ..... 19.....  
 Signature : .....

Seen and accepted :  
 on ..... 19.....  
 Signature : .....

(1) Name of the Administration which prepared the account.  
 (2) Name of the corresponding Administration.  
 (3) Strike out whichever entry does not apply.

POSTAL ADMINISTRATION

MP 9

of .....

**MONTHLY ACCOUNT**

of postal travellers' cheques

Year 19.....

..... annex

Month .....

exchanged between the Administration of..... and the Administration of.....

Serial No. of cheques paid 1	Year of issue 2	Month of issue 3	Office of issue 4	No. of cheque 5	Amount in currency of country of payment 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					
Total of cheques paid.....					
Charge of ¼%.....					
Grand total of sums owed by the Administration of..... to the Administration of.....					

The present account for the month of.....  
19..... is certified to be in accordance with the total  
of the attached ..... cheques.

Signature :

..... 19.....

(Front)

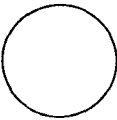
<p><b>Counterfoil</b> (to be retained by the payee)</p> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;"><b>POSTAL TRAVELLERS' CHEQUE</b></p> <p style="text-align: center;">Amount (in the currency of the Country of payment)</p> <hr style="border: 1px solid black; width: 100%; margin: 10px auto;"/> <p style="text-align: center;">Paying office</p> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">Date of payment</p> <hr style="width: 50%; margin: 10px auto;"/>	<p style="text-align: center;">POSTAL ADMINISTRATION</p> <p>of .....</p> <p style="text-align: right;">MP 10</p> <p style="text-align: right;">No. ....</p> <p style="text-align: right;">Office of issue</p> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: right;">Valid from .....</p> <p style="text-align: right;">to .....</p> <p style="text-align: center;"><b>POSTAL TRAVELLERS' CHEQUE</b></p> <p>for the sum of ..... (in Arabic figures, with indication of the currency)</p> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">(in words)</p> <p>payable ..... only (Name of country of payment)</p> <p>to the actual person named on the booklet cover</p> <p style="text-align: center; font-size: small;">Die-stamp of office of issue</p>
---	--

(Money Orders, Vienna 1964, art. 152, § 1 — Size: 162 × 114 mm)

MP 10  
(Back)

<p style="text-align: center;">Nature of proof of identity produced :</p> <p style="text-align: center;"><b>Received as payment for this postal travellers' cheque</b></p> <p style="text-align: center;">the sum of .....</p> <p style="text-align: center;">..... 19.....</p> <p style="text-align: center;">Signature :</p> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center; font-size: small;">(The signature must correspond to that on the cover)</p>		
<p style="font-size: small;">Date-stamp of paying office</p>	<p>Paid</p> <hr style="width: 50%; margin: 10px auto;"/> <p>..... 19.....</p> <p>by .....</p>	<p style="font-size: small;">No. of payment</p>

(1st page of cover)

POSTAL ADMINISTRATION  of .....  <div style="text-align: center;"><b>BOOKLET OF POSTAL TRAVELLERS' CHEQUES <sup>(1)</sup></b></div> <div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); margin-right: 5px;">containing</div> <div style="margin-right: 10px;">(2) {</div> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; align-items: center;"> <div style="width: 20px; border-bottom: 1px solid black; margin-right: 5px;"></div> <div style="margin-right: 5px;">cheques Nos.</div> <div style="width: 100px; border-bottom: 1px solid black; margin-right: 5px;"></div> <div style="margin-right: 5px;">to</div> <div style="width: 100px; border-bottom: 1px solid black; margin-right: 5px;"></div> <div style="margin-right: 5px;">at</div> <div style="width: 100px; border-bottom: 1px solid black; margin-right: 5px;"></div> </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; border-bottom: 1px solid black; margin-right: 5px;"></div> <div style="margin-right: 5px;">cheques Nos.</div> <div style="width: 100px; border-bottom: 1px solid black; margin-right: 5px;"></div> <div style="margin-right: 5px;">to</div> <div style="width: 100px; border-bottom: 1px solid black; margin-right: 5px;"></div> <div style="margin-right: 5px;">at</div> <div style="width: 100px; border-bottom: 1px solid black; margin-right: 5px;"></div> </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; border-bottom: 1px solid black; margin-right: 5px;"></div> <div style="margin-right: 5px;">cheques Nos.</div> <div style="width: 100px; border-bottom: 1px solid black; margin-right: 5px;"></div> <div style="margin-right: 5px;">to</div> <div style="width: 100px; border-bottom: 1px solid black; margin-right: 5px;"></div> <div style="margin-right: 5px;">at</div> <div style="width: 100px; border-bottom: 1px solid black; margin-right: 5px;"></div> </div> </div> </div> <div style="margin-top: 10px;">         Payable only .....          (Country of payment)       </div> <div style="font-size: small; margin-top: 5px;">         (1) See provisions on 4th page of cover.          (2) Quantity, numbers and amount of the cheques in Arabic figures. The amount of the cheques should be expressed in the currency of the country of payment.       </div>	<div style="text-align: right;">MP 11</div> <div style="margin-top: 20px;">         Valid from .....          to ..... inclusive       </div> <div style="margin-top: 20px; text-align: center;">         Die-stamp of office          of issue    </div>
M ..... (Surname and given name(s))  ..... (Address)  ..... (Place of domicile)	Signature of holder :  .....

(Money Orders, Vienna 1964, art. 152, § 3 — Size: 162 × 114 mm)

MP 11  
(4th page of cover)

1. Postal travellers' cheques are made out in the currency of the country in which they are to be paid; the name of that country is shown on the first page of the cover of this booklet.
2. In offices taking part in the service, payment is made in exchange for the cheque signed in ink. The person claiming payment must prove his identity by producing his passport or a postal identity card, or by any other evidence accepted in the paying country.
3. When the paying service has not sufficient funds at its disposal to cash the cheque or cheques presented to it, payment may be suspended until the service has procured the necessary funds.
4. Sums paid in to be converted into cheques are, within the time-limit fixed by the legislation of the country of issue, guaranteed to the persons entitled to payment up to the time of official payment. Claims from such persons concerning the payment of a cheque to an unauthorized person must be made within a period of one year from the day following the issue of the cheque. The Postal Administrations are not responsible for the consequences of the loss, abstraction or fraudulent use of booklets or of any of the cheques contained therein.
5. No claim may be brought against the Administration of the country of issue if the booklet which is the object of the claim is not produced. In the event of loss of a booklet or of a cheque or cheques, however, the person concerned must satisfy the Administration of issue that he has asked for the issue of a booklet of cheques and has made the proper total payment therefor. A refund may be made only when the said Administration has ascertained that the cheques declared to be lost have not been cashed.
6. Booklets of cheques or any of the cheques contained therein are not transferable to a third party either by endorsement or by assignment. They cannot be pledged. Subject to the internal legislative provisions of each country, demands made for the stoppage of payment of cheques which have been regularly issued are ignored.

(Front)

<p><b>COUPON</b> (May be detached by the payee)</p> <p>Amount of money order</p> <p>Remitter</p> <p>Stamp of office of issue</p>	<p>POSTAL ADMINISTRATION of</p> <p><b>INTERNATIONAL MONEY ORDER</b></p> <p>(typed entries only) for the sum of :</p> <p>Payable to</p> <p><b>SERVICE INSTRUCTIONS</b></p> <p>Number } of issue Date } Office }</p> <p>Signature of officer who prepares the money order</p>	<p>MP 12</p> <p>Postage stamps or indication of charge made</p> <p>Stamp of office of issue</p> <p>Amount paid in (Currency of Country of issue)</p>
<p>Rate of exchange</p> <p>Amount paid</p>	<p>(in Arabic figures)      (units in full in words and in Roman letters)      (in Arabic figures)</p>	
<p>19.....</p>	<p>(<sup>1</sup>) Particulars to be entered by Administration of destination when that Administration makes the conversion.</p>	

(Money Orders, Vienna 1964, art. 104, § 2 — Size: 148 × 105 mm, colour pink)

(Back)

	<p>(Space reserved for endorsements, if any)</p>
	<p><b>RECEIPT OF PAYEE</b></p> <p>Received the sum indicated on the other side</p> <p>Place : ..... 19.....</p> <p>Signature of payee :</p>
	<p>Register of arrival</p> <p>No. ....</p>
	<p>Stamp of paying office</p>

(Front)

<p style="text-align: center;"><b>COUPON</b></p> <p>(May be forwarded to payee)</p> <p style="text-align: center;">Amount of authority to pay</p> <p style="text-align: center;">(in Arabic figures)</p> <p style="text-align: center;">(1) Replacement for Addition to the international money order dispatched</p> <p>on ..... 19.....</p> <p>by .....</p> <p style="text-align: center;">Stamp of issuing service</p> <div style="text-align: center; border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; border-radius: 50%;"></div>	<p style="text-align: center;">POSTAL ADMINISTRATION of ..... <span style="float: right;">MP 13</span></p> <p style="text-align: center;"><b>AUTHORITY TO PAY No.</b>.....</p> <p>(1) <u>in replacement of</u> an international money order <u>additional to</u> .....</p> <p>The post office of ..... is authorized to pay the sum of ... (in Arabic figures)</p> <p style="text-align: center;">(Units in words in Roman letters)</p> <p>to ..... (Name or firm)</p> <p style="text-align: center;">(Street and number)</p> <p style="text-align: center;">(Locality and Country of destination)</p> <p>(1) <u>in replacement of</u> international money order No. ....</p> <p>issued at ..... on ..... 19.....</p> <p style="text-align: center;">Stamp of issuing service</p> <div style="text-align: center; border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; border-radius: 50%;"></div> <p style="text-align: center;">Signature of the officer who prepares the authority to pay :</p> <p style="text-align: center;">and remitted by ..... on ..... 19.....</p> <p style="text-align: center;">Amount in currency of the Country of issue</p> <div style="text-align: center; border: 1px solid black; width: 100px; height: 50px; margin: 0 auto;"></div> <p><small>(1) Strike out whichever entry does not apply. (2) Particulars to be entered by Administration of destination when that Administration makes the conversion.</small></p>
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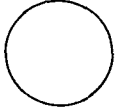
(Money Orders, Vienna 1964, art. 117 — Size: 148 × 105 mm, colour pink)

(Back)

<p style="text-align: center;">(Space reserved for endorsements, if any)</p>	<p style="text-align: center;"><b>RECEIPT OF PAYEE</b></p> <p style="text-align: center;">Received the sum indicated on the other side.</p> <p>Place : ..... 19.....</p> <p style="text-align: center;">Signature of payee :</p> <p style="text-align: center;">.....</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="border: 1px solid black; padding: 5px; width: 40%;"> <p style="text-align: center;">Register of arrival</p> <p>No. ....</p> </div> <div style="text-align: right;"> <p>Stamp of paying office</p> <div style="text-align: center; border: 1px solid black; width: 100px; height: 100px; border-radius: 50%;"></div> </div> </div>
--	---

MP 14

Stamp of office of payment



POSTAL ADMINISTRATION of .....

Office of .....

I. REQUEST FOR CORRECTION(1) OF A MONEY ORDER

Description of the card/telegraph money order (1)

Money Order No.: ..... Our Ref. ....
Office of Issue : ..... Your Ref. ....
Date of issue : ..... 19.....
Amount in currency of Country of payment/of issue (1) .....
Name and address of remitter : .....
Name and address of payee : .....
Further particulars : .....

The money order described above, which please find enclosed, cannot be paid for the following reason (2):

- Incorrect, insufficient or doubtful description of the name or address of the payee;
- Difference or omission of name or amount;
- Erasure of or alteration to the entries;
- Omission of stamps, signature or other service entries;
- Entry of the sum payable in a currency other than that allowed;
- Amount exceeding the authorized maximum;
- An obvious discrepancy in the relationship between the currency of the Country of issue and that of the Country of payment;
- Omission of the name of the monetary unit;
- Use of an irregular form;
- Period of validity expired. Authority for payment required;
- Other reasons (3) .....

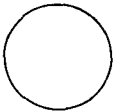
Please return the money order, under cover, immediately after correction, accompanied by this form.

II. REQUEST FOR AUTHORITY TO PAY (1)

The money order described above :

Was missing/destroyed/lost before payment (1)
Owing to an error of conversion requires an additional payment of ..... to the payee (1)
Please issue an authority to pay and forward it accompanied by this form.

Stamp of the office which issued the money order



..... 19.....
(Place) (Date)

Signature :

(1) Strike out whichever entry does not apply.
(2) Insert a cross in the square preceding the description of the irregularity found.
(3) Describe the reason for the irregularity where it is not covered by the headings above.

POSTAL ADMINISTRATION  
of .....

MP 15

**MONTHLY ACCOUNT OF LIST MONEY ORDERS**

issued by the Administration of ..... Year 19.....  
and paid during the month indicated above Month .....  
by the Administration of .....

Dates of lists 1	Orders for which the charge has been paid			Orders free of charge			Amount due from the Administration which issued the orders 6
	International serial numbers of the orders entered on lists 2		Totals of lists 3	International serial numbers of the orders entered on lists 4		Totals of lists 5	
	From	To		From	To		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
	Total			Total			

Orders for which the charge has been paid (col. 3) .....  
 Fixed allowance of ..... per charge-paid order .....  
 Proportional allowance of ¼% on charge-paid orders .....  
 Orders free of charge (col. 5) .....  
 Grand total of sums due from the Administration of ..... to the Administration of .....

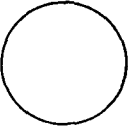
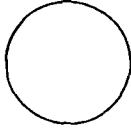
..... 19.....

Signature :

.....



(Front)

<p><b>COUPON</b> for holder of CCP No. ....</p> <p>Amount of money order ..... (in Arabic figures)</p> <p>Remitter .....</p> <p>Stamp of office of issue </p> <p>19.....</p>	<p>POSTAL ADMINISTRATION of .....</p> <p><b>INTERNATIONAL DEPOSIT MONEY ORDER</b></p> <p>for the sum of ..... (in Arabic figures)</p> <p>..... (Units in words in Roman letters)</p> <p>M .....</p> <p>CCP No. ....</p> <p>Cheque office .....</p> <p>Country of destination .....</p> <p style="text-align: center;"><b>Service instructions</b></p> <p>Number } ..... Date } of issue ..... Office } .....</p> <p>Signature of officer who prepares the money order.....</p> <p>(<sup>1</sup>) Particulars to be filled in by Administration of destination when that Administration makes the conversion.</p>	<p style="text-align: right;">MP 16</p> <p>Postage stamps or indication of charge made</p> <p>Stamp of office of issue </p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Rate of exchange .....</p> <p>Sum credited (<sup>1</sup>)</p> </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Amount paid in ..... (Currency of Country of issue)</p> </div>
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(Money Orders, Vienna 1964, art. 141, § 1 — Size: 148 × 105 mm, colour yellow)

(Back)

<p>Stamp of postal cheque office which has credited the order to the payee's postal cheque account</p>	<p>(For use of postal cheque services only)</p>
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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
BELGIUM .....	4 November	1965 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 (With a declaration that the Agreement shall apply to <i>Land</i> Berlin.)	27 June	1966
FINLAND .....	17 December	1965
FRANCE .....	22 January	1966 A
(Including the whole of the territories represented by the French Office of Over- seas Posts and Telecommunications.)		
GABON .....	21 January	1967 A
GHANA .....	17 November	1966
GUINEA .....	5 September	1966
HUNGARY <sup>1</sup> .....	2 May	1967 A
ICELAND .....	10 August	1965
IVORY COAST .....	28 October	1965 A
JAPAN .....	22 July	1965 A
LAOS .....	25 September	1967 A
LIECHTENSTEIN .....	5 October	1967
LUXEMBOURG .....	29 December	1965
MADAGASCAR .....	25 August	1965 A
MALI .....	18 December	1965
MAURITANIA .....	22 March	1967 a*
MOROCCO .....	7 April	1967 A
NIGER .....	8 February	1966 A
NORWAY .....	1 December	1965
POLAND <sup>1</sup> .....	14 September	1966 A
REPUBLIC OF KOREA .....	20 May	1966
REPUBLIC OF VIETNAM .....	5 June	1967
SAN MARINO .....	11 October	1967 A
SENEGAL .....	26 September	1967
SPAIN .....	9 November	1966
(Including the Spanish Territories of Africa.)		

<sup>1</sup> With a 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 United Nations *Treaty Series*, Vol. 611.

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
UNITED ARAB REPUBLIC . . . . .	30 June	1967
UPPER VOLTA . . . . .	4 February	1967 <i>A</i>
YUGOSLAVIA . . . . .	15 November	1966