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UNIVERSAL POSTAL UNION

Agreement concerning transfers to and from postal cheque accounts (with Detailed Regulations). Signed at Vienna, on 10 July 1964

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UNION POSTALE UNIVERSELLE

Arrangement concernant les virements postaux (avec Règlement d'exécution). Signé à Vienne, le 10 juillet 1964

Texte officiel français.

Enregistré par l'Autriche et la Suisse le 1^{er} décembre 1967.

VII

AGREEMENT CONCERNING TRANSFERS TO AND FROM
POSTAL CHEQUE ACCOUNTS. SIGNED AT VIENNA,
ON 10 JULY 1964

AGREEMENT CONCERNING TRANSFERS TO AND FROM POSTAL CHEQUE ACCOUNTS

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AGREEMENT¹ CONCERNING TRANSFERS TO AND FROM POSTAL CHEQUE ACCOUNTS

Having regard to article 22, para. 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,² 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

1. The present Agreement governs the exchange of transfers to and from postal cheque accounts which the contracting Countries agree to institute. Any holder of a postal cheque account in any one of those Countries may order transfers to be made to a postal cheque account kept in another of those Countries.

2. The Agreement also provides for the exchange of deposits to postal cheque accounts, the exchange of postal cheques and the exchange of postal travellers' cheques between those Countries which agree to institute these services, in whole or in part, in their reciprocal relations.

3. Subject to special agreements between the Administrations concerned, the service may be extended to the negotiation through postal cheque accounts of securities made payable at postal cheque offices.

SECTION II TRANSFERS TO AND FROM POSTAL CHEQUE ACCOUNTS

CHAPTER I

Conditions for the acceptance and execution of transfer orders

Article 2

Methods of exchange

Postal transfers may be exchanged either by post or, if telegrams of advice are accepted in the service between the Countries concerned, by telegraph.

¹ Put into effect on 1 January 1966, in accordance with article 36. See below in this volume the list of States which ratified, approved, or acceded to, the Agreement.

² United Nations, *Treaty Series*, Vol. 611.

*Article 3***Currency. Conversion**

1. In the absence of any special agreement, the amount of the transfer is indicated in the currency of the Country of destination.

2. Nevertheless, any Administration may allow the said amount to be indicated in the currency of the Country of origin by the holder of the debtor account.

3. The Administration of origin fixes the rate of conversion of its own currency into the currency of the Country of destination.

*Article 4***Maximum amount**

Every Administration has the option of limiting the amount of the transfers that an account-holder may require either in a single day or during a specified period.

*Article 5***Charges**

1. The charge for a transfer must not exceed 1 per cent of the amount transferred, each Administration having the right:

- (a) To round off fractional amounts, if necessary, to meet the requirements of its service;
- (b) To fix a minimum amount which may not exceed 20 centimes.

2. Nevertheless, instead of this proportional charge, Administrations have the option of collecting a uniform charge independent of the amount of the transfer. This uniform charge may not exceed 50 centimes.

3. The charge for the entry of a transfer to the credit of a postal cheque account must not be higher than the charge that would be levied in respect of the same operation in the internal service.

*Article 6***Exemption from charges**

Transfers relating to the postal service are exempted from all charges if exchanged in the manner specified in article 23 of the Convention.

*Article 7***Advice of transfer**

1. For every transfer sent by post an advice of transfer is prepared either by the drawer or by the postal cheque office which keeps his account.

2. The back of this advice may be used for private communications to the payee.

3. Transfer advices are sent free of charge to the payees after the amounts transferred have been entered to the credit of their accounts.

Article 8

Special provisions applicable to telegraph transfers

1. Telegraph transfers are subject to the provisions of the Telegraph Regulations annexed to the International Telecommunication Convention.

2. In addition to the charge laid down in article 5, the drawer of a telegraph transfer pays the charge for the telegram, including the cost of any private communication to the payee, and also a fixed charge not exceeding one franc.

3. In respect of every telegraph transfer, the postal cheque office of destination prepares an advice of arrival and forwards the same to the payee free of charge.

Article 9

Entry of transfers to the credit of the payee. Advice of entry

1. After notifying the Administrations concerned, the Administration of destination may, upon the entry of the transfer to the credit of the payee's account and if its legislation so requires, either disregard fractions of a monetary unit or round off the amount to the nearest monetary unit or tenth part thereof as the case may be.

2. In relations between Countries whose Administrations have reached an agreement in the matter, the drawer may request that he be advised of the entry of the transfer to the credit of the payee's account. Article 37, paras. 1 and 2, of the Convention applies to advices of entry.

3. The charges to be collected in accordance with para. 2 are debited to the drawer's account.

4. When a request for an advice of entry is made after the transfer order, it is treated as an inquiry and is subject to the provisions of article 13.

Article 10

Exchange of transfers

1. Transfers are notified by the Administration of origin to the Administration of destination by means of lists.

2. In the absence of any special agreement, the amounts to be transferred are stated in the list in the currency of the Country of destination.

Article 11

Offices of exchange

The exchange of the lists of transfers is effected exclusively through the cheque offices — termed "offices of exchange" — designated by the Administration of each of the contracting Countries.

CHAPTER II

Cancellation. Claims*Article 12****Cancellation of transfers***

The drawer of a transfer may, on the conditions laid down in article 26 of the Convention, cause the transfer to be cancelled so long as the credit entry has been made in the payee's account. In the case of a request for cancellation by telegraph, the drawer must pay the registration fee in addition to the telegraph charge. Every request for cancellation must be made in writing and addressed to the Administration to which the drawer has given the order for transfer.

*Article 13****Inquiries. Requests for information***

1. Every inquiry and every request for information concerning the execution of a transfer must be addressed by the drawer to the Administration to which he gave the order for transfer, unless he has authorized the payee to settle with the Administration with which the latter has his account.

2. Article 35 of the Convention applies to inquiries and to requests for information.

*Article 14****Transfers not credited to the payee's account***

The amount of any transfer which, for any reason, could not be credited to the payee's account is recredited to the drawer's account.

CHAPTER III

Responsibility*Article 15****Principle and extent of responsibility***

1. Postal Administrations are responsible for the sums entered to the debit of the drawer's account until such time as the transfer has been duly effected.

2. Administrations are responsible for wrong information furnished by their services on the lists of transfers or on telegraphic transfers. Responsibility extends to errors of conversion and mistakes in telegraphic transmission.

3. Administrations assume no responsibility for delay in the transmission or execution of transfers.

*Article 16****Exceptions to the principle of responsibility***

Postal Administrations are relieved of all responsibility:

- (a) When, owing to the destruction of official records through a cause beyond control, they cannot account for transfers, unless the proof of their responsibility has been otherwise established;
- (b) When the drawer has made no inquiry within the period prescribed in article 35, para. 1, of the Convention.

*Article 17****Determination of responsibility***

Subject to article 24, paras. 2 to 5, of the Agreement concerning postal money orders and postal travellers' cheques, the Postal Administration responsible is that of the Country in which the error occurred.

*Article 18****Payment of claims. Claim for repayment***

1. The responsibility for indemnifying the claimant rests with the Administration with which the claim has been lodged.
2. Whatever the reason for the refund, the amount to be refunded to the drawer of a transfer may not exceed the sum entered to the debit of his account.
3. The Administration which has made good the amount to the claimant has the right to claim repayment from the Administration which is responsible.
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 person who benefited from the error.

*Article 19****Period allowed for payment***

1. The amounts due to claimants must be paid as soon as the responsibility of the service has been established, within a time-limit of six months from the day after the date of the claim.
2. If the Administration presumed to be responsible has, after due notification, allowed a period of five months to expire without settling a claim, the Administration to which the claim has been submitted is authorized to indemnify the claimant on behalf of the other Administration.

*Article 20****Repayment to the paying Administration***

1. The Administration which is responsible is bound to settle with the Administration which has made the refund to the claimant within four months from the date of dispatch of the notice of refund.

2. On the expiry of the period of four months, interest becomes payable on the sum due to the Administration which has made the refund to the claimant at the rate of 5 per cent per annum.

CHAPTER IV

Accounting

Article 21

Allocation of charges

Each Administration retains the whole of the charges which it has collected.

Article 22

Preparation and settlement of accounts

1. The Administrations prepare, for each contracting Country and for each working day on which transfers have been exchanged, an account summarizing the totals of the lists of transfers sent in either direction on the day in question. Administrations may, however, arrange among themselves to group in the same account the totals for several days.

2. The settlement of these accounts is effected without adjustment, each Administration being required to discharge the whole of the sums due. In the absence of any special agreement, this settlement is made in the currency of the creditor Country.

3. Notwithstanding the provisions of para. 2, two Administrations may agree to settle their accounts by adjustment. In that case, the amount of the smaller credit is converted into the currency of the Country having the larger credit, the basis of conversion being the arithmetical mean of the rates of exchange, as quoted officially in the money-markets or by the banks specially nominated by each Country concerned on the last day of exchange quotations preceding the day to which the account relates; these mean rates must invariably be calculated to four places of decimals.

4. Amounts outstanding begin to bear interest on the expiry of a period and at a rate to be fixed by agreement between the Administrations of the contracting Countries; the rate of such interest may not exceed 5 per cent per annum.

Article 23

Payment. Interest on arrears

1. Each Administration may maintain a credit account with the Administration of the corresponding Country, in the currency of that Country, to which the sums due are debited; if this account is not sufficient to cover the orders received, the transfers are nevertheless credited to the accounts of the payees.

2. This credit account may in no case be used for another purpose without the consent of the Administration which opened it.

3. The creditor Administration has the right to require at any time payment of the sum due to it; if necessary, it fixes the date on which payment has to be made, making due allowance for the time required on account of distance; if the debtor Administration does not make the payment on the date fixed, the maximum rate of interest mentioned in article 22, para. 4, applies.

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

Article 24

General quarterly account

At the end of each quarter, the Administrations which prepare daily accounts forward for approval to the corresponding Administrations a general summary of the accounts, of sums paid out, and of interest due, if any. The balance of the general quarterly account is carried over to the following quarter. Administrations may agree with one another to forward a statement of the balance at the end of the quarter in place of the quarterly account.

CHAPTER V

Miscellaneous provisions

Article 25

Application for the opening of a postal cheque account in a foreign country

1. When an application is made for the opening of a postal cheque account in a Country with which the applicant's Country of residence exchanges postal transfers, the Administration of that Country is bound to assist the Administration charged with keeping the account in verifying the application.

2. The Administrations undertake to carry out such verification with all the necessary care and diligence, though not incurring any responsibility in this respect.

3. On the request of the Administration which keeps the account, the Administration of the Country of residence also assists, so far as possible, in verifying any information concerning a change in the legal capacity of the account-holder.

Article 26

Exemption from postage

1. Packets containing statements of account sent by postal cheque offices to account-holders are dispatched by the quickest available means (air or surface) and delivered postage free in any Country of the Union.

2. The redirection of such packets in any Country of the Union in no case deprives them of exemption from postage.

*Article 27***List of account-holders**

1. Account-holders may obtain, through the Administration which keeps their accounts, lists of account-holders published by the other Administrations, at the price fixed by the latter in their internal service.
2. Each Administration furnishes the Administrations of the other contracting Countries free of charge with the lists necessary for the performance of the service.

SECTION III

DEPOSITS TO POSTAL CHEQUE ACCOUNTS*Article 28***General provisions**

1. Any person residing in one of the Countries which provide postal deposit services may order deposits to the credit of a postal cheque account maintained in another of those Countries.
2. Subject to the special provisions hereunder, everything expressly provided for with respect to transfers to and from postal cheque accounts applies also to deposits to postal cheque accounts.
3. The charge for a deposit to a postal cheque account must not exceed $\frac{1}{4}$ per cent of the amount paid in. Instead of this proportional charge, Administrations have the option of collecting a uniform charge independent of the amount paid in and not exceeding one franc.
4. A receipt is issued free of charge to the depositor at the time when the funds are paid in.
5. In the absence of any special agreement, the Administrations prepare a special account relating to deposits, similar to that provided for with respect to transfers in article 22, para. 1.

SECTION IV

POSTAL CHEQUES AND POSTAL TRAVELLERS' CHEQUES*Article 29***Payments by means of postal cheques and postal travellers' cheques**

1. Any holder of a postal cheque account maintained in one of the Countries which agree to exchange postal cheques may order that his account be debited with any amounts which he wishes to cause to be paid to non-account-holders residing in another of those Countries.
2. Any holder of a postal cheque account maintained in one of the Countries which agree to exchange postal travellers' cheques may, upon his request, be issued with postal travellers' cheques payable in another of those Countries.

3. The conditions for acceptance of payments by means of postal cheques and postal travellers' cheques and the execution of such payments are regulated by the Countries which have agreed to exchange them.

SECTION V

NEGOTIATION THROUGH POSTAL CHEQUE ACCOUNTS OF SECURITIES MADE PAYABLE AT POSTAL CHEQUE OFFICES

Article 30

Securities payable at postal cheque offices

1. Subject to agreement with the Administration of the Country of payment, postal cheque offices receiving for collection bankers' cheques or bills of exchange made payable at a postal cheque office abroad forward them to the office of payment for negotiation through a postal cheque account.

2. The securities must comply with the conditions of form prescribed for bills for collection.

3. The Administrations shall draw up by common agreement the necessary rules governing the formalities of protest and the conditions in which partial payments may be accepted.

Article 31

Charge

For every security received for collection by a postal cheque office, a charge not exceeding 20 centimes may be levied on behalf of the receiving Administration.

Article 32

Responsibility

1. The Administrations are responsible for the value of securities debited to any account.

2. The Administrations are not held in any way responsible for delay in:

- (a) The transmission or presentation of securities;
- (b) Protesting securities or instituting legal proceedings under article 30, para. 3.

SECTION VI

FINAL PROVISIONS

Article 33

Application of the Convention

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

*Article 34****Exception to the application of the Constitution***

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

*Article 35****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) Two-thirds of the votes, if they involve the addition of new provisions or amendment of the provisions of the present Agreement and its Detailed Regulations;

(b) A majority of the votes, if they affect the interpretation 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 36****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
Argentine Republic
Republic of Austria
Belgium
Bolivia
Kingdom of Burundi
Federal Republic of Cameroon
Central African Republic
Chile
Republic of Colombia
Republic of the Congo (Brazzaville)
Republic of the Congo (Leopoldville)
Republic of the Ivory Coast
Republic of Cuba
Republic of Dahomey
Kingdom of Denmark
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
Republic of Indonesia
Italy
Japan
Kingdom of Laos
Republic of Lebanon
Principality of Liechtenstein
Luxembourg
Malagasy Republic
Republic of Mali
Kingdom of Morocco
Principality of Monaco
Nicaragua
Republic of Niger
Norway

Paraguay
Netherlands
United Arab Republic
People's Republic of Romania
Republic of San Marino
Republic of Senegal
Somalia
Sweden
Swiss Confederation
Republic of Chad
Togolese Republic
Tunisia
Turkey
Eastern Republic of Uruguay
Vatican City State
Republic of Venezuela
Yemen Arab Republic
Socialist Federal Republic of Yugoslavia

**DETAILED REGULATIONS FOR IMPLEMENTING THE
AGREEMENT CONCERNING TRANSFERS TO AND FROM
POSTAL CHEQUE ACCOUNTS**

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DETAILED REGULATIONS FOR IMPLEMENTING THE AGREEMENT CONCERNING TRANSFERS TO AND FROM POSTAL CHEQUE ACCOUNTS

Having regard to article 22, para. 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,¹ the undersigned, on behalf of their respective Postal Administrations, have, by common consent, drawn up the following measures for ensuring that the Agreement concerning transfers to and from postal cheque accounts is implemented.

SECTION I TRANSFERS

CHAPTER I Preliminary clauses

Article 101

Information to be supplied by the Administrations

1. Administrations shall supply each other direct with:
 - (a) The names of the offices of exchange referred to in article 11 of the Agreement;
 - (b) Specimens of the impressions of the authentication stamps in use at the offices of exchange;
 - (c) A list—bearing specimens of their signatures—of the officials empowered at these offices to sign the letters of advice; sufficient copies of this list shall be supplied to meet the requirements of the service. In case of amendment, a complete new list shall be sent to the corresponding Administration; nevertheless, if it is merely required to cancel one of the signatures communicated, it is sufficient to strike it off the existing list, which shall continue to be employed;
 - (d) The rate of conversion fixed for transfer and deposit orders, if a specific request to that effect is made.
2. In addition, Administrations shall communicate to the International Bureau:
 - (a) A list of the Countries with which they exchange postal transfers or deposits and, if appropriate, telegraph transfers or deposits;
 - (b) The names of the offices of exchange referred to in article 11 of the Agreement.
3. Any amendment to the above information must be notified without delay.

¹ United Nations, *Treaty Series*, Vol. 611.

*Article 102****Forms for the use of the public***

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

VP 1 (Advice of transfer or deposit),

VP 7 (Inquiry concerning a transfer or deposit order),

VP 10 (Advice of entry).

2. Internal service forms employed as transfer advices in the manner indicated in article 104, para. 1, are not subject to these provisions.

CHAPTER II**Issue. Transmission***Article 103****Entries to be made on the forms***

1. The entries on the service forms used for transfers are made in Roman characters and in Arabic figures, very clearly, preferably by typewriter.

2. Entries in copying-ink or ordinary pencil are not allowed; signatures may, however, be written in copying-ink pencil.

*Article 104****Preparation of advices of transfer***

1. Transfer advices are prepared, on forms VP 1 in the form of the annexed specimen, either by the holder of the account to be debited or by the cheque office which keeps the account; by way of exception, however, each Administration may authorize the use of the forms employed in its internal service.

2. When the drawer has stated the amount of the transfer in the currency of the Country of origin, the office which receives the transfer order—or the office of exchange to which it belongs—makes the conversion and enters on the advice, in red ink, the amount to be transferred in the currency of the Country of destination.

3. Transfer advices bear the impression of the date stamp of the cheque office of origin.

*Article 105****Lists of transfers***

1. The lists of transfers are prepared by the offices of exchange on forms VP 2 in the form of the annexed specimen. Administrations may agree that column 3 of the form is not to be filled in. Each list bears the stamp impression of the office of exchange which has prepared it.

2. The lists of transfers to which the transfer advices sent by post are attached are addressed, once each working day, to the corresponding offices of

exchange; nevertheless, the Administrations concerned may arrange among themselves to enter on a single list the transfers relating to several days.

Article 106

Preparation of letters of advice

1. The total of each of the lists addressed to one and the same office of exchange is entered in a letter of advice in the form of the annexed specimen VP 3, the grand total of which is expressed in words or printed in figures by a cheque-perforating machine.

2. The number of entry on the letter of advice is entered on each list of transfers.

3. The letters of advice bear the stamp impression of the office of exchange which has prepared them and are signed by the official or officials empowered to sign them. Each of these letters is numbered consecutively in a series which is renewed each month for each office of exchange.

4. Each last letter of advice sent at the end of each month must bear the words "Last letter of advice No. . . .". When an office of exchange has no transfers to transmit to the office concerned on the last working day of a month, it nevertheless sends a letter of advice to that effect which must also bear the words "Last letter of advice No. . . .".

Article 107

Transmission of transfers

The letters of advice, lists and transfer advices are made up together in closed packets and sent post free to the office of exchange of destination by the quickest available means (air or surface); they may be registered.

CHAPTER III

Special provisions relating to certain facilities accorded to the public

Article 108

Request for advice of entry

1. When, at the time of ordering a transfer, the drawer requests that an advice of entry be sent to him in accordance with article 9 of the Agreement, the indication "AI" is entered on the list VP 2 opposite the relevant entry; in the case of a transfer transmitted by post, the indication "*Avis d'inscription*" [Advice of entry] is entered very conspicuously on the transfer advice. Furthermore, if the drawer wishes the advice of entry to be sent back by air mail, the indication "*Par avion*" [By air mail] is also entered on the advice.

2. A form VP 10 in the form of the annexed specimen or a form C 5, duly completed with respect to the drawer's address (front) and the description of the transfer (back), is attached to the relevant transfer advice.

*Article 109****Request for cancellation of a transfer***

1. For every request for cancellation to be transmitted by post, the office of origin prepares a form VP 5 in the form of the annexed specimen and sends it to the office of exchange in its Country; the latter office completes the form by entering particulars of transmission of the transfer to the office of exchange in the Country of destination and forwards it to that office by registered letter.

2. If the request is to be transmitted by telegraph, a form VP 6 in the form of the annexed specimen is filled in by the office of origin or the office of exchange of the Country of origin and the particulars are transmitted in the form of a chargeable service telegraphic advice to the office which keeps the account to be credited. The service telegraphic advice is confirmed immediately by post by means of a form VP 5, which must pass through the offices of exchange of both Countries and bear the following heading in very bold characters: "*Confirmation de la demande télégraphique expédiée le . . . par le bureau de chèques postaux de . . . à l'adresse du bureau de chèques postaux de . . .*" [Confirmation of the telegraphic request dispatched on . . . by the postal cheque office of . . . to the postal cheque office of . . .].

*Article 110****Inquiries. Requests for information***

Any inquiry or request for information concerning the execution of a transfer order is prepared on a form VP 7 in the form of the annexed specimen by the cheque office which keeps the debtor account and is forwarded, if necessary, through the offices of exchange of each of the Countries to the cheque office which keeps the account to be credited; it is treated in accordance with the provisions of article 149, para. 2, of the Detailed Regulations for implementing the Convention.

CHAPTER IV

Operations at the cheque office of destination*Article 111****Return of the advice of entry***

The advice of entry referred to in article 108, duly completed by the cheque office which keeps the account credited, is forwarded direct to the drawer.

*Article 112****Verification of consignments and treatment of irregularities***

1. On receipt of the packets containing the letters of advice, lists and transfer advices, the office of exchange of destination proceeds at once to check the consignment. If it discovers any irregularity or omission, it immediately notifies, by a letter VP 4 in the form of the annexed specimen, the dispatching office of exchange, which must reply by the quickest available means (air or surface) and,

if necessary, send a duplicate of the missing documents. Requests for information and duplicates of missing documents are also exchanged by the quickest available means (air or surface).

2. If the irregularity relates to a difference in the sums shown in the advice of transfer and the list of transfers, the office of exchange of destination is authorized to execute the transfer in the smaller of the two sums; the transfer advice or the list of transfers and the letter of advice, as the case may be, are corrected accordingly in red ink, and notice of the correction is given to the corresponding exchange office by a letter VP 4.

Article 113

Cancellation of transfers

1. Cancellation of a transfer is effected in accordance with the rules prescribed in article 114; if cancellation has been requested by telegraph, the cheque office of destination keeps the advice of transfer until receipt of postal confirmation.

2. The action taken by the cheque office of destination on the request for cancellation is communicated to the cheque office of origin by the quickest available means (air or surface); in the case of a telegraphic request for cancellation this information must be given without awaiting the arrival of the form VP 5.

3. Requests for cancellation made or forwarded otherwise than as laid down in article 109 are ignored.

Article 114

Non-execution of a transfer

1. When, for any reason whatever, a transfer cannot be credited to the payee's account, it is struck off the list on which it is entered, and the total of the list and that of the corresponding letter of advice are corrected in red ink; the office of exchange of the Country of origin is advised of these corrections by a form VP 4, to which the relevant advice of transfer, if there is one, is attached.

2. If a transfer not executed at first is again sent to the office of exchange of the Country of destination, it is treated by the office of exchange of the Country of origin as a new transfer.

3. The Administrations of the contracting Countries may agree that transfers which have not been carried out shall be shown on a list of transfers to the credit of the Administration of origin, or brought into account in some other way; any conversions that are necessary shall take place at the rate of exchange of the day, as in the case of the other transfers, and the advice of transfer shall be accompanied by an explanatory letter.

CHAPTER V

Accounting

Article 115

Preparation of accounts

1. Accounts are prepared on forms VP 8 in the form of the annexed specimen.

2. They are transmitted as soon as possible to the Administration concerned.
3. Administrations which use the procedure of reciprocal adjustment prepare their accounts on forms VP 11 in the form of the annexed specimen.

Article 116

Payment of sums due

1. The settlement of the sums due on account of postal transfers is effected in the currency of the creditor Country, without loss to the latter:
 - (a) By cheques or drafts payable at sight on the capital or a commercial place of the creditor Country; or
 - (b) By transfers to a banking establishment in such capital or commercial place; or
 - (c) To the debit of any accounts set up in accordance with article 23 of the Agreement.
2. The charges are borne by the debtor Administration, with the exception of extraordinary charges, such as clearing fees, levied by the creditor Country.

CHAPTER VI

Miscellaneous provisions

Article 117

Postage-free packets containing statements of account

Packets containing statements of account and sent postage free by postal cheque offices to account-holders bear the designation of the dispatching cheque office and the indication "*Service des postes*" [Postal Service].

Article 118

Application for the opening of a postal cheque account in a foreign country

1. Every application for the opening of a postal cheque account in a foreign country is made out by the applicant and addressed to the Administration which will have to keep the account. It is transmitted to that Administration either direct by the applicant or through the cheque office serving the district in which he is resident. If the applicant already has a national postal cheque account, he may apply through the cheque office which manages the account.
2. This office, in conformity with the rules laid down for the opening of an account in its own Country, proceeds to verify applications, whether made through the said office or communicated to it by a foreign Administration to which they have been submitted direct.
3. If necessary, the said office corrects any mistakes in the application after consulting the applicant, and it attaches thereto an attestation VP 9 in the form of the annexed specimen, duly completed. In special cases not provided for in the wording of that form, it may supplement or correct the form by means of an

explanatory letter; it forwards all these documents to the office of exchange of the Country of destination through the office of exchange of its own Country. The attestations are stamped with the stamp, in relief, of the exchange office of the intervening Country, and are signed by the official or officials empowered to certify letters of advice.

SECTION II

TELEGRAPH TRANSFERS

Article 119

Common provisions

The provisions concerning transfers exchanged by post apply to telegraph transfers in everything not expressly provided for in the present section II.

Article 120

Preparation of telegraph transfers

1. Telegraph transfers require the dispatch of telegrams of advice addressed directly by the cheque office of origin to the cheque office which keeps the payee's account.

2. In the absence of any special agreement, telegrams of advice are drawn up in French and are invariably worded in the order indicated below:

- *Indications de service taxées (s'il y a lieu)* [Service instructions charged for (if any)],
- *Avis inscription (s'il y a lieu)* [Advice of entry (if any)],
- *Avis inscription avion (s'il y a lieu)* [Advice of entry by air mail (if any)].
- *Virement . . . (N° d'émission)* [Transfer . . . (Serial number of issue)].
- *Nom du bureau de chèques destinataire* [Name of the postal cheque office of destination].
- *Nom ou désignation du tireur* [Name or description of the drawer].
- *Numéro du compte débité* [Number of the account debited].
- *Nom du bureau de chèques qui tient le compte du tireur* [Name of the postal cheque office which keeps the drawer's account].
- *Montant de la somme à créditer* [Amount of the sum to be credited].
- *Nom ou désignation du bénéficiaire* [Name or description of the payee].
- *Numéro du compte à créditer* [Number of the account to be credited].
- *Communication particulière (le cas échéant)* [Private communication (if any)].

3. Administrations may agree to adopt a secret notation for the total or partial indication of the number of issue and of the amount of each telegraph transfer.

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

5. Neither the drawer nor the payee may be described by a conventional abbreviation or word.

*Article 121****Lists of telegraph transfers***

Telegraph transfers are entered on separate lists VP 2 which bear very conspicuously the heading "Telegraph transfers. Confirmation". No advice of transfer is attached to these lists.

*Article 122****Preparation of letters of advice***

Where separate letters of advice VP 3 are prepared for the lists of telegraph transfers, they are numbered in the same series as the letters of advice relating to the lists of postal transfers.

*Article 123****Request for advice of entry***

The advice of entry of a telegraph transfer is prepared by the office of destination as soon as the payee's account has been credited.

*Article 124****Entry of telegraph transfers***

The cheque office of destination enters the telegraph transfers to the credit of the payee's account without awaiting the relevant list.

*Article 125****Advice of entry***

The advice of entry of a telegraph transfer, duly prepared by the cheque office which keeps the account credited, is forwarded to the cheque office which keeps the account.

*Article 126****Verification of advices and treatment of irregularities***

1. When it is not possible for a telegraph transfer order to be executed for reasons for which the payee is not responsible, a service telegraphic advice is sent to the postal cheque office of origin stating the reason why the order has not been executed. If, after checking, the office of origin ascertains that the irregularity was due to a service error, it immediately rectifies the error by means of a service telegraphic advice; if not, the correction is made by post, after consultation with the drawer; nevertheless, if the latter so desires and offers to pay the cost, the correction may be made by air mail or by means of a chargeable service telegraphic advice.

2. Telegraph transfers containing irregularities which have not been rectified within a reasonable time will be rejected in accordance with the rules prescribed in article 114.

SECTION III
DEPOSITS TO POSTAL CHEQUE ACCOUNTS

Article 127

General provisions

1. Subject to the provisions of the paragraphs hereunder, the provisions concerning postal transfers apply also to postal deposits.

2. Deposit advices are prepared on forms VP 1 either by the depositor or by the office of deposit. They bear the impression of the date stamp of the office of deposit.

3. The lists of deposits to which the deposit advices are attached are prepared by the offices of exchange on forms VP 2.

4. The total of each of the lists of transfers or lists of deposits addressed to one and the same office of exchange is entered in a letter of advice VP 3.

5. In the absence of any special agreement, accounts relating to deposits are prepared on forms VP 8 separate from those which are prepared with respect to transfers.

6. Administrations may arrange among themselves to group together in the accounts the transfer or deposit operations relating to several days and even to prepare, instead of separate accounts, common accounts for transfers and deposits.

SECTION IV
SECURITIES PAYABLE AT POSTAL CHEQUE OFFICES

Article 128

Application of the detailed regulations for implementing the Agreement concerning the collection of bills

Subject to the special provisions set out below, securities payable at postal cheque offices are, to the extent that these are applicable to them, subject to the provisions of the Detailed Regulations for implementing the Agreement concerning the collection of bills, in particular with respect to the conditions which securities must satisfy, the treatment of consignments bearing prohibited notes or communications, presentation, time-limits for payment, and indication of the reason for non-collection.

Article 129

Special conditions to be complied with by securities

Securities payable at postal cheque offices must bear the number of the postal cheque account to be debited and the name of the postal cheque office which keeps the said account.

*Article 130****Preparation and transmission of statements of securities sent***

1. Securities payable at postal cheque offices are described in statements VP 12 in the form of the annexed specimen, prepared in triplicate.
2. The cheque office of origin retains the original and forwards direct to the cheque office of payment the other two copies of the statements VP 12, to which it attaches the securities to be collected.
3. After collection, the office of payment returns one of the copies of the statement, in the manner prescribed in article 107, to the Administration of origin of the securities; to this copy it attaches any unpaid securities.

*Article 131****Dispatch of funds***

The postal cheque office of payment issues a transfer order in the amount of the securities paid, less the transfer charge, in favour of the postal cheque account specified by the cheque office of origin.

SECTION V

FINAL PROVISIONS

*Article 132****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 transfers to and from postal cheque accounts 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
VP 1	Advice of transfer or deposit.....	art. 104, § 1
VP 2	List of transfers or deposits.....	art. 105, § 1
VP 3	Letter of advice.....	art. 106, § 1
VP 4	Correction of letter of advice.....	art. 112, § 1
VP 5	Request for cancellation of a transfer or deposit order sent by post..	art. 109, § 1
VP 6	Telegraphic request for cancellation of a transfer or deposit order...	art. 109, § 2
VP 7	Inquiry concerning a transfer or deposit order.....	art. 110
VP 8	Summary statement of lists of transfers or deposits.....	art. 115, § 1
VP 9	Attestation	art. 118, § 3
VP 10	Advice of entry.....	art. 108, § 2
VP 11	Adjustment account of lists of transfers or deposits.....	art. 115, § 3
VP 12	Statement of bankers' securities.....	art. 130, § 1

ANNEXES :

FORMS VP 1 to VP 12

POSTAL ADMINISTRATION

VP 2

of

POSTAL CHEQUE OFFICE

of

.....annex(es)

for the postal cheque office of

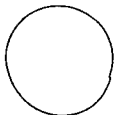
LIST OF TRANSFERS
DEPOSITS ⁽⁴⁾

No. (2)

(1)

Serial number of transfer deposit ⁽¹⁾	Beneficiary		Drawer	Depositor	Amount	
	No. of account	Name and address	No. of account	Deposit		
1	2	3	4	5	6	
1	No. at		No. at	No. at		
2	No. at		No. at	No. at		
3	No. at		No. at	No. at		
4	No. at		No. at	No. at		
5	No. at		No. at	No. at		
6	No. at		No. at	No. at		
7	No. at		No. at	No. at		
8	No. at		No. at	No. at		
9	No. at		No. at	No. at		
10	No. at		No. at	No. at		
11	No. at		No. at	No. at		
12	No. at		No. at	No. at		
13	No. at		No. at	No. at		
Total						

⁽³⁾ Stamp (in relief) of the postal cheque office of exchange



⁽¹⁾ In the case of telegraph transfers deposits, enter in this box the indication "Telegraph transfers deposits, Confirmation".

⁽²⁾ To be numbered in a daily series if several lists are prepared on the same day to be sent to the same office.

⁽³⁾ Date stamp, if the Administration does not use a relief stamp.

⁽⁴⁾ Strike out whichever entry does not apply.

POSTAL ADMINISTRATION
of.....
POSTAL CHEQUE OFFICE
of.....

VP 3

LETTER OF ADVICE

No. (1)

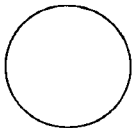
Annex(es) list(s) of lists of **transfers** (3)
deposits

The postal cheque office of is requested to make the **transfers** (3)
deposits appearing in the attached lists VP 2, which amount to the following sums respectively :

Serial Number of lists	Amount	Serial Number of lists	Amount
1	2	3	4
1		Brought forward	
2		14	
3		15	
4		16	
5		17	
6		18	
7		19	
8		20	
9		21	
10		22	
11		23	
12		24	
13		25	
Carried forward		Total	

Total sum of
(units in words)

Stamp (in relief) of the postal cheque office of exchange (2).



To be debited to the Administration of
..... 19.....

Signatures :

(1) To be numbered in a monthly series by the office of exchange.
(2) Date stamp, if the Administration does not use a relief stamp.
(3) Strike out whichever entry does not apply.

POSTAL ADMINISTRATION

VP 5

of.....

POSTAL CHEQUE OFFICE (3)
OFFICE OF DEPOSIT

of.....

REQUEST FOR CANCELLATION

of a transfer (3) order sent by post (1)
deposit

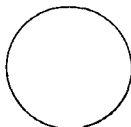
(2)

[Empty box for cancellation request details]

Kindly cancel the under-mentioned transfer (3) and return to us the corresponding advice :
deposit

To be filled in by the
cheque office of origin (3)
office of deposit

Date stamp



Signature

Postal cheque office number of the account (3),
Office of deposit (3), deposit number (3),
name and address of the drawer (3) :
depositor

Amount

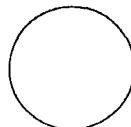
(In figures, in the currency of the Country of destination)

Postal cheque office, number of the account, name and address of the
beneficiary :

To be filled in by the
cheque office of exchange of
the Administration of origin
and forwarded to that of the
Administration of destination

Advice of transfer (3) was dispatched on 19.....
deposit
by letter No. and entered in list of transfers (3) No.
deposits
under serial No.

Stamp of the cheque office
of exchange



Signature :

(1) To be sent under registered cover.

(2) This form also serves as confirmation of telegraphic requests. In this case, add the following indication, underlined in coloured pencil, in the box: "Confirmation of the telegraphic request dispatched on..... by the postal cheque office of..... to the postal cheque office of.....".

(3) Strike out whichever entry does not apply.

POSTAL ADMINISTRATION

VP 6

of.....

TELEGRAPHIC REQUEST FOR CANCELLATION

of a transfer (3) order (1)
deposit

Postal cheque office (2).....

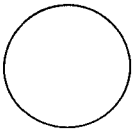
Cancel transfer (3)
deposit for transfers (2) (Cheque office, number of account, name and address of drawer) (2)
for deposits (Office of deposit, name and address of depositor)

(Amount in figures, in currency of the Country of destination)

(Cheque office, number of account, name and address of the payee)

Date stamp of the
postal cheque office of origin (2)
office of deposit

Postal cheque office (2)
Post office
(No signature)



(1) Confirm this request immediately in writing, by means of a form VP 5.
(2) Office managing the payee's account.
(3) Strike out whichever entry does not apply.

(Front)

VP 7

POSTAL ADMINISTRATION

of.....

POSTAL CHEQUE OFFICE

OFFICE OF DEPOSIT

of.....

(2)

INQUIRY

concerning a **transfer deposit** (1) order

Name, address **and number of the drawer's account** of depositor and deposit number : (1)

Amount of the **transfer deposit** : (1)

(in figures, in the currency of the Country of destination)

Date of the **debit deposit** : (1) 19.....

Name and address of the payee :

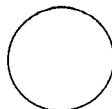
To be filled in by the cheque office of origin (1), office of deposit

Cheque office keeping the postal cheque account to be credited :

Number of the account :

The above **transfer deposit** (1) was dispatched on 19..... to the office of exchange of See Statement No.

Signature :



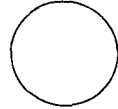
(continued over)

(1) Strike out whichever entry does not apply.
(2) If this form is to be returned by air mail, it should bear in bold letters the indication "Return by air mail" and be labelled "By air mail".

To be filled in by the cheque office of exchange of the Administration of origin

The above transfer deposit (1) bears the number in list No.
dispatched on 19.....
to the office of exchange of

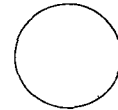
Signature :



To be filled in by the cheque office of exchange of the Administration of destination

The above transfer deposit (1) was dispatched on 19.....
to the cheque office of (See Statement No.)

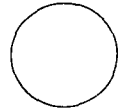
Signature :



To be filled in by the cheque office keeping the account to be credited

The above transfer deposit (1) was

Signature :



(1) Strike out whichever entry does not apply.

(Front)

VP 9

POSTAL ADMINISTRATION

of..... 19 ..

POSTAL CHEQUE OFFICE

of.....

..... annex(es)

ATTESTATION

NOTE I No abbreviation may be used, except where the applicant requires the use of an abbreviation in the description of his account

I. Description of the postal cheque account for which application is made :

.....
.....
.....

The applicant is (1).....

.....
.....
.....

The applicant (2) has just taken up his residence
is a sub-tenant

.....
.....

(1) Insert a more precise description of the applicant or applicants on the dotted lines, e.g.: Private individual; married couple; commercial or industrial establishment not entered in the trade register; non-commercial association not entered in the register of companies; registered firm (state nature of the firm, e.g. commercial partnership, ordinary partnership company, joint-stock association of partners, joint-stock company, limited liability company, etc.) entered in the trade register under No.; registered co-operative society entered in the register of co-operatives under No.; non-commercial registered company, — entered in the register of non-commercial registered associations, under No.; board.

(2) Strike out whichever words do not apply.

VP 9 (Back)

II. (1) Names and full descriptions of the persons(2) who are legally entitled to represent the applicant according to the trade register, the register of co-operatives, the register of non-commercial associations, the deed of partnership, the articles of association, etc.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

(3) { The persons mentioned under Nos. are empowered to sign alone.
The powers conferred upon the persons enumerated above are subject to the following restrictions :

.....
.....
.....

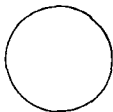
III. The request for the opening of a postal cheque account at

.....
.....
.....

has been verified by us in conformity with the regulations in force in our country regarding the opening of such accounts.

(3) { As a result of this investigation(4) we would feel no hesitation, if application were made, in opening a postal cheque account in our service for the applicant as described above.
An account is already being kept in our service under this description. The applicant is entitled to sign; his signature corresponds to the specimen in our files.

Stamp (in relief) (5) of the cheque office



Signatures of the officials of the cheque office :

.....

(1) Strike out the indications given under II if the applicant is a private individual.
 (2) For example: account-holder, signing official of a company, manager, holder of a power of attorney, holder of a collective power of attorney, director, member of the board, publisher.
 (3) Strike out whichever words do not apply.
 (4) In cases not covered by the following text, supplement or correct it, if necessary, by a letter of explanation.
 (5) Date stamp, if the Administration does not use a relief stamp.


(Front)

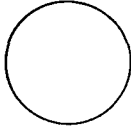
POSTAL ADMINISTRATION

of.....

VP 10

Stamp of the cheque office
which prepares the advice

(2) 

Postal Service 

ADVICE OF ENTRY

of a postal (1) transfer (1) to the credit of the payee
telegraph (1) deposit (1)

To be delivered to

.....
(Name or firm name)

.....
(Street and number)

.....
(Place of destination)

.....
(Country of destination)

(1) Strike out whichever entry does not apply.
(2) If this advice is to be returned by air mail, it should bear in bold letters the indication "Return by air mail" and be labelled or stamped in blue "By air mail".

(Transfers, Vienna 1964, art. 108, § 2 — Size: 148 × 105 mm)

VP 10 (Back)

Postal (1) transfer (1)
Telegraph (1) deposit (1)

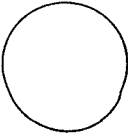
Amount of the transfer (1)
deposit (1) (in figures, in the currency of the Country of destination)

Name, address of the drawer (1) and account (1) number
depositor (1) deposit (1)

Name, address and account number of the payee :

Office keeping the cheque account to be credited :

The above transfer (1) was
deposit (1)

Stamp of the cheque office of destination  Signature :

(1) Strike out whichever entry does not apply.

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 ¹	23 June	1967
AUSTRALIA	23 December	1965
AUSTRIA	23 December	1965
BELGIUM	4 November	1965 <i>A</i>
CONGO (REPUBLIC OF)	7 September	1966 <i>A</i>
DAHOMY	13 January	1967 <i>A</i>
DENMARK	23 December	1965
FEDERAL REPUBLIC OF GERMANY.....	27 June	1966
(With a declaration that the Agreement shall apply to <i>Land Berlin</i> .)		
FINLAND	17 December	1965
FRANCE	22 January	1966 <i>A</i>
(Including the whole of the territories represented by the French Office of Overseas Posts and Telecommunications.)		
GABON	21 January	1967 <i>A</i>
GUINEA	5 September	1966
IVORY COAST.....	28 October	1965 <i>A</i>
JAPAN	22 July	1965 <i>A</i>
LAOS	25 September	1967 <i>A</i>
LIECHTENSTEIN	5 October	1967
LUXEMBOURG	29 December	1965
MADAGASCAR	25 August	1965 <i>A</i>
MALI	18 December	1965
MAURITANIA	22 March	1967 <i>a</i> *
MOROCCO	7 April	1967 <i>A</i>
NIGER	8 February	1966 <i>A</i>
NORWAY	1 December	1965
SAN MARINO.....	11 October	1967 <i>A</i>
SENEGAL	26 September	1967

¹ See Vol. 611, under the Constitution, for the text of the declaration made by Argentina upon ratification.

SPAIN	9 November	1966
(Including the Spanish Territories of Africa.)		
SWEDEN	13 December	1966
SWITZERLAND	4 February	1966
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>