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UNIVERSAL POSTAL UNION

Agreement concerning cash-on-delivery items (with Detailed Regulations). Signed at Vienna, on 10 July 1964

Official text: French.

Registered by Austria and Switzerland on 1 December 1967.

UNION POSTALE UNIVERSELLE

Arrangement concernant les envois contre remboursement (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.

VIII

**AGREEMENT CONCERNING CASH-ON-DELIVERY ITEMS.
SIGNED AT VIENNA, ON 10 JULY 1964**

AGREEMENT CONCERNING CASH-ON-DELIVERY ITEMS

TABLE OF CONTENTS

Chapter I

PRELIMINARY CLAUSES

Art.

1. Subject of the Agreement.

Chapter II

GENERAL CONDITIONS. CHARGES. TRANSFER OF FUNDS

2. Items admitted.
3. Conditions of admission.
4. Maximum amount.
5. Currency.
6. Method of settling with the sender.
7. Methods of exchange of trade-charge money orders.
8. Charges.
9. Cancellation or modification of the amount of the trade charge.
10. Trade-charge money orders.
11. Payment of trade-charge money orders relating to parcels.
12. Non-payment to the payee.

Chapter III

RESPONSIBILITY

13. Principle and extent of responsibility.
14. Exceptions.
15. Payment of indemnities. Claims. Time-limit for claims.
16. Determination of responsibility with regard to collection.
17. Return to the sender of an item delivered to the addressee without collection of the amount of the trade charge.

Chapter IV

MISCELLANEOUS AND FINAL PROVISIONS

18. Allocation of charges in case of settlement of the trade charge by money order.
19. Application of the Convention and of certain Agreements.
20. Conditions for approval of proposals concerning the present Agreement and its Detailed Regulations.
21. Entry into force and duration of the Agreement.

AGREEMENT¹ CONCERNING CASH-ON-DELIVERY ITEMS

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:

Chapter I

PRELIMINARY CLAUSES

Article 1

SUBJECT OF THE AGREEMENT

The present Agreement regulates the exchange of cash-on-delivery items which the contracting Countries agree to institute in their reciprocal relations.

Chapter II

GENERAL CONDITIONS. CHARGES. TRANSFER OF FUNDS

Article 2

ITEMS ADMITTED

1. Registered letter post items, insured letters and boxes, and postal parcels which satisfy the conditions prescribed respectively by the Convention, the Agreement concerning insured letters and boxes, or the Agreement concerning postal parcels may be sent as cash-on-delivery items.

2. The Administrations have the option of admitting to the cash-on-delivery items service only certain of the categories of items mentioned above.

Article 3

CONDITIONS OF ADMISSION

Items with trade charges are subject to the conditions of admission and the charges applicable to the category to which they belong.

Article 4

MAXIMUM AMOUNT

Whatever may be the method of settlement, the amount of the trade charge may not exceed the maximum amount adopted in the Country of collection for the issue of money orders addressed to the Country of origin of the items, unless by common consent a higher maximum has been agreed upon.

¹ Put into effect on 1 January 1966, in accordance with article 21. See p. 63 of this volume for the list of States which have ratified or approved, or acceded to, the Agreement.

² United Nations, *Treaty Series*, Vol. 611, p. 68.

Article 5
CURRENCY

In the absence of any special agreement, the amount of the trade charge is expressed in the currency of the Country of origin of the item; nevertheless, in all cases of payment or transfer of the trade charge to a postal cheque account in the Country of collection, the amount is expressed in the currency of that Country.

Article 6
METHOD OF SETTLING WITH THE SENDER

Sums intended for the sender of items are sent to him:

- (a) By means of a "trade-charge money order", the amount of which may be credited to a postal cheque account in the Country of origin of the item, if this is permitted under the regulations of the Administration of that Country;
- (b) In cases where the Administrations concerned permit this procedure: by means of a transfer or payment to a postal cheque account either in the Country of collection or in the Country of origin of the item.

Article 7
METHODS OF EXCHANGE OF TRADE-CHARGE MONEY ORDERS

The exchange of trade-charge money orders may be effected, at the option of the Administrations, by means of cards or lists. In the former case, the orders are called "trade-charge card money orders" and in the latter case, "trade-charge list money orders".

Article 8
CHARGES

1. In addition to the charges prescribed in article 3, the sender pays in advance the following charges:

- (a) If he requests that the amount of the trade charge should be sent to him by means of a trade-charge money order:
 - (1) A maximum fixed charge of
 - 70 centimes when settlement is effected by card money order,
 - 1.10 francs when settlement is effected by list money order ;
 - (2) A proportional charge which may not exceed $\frac{1}{2}$ per cent of the amount of the trade charge. Each Administration is empowered to adopt, for the collection of the proportional charge, the scale best suited to its own service;
- (b) If he requests in addition that the trade-charge money order should be sent by air and in the absence of any special agreement between the Administrations concerned: a charge equal to that prescribed under article 37, para. 1, of the Convention for the return by air of the advice of delivery form:

(c) If he requests that the amount of the trade charge should be transferred or paid to a postal cheque account either in the Country of collection or in the Country of origin of the item: a fixed charge not exceeding 30 centimes.

2. In addition, in the case of the transfers or payments referred to in para. 1 (c), the Administration of the Country of collection deducts from the amount of the trade charge the following charges:

- (a) A fixed charge not exceeding 30 centimes;
- (b) The charge, if any, applicable to transfers or payments in its internal service, when the transfers or payments are effected to the credit of a postal cheque account in the Country of collection;
- (c) The charge applicable to international transfers or payments, when the transfers or payments are effected to the credit of a postal cheque account in the Country of origin of the item.

Article 9

CANCELLATION OR MODIFICATION OF THE AMOUNT OF THE TRADE CHARGE

1. The sender of a cash-on-delivery item may, subject to the provisions of article 26 of the Convention, request either total or partial cancellation of the amount of the trade charge or an increase therein. Where cancellation or modification of the amount of the trade charge is requested by telegraph, the registration fee is payable in addition to the telegraph charge.

2. In the case of an increase in the amount of the trade charge, the sender must pay, in respect of the increase, the proportional charge prescribed by article 8, para. 1 (a) (2); this charge is not collected if settlement is effected by payment or transfer to a postal cheque account.

Article 10

TRADE-CHARGE MONEY ORDERS

1. Trade-charge money orders are admitted up to the maximum amount adopted in accordance with article 4.

2. With the reservations prescribed by the Detailed Regulations, trade-charge money orders are subject to the provisions of the Agreement concerning postal money orders and postal travellers' cheques.

Article 11

PAYMENT OF TRADE-CHARGE MONEY ORDERS RELATING TO PARCELS

Trade-charge money orders relating to cash-on-delivery parcels are paid to the senders in the conditions laid down by the Administration of origin of the item.

Article 12

NON-PAYMENT TO THE PAYEE

1. The amount of a trade-charge money order which has not been paid to the payee for any reason whatever is held at the payee's disposal by the Administration

of the Country of origin of the item; it accrues definitely to that Administration on the expiry of the legal period of validity in force in the said Country.

2. When, for any reason, payment or transfer to a postal cheque account requested in accordance with article 6 (b) cannot be effected, the Administration which has collected the amount converts it into a trade-charge money order in favour of the sender of the item.

Chapter III RESPONSIBILITY

Article 13 PRINCIPLE AND EXTENT OF RESPONSIBILITY

1. The Administrations are responsible for sums collected until the trade-charge money order has been duly paid or the amount has been duly entered to the credit of a postal cheque account.

2. In addition, Administrations are responsible, up to the amount of the trade charge, if they have delivered items without collection of the amount due or have collected an amount which is less than the amount of the trade charge.

3. Administrations assume no responsibility for delay in the collection or dispatch of funds.

Article 14 EXCEPTIONS

No indemnity is payable with respect to the amount of the trade charge:

- (a) If the failure to collect the charge is due to fault or negligence on the part of the sender;
- (b) If the item was not delivered because it falls within the prohibitions specified either by articles 16, paras. 8 and 11 (c), and 28, para. 1, of the Convention, or by articles 2, paras. 4 and 5, and 5 of the Agreement concerning insured letters and boxes, or by articles 24 (a), (2), (3), (5), (6), (7) and (b), and 28 of the Agreement concerning postal parcels;
- (c) If no application has been made within the period specified in article 35, para. 1, of the Convention.

Article 15 PAYMENT OF INDEMNITIES. CLAIMS. TIME-LIMIT FOR CLAIMS

1. The Administration of origin of the item must pay the indemnity; it may exercise its right to make a claim on the Administration responsible, which is bound to reimburse it, under the conditions prescribed by article 44 of the Convention, for the sums advanced on its account.

2. The last Administration to pay the indemnity has a claim, up to the amount of the indemnity, against the addressee, the sender or third parties.

3. Article 43 of the Convention concerning the periods for payment of the indemnity for the loss of a registered item applies, for all categories of cash-on-delivery items, to the payment of the sums collected or of the indemnity.

Article 16

DETERMINATION OF RESPONSIBILITY WITH REGARD TO COLLECTION

1. The Administration of collection is not responsible for any irregularities committed if it can:

- (a) Prove that fault is due to a breach of the regulations by the Administration of the Country of origin;
- (b) Establish that, at the time of transfer to its service, the item and, in the case of a postal parcel, the dispatch note relating thereto did not bear the prescribed particulars.

2. Where responsibility cannot be clearly assigned to one of the two Administrations, the latter bear the loss in equal shares.

Article 17

RETURN TO THE SENDER OF AN ITEM DELIVERED TO THE ADDRESSEE WITHOUT COLLECTION OF THE AMOUNT OF THE TRADE CHARGE

1. When the addressee has returned an item delivered to him without collection of the amount of the trade charge, the sender is advised that he may take possession of the item within a period of three months, provided that he waives payment of the amount of the trade charge or refunds the amount received under article 13, para. 2.

2. If the sender takes delivery of the item, the amount repaid is refunded to the Administration or Administrations which bore the loss.

3. If the sender refuses to take delivery of the item, it becomes the property of the Administration or Administrations which bore the loss.

Chapter IV

MISCELLANEOUS AND FINAL PROVISIONS

Article 18

ALLOCATION OF CHARGES IN CASE OF SETTLEMENT OF THE TRADE CHARGE BY MONEY ORDER

Under the conditions fixed by the Detailed Regulations, the Administration of the Country of origin allocates:

- (a) To the collecting Administration a share of 35 centimes or 55 centimes for each trade-charge money order paid, according as the Administrations have adopted the trade-charge card money order system or the trade-charge list money order

system, and a proportional share of 1/4 per cent of the total amount of such orders;

- (b) If necessary, to the Administration responsible for the return of the trade-charge money order by air, the charge prescribed by article 8, para. 1 (b).

Article 19

APPLICATION OF THE CONVENTION AND OF CERTAIN AGREEMENTS

The Convention, the Agreement concerning postal money orders and postal travellers' cheques and the Agreement concerning transfers to and from postal cheque accounts, and also the Agreement concerning insured letters and boxes and the Agreement concerning postal parcels, apply, where appropriate, as regards everything not expressly provided for in the present Agreement.

Article 20

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, 12 to 18, 20 and 21 of the present Agreement and of article 121 of its Detailed Regulations;
- (b) Two-thirds of the votes, if they involve amendments to provisions other than those mentioned in sub-paragraph (a);
- (c) A majority of the votes, if they 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 21

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, pages 20 to 35.*]

People's Republic of Albania
Democratic and Popular Republic of Algeria
Germany
Argentine Republic
Republic of Austria
Belgium
Bolivia
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 the Ivory Coast
Republic of Cuba
Kingdom of Denmark
Dominican Republic
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 the Upper Volta
People's Republic of Hungary
Republic of Indonesia
Republic of Iraq
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
Sweden
Swiss Confederation
Syrian Arab Republic
Republic of Chad
Socialist Republic of Czechoslovakia
Thailand
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 CASH-ON-DELIVERY ITEMS

TABLE OF CONTENTS

Chapter I

PRELIMINARY CLAUSES

Art.

- 101. Information to be supplied by the Administrations.
- 102. Forms for the use of the public.

Chapter II

POSTING OF ITEMS

- 103. Particulars to be shown on the items and on the dispatch notes.
- 104. Labels.
- 105. Forms to be attached to the items.

Chapter III

SPECIAL PROVISIONS RELATING TO CERTAIN FACILITIES
ACCORDED TO THE PUBLIC

- 106. Cancellation or modification of the amount of the trade charge.
- 107. Redirection.

Chapter IV

OPERATIONS AT THE COLLECTING OFFICE

- 108. Conversion. Treatment of payment documents.
- 109. Treatment of irregularities.
- 110. Period for payment.
- 111. Payment order forms destroyed, cancelled or replaced.
- 112. Card money orders undelivered or not cashed.

Chapter V

ACCOUNTING

- 113. Preparation and settlement of accounts relating to card money orders.

Chapter VI

SPECIAL PROVISIONS APPLICABLE TO TRADE-CHARGE LIST
MONEY ORDERS

Art.

114. Offices of exchange for trade-charge list money orders.
115. Preparation and transmission of trade-charge lists.
116. Special trade-charge lists.
117. Verification and correction of trade-charge lists.
118. Payment of trade-charge list money orders.
119. Money orders undelivered or not cashed.
120. Preparation and settlement of accounts.

Chapter VII

FINAL PROVISIONS

121. Entry into force and duration of the Detailed Regulations.

ANNEXES

Forms : see "List of forms".

DETAILED REGULATIONS FOR IMPLEMENTING THE AGREEMENT CONCERNING CASH-ON-DELIVERY ITEMS

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 cash-on-delivery items is implemented :

Chapter 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 to the other Administrations, through the International Bureau, all useful information concerning the cash-on-delivery items service.
2. Any amendment must be notified without delay.

Article 102

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:

- R 3 (International trade-charge money order, letter post items and insured items service);
- R 4 (International trade-charge money order, postal parcel service).

Chapter II

POSTING OF ITEMS

Article 103

PARTICULARS TO BE SHOWN ON THE ITEMS AND ON THE DISPATCH NOTES

1. Registered items, insured letters and boxes, postal parcels marked with trade charges and the corresponding dispatch notes shall bear very conspicuously on the address side, in the case of the items, the heading "*Remboursement*", followed by the amount of the trade charge expressed in Roman characters and Arabic figures, without erasure or correction, even if certified. The amount of the trade charge may not be written in pencil or copying-ink pencil; service instructions, however, may be written in copying-ink pencil.

¹ United Nations, *Treaty Series*, Vol. 611, p. 68.

2. In the entry in words of the amount of the trade charge, the name of the monetary units is written without abbreviation; where this entry relates to a currency which 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 and the name of the monetary units or fractions of a monetary unit are written out in full in words; 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. If the sender requests the return of the trade-charge money order referred to in article 105 by air, the item and, in the case of a parcel, the dispatch note must be marked conspicuously with the words "*Renvoi du mandat de remboursement par avion*" [Return of the trade-charge money order by air].

4. The sender must show his name and address in Roman characters on the address side of the item and, in the case of a parcel, on the front of the dispatch note. When the sum collected is to be placed to the credit of a postal cheque account, the item and, where appropriate, the dispatch note must bear, in addition, on the address side, the following indication in French or in another language known in the Country of destination: "*A porter au crédit du compte courant postal n° ... de M. ... à ... tenu par le bureau de chèques de ...*" [To be credited to postal cheque account No. ... of M ... at ... kept by the cheque office of ...].

Article 104

LABELS

1. When marked with trade charges, registered items and insured letters and boxes must bear on the front an orange-coloured label R 1 in the form of the annexed specimen. The label C 4 prescribed in article 136, para. 4, of the Detailed Regulations for implementing the Convention (or the impression of the special stamp in place thereof) is applied as far as possible in the upper corner of the label R 1; nevertheless, Administrations are permitted to use, instead of the two labels specified above, a single label R 2 in the form of the annexed specimen, bearing in Roman characters the name of the office of origin, the letter "R", the serial number of the item, and an orange-coloured triangle on which appears the word "*Remboursement*".

2. Trade-charge postal parcels and their dispatch notes bear, on the address side, the label R 1.

Article 105

FORMS TO BE ATTACHED TO THE ITEMS

1. Save as provided in paras. 5 and 7 hereunder, every trade-charge item is accompanied by a trade-charge money order form of stout card identical with form R 3 annexed, light green in colour, in the case of a letter post item or an insured item, and identical with form R 4 annexed, white in colour, in the case of a parcel.

The money order form must indicate the amount of the trade charge in the currency of the Country of origin of the item and, as a general rule, show the sender of the item as payee of the money order.

2. When the amount of the trade-charge money order may be credited to a postal cheque account in the Country of origin of the item, the sender wishing to exercise this option must indicate on the money order, instead of his address, the holder and number of the postal cheque account and the office where that account is kept.

3. When the sender asks for the return of the trade-charge money order by air, he enters on the front of the form R 3 or R 4 the indication "*Renvoi par avion*" [Return by air]; the office of origin of the item also affixes to the form a blue "*Par avion*" [By air mail] label or stamp impression.

4. Each Administration has the option of having the money orders relating to items originating in its Country addressed to the office of origin of the item or to any other of its offices. In such cases, the name of the office is indicated on the form R 3 or R 4.

5. If the sender asks that the amount of the trade charge should be paid into a postal cheque account in the Country of collection, the item is accompanied, in the absence of any special agreement, by a payment note in the form prescribed under the regulations of that Country. This note must show the holder of the account to be credited and contain all other details required by the form, except the amount to be credited, which, after collection, will be entered by the Administration of destination of the item. If the payment note is provided with a coupon, the sender enters on it his name and address and any other details which he considers necessary.

6. The money order is securely attached to the item or, in the case of a parcel, to the dispatch note; the payment note, if any, is treated in the same way.

7. No form need be attached either to the item or to the dispatch note if the sender, in accordance with article 6 (b) of the Agreement, asks that the amount of the trade charge should be paid into a postal cheque account in the Country of origin of the item or transferred to a postal cheque account.

Chapter III

SPECIAL PROVISIONS RELATING TO CERTAIN FACILITIES ACCORDED TO THE PUBLIC

Article 106

CANCELLATION OR MODIFICATION OF THE AMOUNT OF THE TRADE CHARGE

1. All requests for cancellation or modification of trade charges are subject to the provisions of article 147 of the Detailed Regulations for implementing the Convention.

2. In the case of a request by telegraph, the request must be confirmed, by first post, by a postal request accompanied by the facsimile referred to in article 147, para. 1, aforementioned and bearing at the head the note underlined in coloured pencil: "*Confirmation de la demande télégraphique du ...*" [Confirmation of the telegraphic request dated ...]. The collecting office retains the item until the confirmation is received; however, the collecting Administration may on its own responsibility give effect to a telegraphic request without awaiting the postal confirmation.

3. If the amount of the trade charge is to be paid by means of a money order, the postal request for modification is accompanied by a new form R 3 or R 4 indicating the amended amount. In the case of a request by telegraph, the trade-charge money order is replaced by the collecting office under the conditions laid down in article 111.

4. If, on mailing the item, the sender has asked for the return of the trade-charge money order by air, the new money order form bears on the front the indication "*Renvoi par avion*" [Return by air] and also the blue "*Par avion*" [By air mail] label or stamp impression.

Article 107

REDIRECTION

1. Items marked with trade charges may be redirected if the new Country of destination maintains in its relations with the Country of origin an exchange of items of this kind; in that case, the trade-charge money order form remains attached to the item.

2. If the sender has asked that settlement be made by means of an entry to the credit of a postal cheque account and the new Country of destination does not permit that method of settlement, article 12, para. 2, applies. The new office of destination converts the amount of the trade charge into the currency of its Country, taking as the basis the rate specified in article 108, para. 1.

Chapter IV

OPERATIONS AT THE COLLECTING OFFICE

Article 108

CONVERSION. TREATMENT OF PAYMENT DOCUMENTS

1. In the absence of any special agreement, the amount of the trade charge expressed in the currency of the Country of origin of the item is converted into the currency of the collecting Country by the Postal Administration of the latter Country; that Administration uses the same rate of conversion as it uses for money orders drawn on the Country of origin of the item.

2. Immediately after collecting the amount of the trade charge, the collecting office, or any other office appointed by the collecting Administration, fills in the portion of the trade-charge money order headed "*Indications de service*" and, after impressing it with the date stamp of the office, sends it free of postage to the address shown or to its office of exchange, as the case may be.

3. In the event of redirection and subject to the provisions of article 107, para. 2, the new Administration of destination proceeds in the same manner as if the items had been forwarded to it direct.

4. If transmission by air mail has been requested by the sender, the trade-charge money order is dispatched by the first air mail.

5. In case of transfer or payment of the amount collected to a postal cheque account, the advice of transfer or payment to be sent to the account-holder must bear, on the front, the mention "*Remboursement*" and, on the back, the category, the number of the trade-charge item and, if necessary, the name of the addressee of the item.

6. The payment notes relating to trade-charge items of which the amount has to be credited to a postal cheque account in the collecting Country are treated according to the regulations of that Country.

Article 109

TREATMENT OF IRREGULARITIES

1. In case of difference between the indications of the amount of the trade charge appearing on the item, on the one hand, and on the money order or the payment note, on the other hand, the higher amount must be collected from the addressee.

2. If the addressee refuses to pay this amount, the item may, except as provided in para. 5 hereunder, be delivered against payment of the lower amount, provided that he undertakes to make a supplementary payment if necessary on receipt of the information which will be furnished by the Administration of origin; if he does not accept this condition, delivery of the item is suspended.

3. In all cases, a request for information is forwarded immediately, if possible by air, to the service indicated by the Administration of origin, which service must answer as soon as possible and as far as possible by air mail, stating the exact amount of the trade charge and applying the provisions of article 106, para. 3, where appropriate.

4. The dispatch of the trade-charge money order, the payment note or the transfer order is suspended pending receipt of the reply to the request for information.

5. When the addressee is travelling or has to go away, payment of the higher amount is always required; in case of refusal, the item is only delivered on receipt of the reply to the request for information.

Article 110

PERIOD FOR PAYMENT

1. The amount of the trade charge must be paid within a period of seven days, reckoning from the day after that of the arrival of the item at the collecting office; this period may be extended to one month at most when this is permitted under the legislation of the collecting Country.

2. The item, if registered or insured, is sent back to the office of origin on the expiry of the period for payment; the sender may, however, request, by a note, that the item should be returned immediately if the addressee does not pay the amount of the trade charge when the item is first tendered to him. The item is also returned immediately if the addressee categorically refuses to make any payment when the item is tendered to him.

3. On the expiry of the period for payment, the item, if a parcel, is treated in accordance with articles 27, 30, paras. 2 and 3, 32 and 33 of the Agreement concerning postal parcels; the sender may, however request that the instructions given by him in virtue of article 106, paras. 2 and 3, of the Detailed Regulations for implementing the Agreement concerning postal parcels be carried out immediately if the addressee does not pay the amount of the trade charge when the item is first tendered to him. These instructions are also carried out immediately if the addressee categorically refuses to make any payment when the item is tendered. If the sender, in reply to a notice of non-delivery, has given instructions to the collecting office, the above-mentioned periods are reckoned from the day after that of the arrival of these instructions.

Article 111

PAYMENT ORDER FORMS DESTROYED, CANCELLED OR REPLACED

1. The following forms are destroyed by the collecting Administration:
 - (a) Any trade-charge money order form which has become useless because of a difference between the indications of the amount of the trade charge or as a result of cancellation or modification of the amount;
 - (b) Any payment note form which has become useless in case of cancellation of the amount of the trade charge.
2. Any form relating to an item returned to origin for any reason whatsoever is cancelled by the office which returns the item.
3. When the forms relating to items marked with trade charges are mislaid, lost or destroyed before collection, the collecting office prepares duplicates on the prescribed forms.

Article 112

CARD MONEY ORDERS UNDELIVERED OR NOT CASHED

1. Trade-charge money orders which it has not been possible to deliver to the payees are, after having been subjected, if necessary, to the formalities prescribed for extending the period of validity, receipted by the Administration of origin of the items to which the orders relate, and claimed from the Administration which has issued them.

2. The same rule applies to trade-charge money orders which have been delivered to the payees and not cashed. These orders must first be replaced by authorities to pay prepared by the Administration which has issued the money orders.

Chapter V

ACCOUNTING

Article 113

PREPARATION AND SETTLEMENT OF ACCOUNTS RELATING
TO CARD MONEY ORDERS

1. In the absence of any special agreement, the accounts relating to trade-charge money orders paid are prepared on a form R 5 in the form of the annexed specimen.

2. If necessary, the amount of the charge for the return by air of trade-charge money orders, to be credited to the collecting Country, is entered on the form R 5 in a special column opposite each trade-charge money order paid.

3. In the absence of any special agreement, the forms R 5 may be used for trade-charge money orders relating to letter post items, insured items, or parcels.

4. The paid and receipted trade-charge money orders accompany the detailed account R 5. They are entered in alphabetical order of the offices of issue and in numerical order of their entry in the records of these offices, so far as possible in chronological order. The Administration which has prepared the account deducts from the total of its credit the amount of the charges accruing to the corresponding Administration in conformity with article 18 of the Agreement.

5. The balance of the account R 5 is added, as far as possible, to that of the monthly postal money order account for the same period. The verification and settlement of the account R 5 are effected in accordance with the Agreement concerning postal money orders and postal travellers' cheques and its Detailed Regulations.

Chapter VI

SPECIAL PROVISIONS APPLICABLE TO TRADE-CHARGE
LIST MONEY ORDERS

Article 114

OFFICES OF EXCHANGE FOR TRADE-CHARGE LIST MONEY ORDERS

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

Article 115

PREPARATION AND TRANSMISSION OF TRADE-CHARGE LISTS

1. Each office of exchange compiles daily, or on agreed dates, lists MP 2, stamped "*Remboursements*", enumerating the trade-charge list money orders which are sent to it by the collecting offices. If the orders are not attached, the category and number of the trade-charge item is indicated on the list MP 2, in the "*Observations*" [Remarks] column.

2. Each trade-charge 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.

3. 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.

4. The lists themselves are numbered in regular numerical order, starting on 1 January or 1 July of each year.

5. The lists are forwarded to the corresponding office of exchange by first post, if possible by air mail, and, in the absence of any special agreement, they are not accompanied by the relative trade-charge list money orders.

6. 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.

7. In the absence of any special agreement, one and the same list may be used in respect of trade charges relating to registered letter post items, insured letters and boxes, and parcels.

Article 116

SPECIAL TRADE-CHARGE 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 concerning postal money orders and postal travellers'

cheques; the list must be headed "*Mandats exempts de taxe*" [Money orders exempt from charge];

- (b) Orders of which the sender of the item has requested 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 117

VERIFICATION AND CORRECTION OF TRADE-CHARGE LISTS

The operations of checking and correcting the amounts and particulars entered in the trade-charge lists and the treatment of other irregularities are subject to article 127 of the Detailed Regulations for implementing the Agreement concerning postal money orders and postal travellers' cheques.

Article 118

PAYMENT OF TRADE-CHARGE LIST MONEY ORDERS

On receipt of a list MP 2, the office of exchange of the Country of origin of the item effects payment, by means of a form prescribed by its own Administration according to its requirements, to the payees of the trade-charge list money orders.

Article 119

MONEY ORDERS UNDELIVERED OR NOT CASHED

1. Trade-charge money orders entered in the lists in respect of which it has not been possible to deliver the payment documents to the payees become the property of the Administration of origin of the items.
2. The same rule applies to payment documents which have been delivered to the payees and not cashed.

Article 120

PREPARATION AND SETTLEMENT OF ACCOUNTS

1. Subject to the special provisions hereunder, trade-charge list money orders are governed, as concerns the preparation and settlement of accounts, by the provisions relating to list money orders contained in the Agreement concerning postal money orders and postal travellers' cheques.

2. Each Administration of origin of trade-charge items prepares at the end of each month, for each of the Administrations of destination, a monthly account R 5. The totals of the lists received during the month are recapitulated in this account.

3. The Administration which has prepared the account deducts from the total the amount of the charges which accrue to the corresponding Administration in accordance with article 18 of the Agreement.

4. If necessary, the amount of the charge for the return by air of trade-charge money orders, to be credited to the collecting Country, is entered on the form R 5 in a special column.

5. The balance of the account R 5 is added, as far as possible, to that of the monthly money order account for the same period. The verification and settlement of the account R 5 are effected in accordance with the provisions of the Agreement concerning postal money orders and postal travellers' cheques and its Detailed Regulations.

Chapter VII

FINAL PROVISIONS

Article 121

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 cash-on-delivery items 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 p. 14 of this volume.)

LIST OF FORMS

No. 1	Title or nature of the form 2	References 3
R 1	"Remboursement" label	art.104, § 1
R 2	"R" label, combined with the name of the office of origin, the number of the item and the triangle bearing the mention "Remboursement"	art.104, § 1
R 3	International trade-charge money order (letter post items and insured items service)	art.105, § 1
R 4	International trade-charge money order (parcel post service)	art.105, § 1
R 5	Detailed account of trade-charge money orders	art.113, § 1

ANNEXES:

FORMS R 1 to R 5

R 1



(C.O.D., Vienna 1964, art. 104, § 1 —Size: base 37 mm, height 18 mm; colour orange)

R 2



(C.O.D., Vienna 1964, art. 104, § 1 —Size: 37×13 mm; colour of triangle: orange)

(Front)

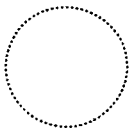
<p>Coupon (May be detached by the payee of the money order)</p> <p>Amount of the trade charge (in Arabic figures)</p> <p>for item No. posted on 19... at by to the address of..... at</p> <p>Stamp of office of issue </p>	<p style="text-align: right;">R 3</p> <p style="text-align: center;">CASH-ON-DELIVERY ITEM</p> <p>Posted at the office of: Addressed to (Name of Country):</p> <p style="text-align: center;">Letter post items and insured items service</p> <p style="text-align: center;">INTERNATIONAL TRADE-CHARGE MONEY ORDER</p> <p>for the sum of (in Arabic figures)</p> <p style="text-align: center;">..... (the units in letters in Roman characters)</p> <p>for item No. dispatched on 19.....</p> <p>Payable to</p> <p>Street and number</p> <p>Place of destination</p> <p>Country of destination</p> <p style="text-align: center;">Service particulars (1)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px dashed black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding-right: 5px;">Number</td> <td style="width: 5%; text-align: center;">}</td> <td style="width: 10%; padding-right: 5px;">of issue</td> <td style="width: 70%; border-bottom: 1px dotted black;"></td> </tr> <tr> <td>Date</td> <td style="text-align: center;">}</td> <td></td> <td style="border-bottom: 1px dotted black;"></td> </tr> <tr> <td>Office</td> <td style="text-align: center;">}</td> <td></td> <td style="border-bottom: 1px dotted black;"></td> </tr> <tr> <td>Country</td> <td style="text-align: center;">}</td> <td></td> <td style="border-bottom: 1px dotted black;"></td> </tr> </table> </td> <td style="width: 50%; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px dashed black; padding: 5px;"> <p style="text-align: center;">Stamp of office of issue </p> </td> <td style="width: 50%; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Sum collected</td> <td style="width: 50%; text-align: center;"> </td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">(Currency of the Country of collection)</td> </tr> </table> </td> </tr> </table> <p>Signature of the official preparing the money order: </p> <p style="font-size: small;">(1) To be filled in by the Administration of destination of the item after collection of the amount of the trade charge.</p> </td> </tr> </table>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding-right: 5px;">Number</td> <td style="width: 5%; text-align: center;">}</td> <td style="width: 10%; padding-right: 5px;">of issue</td> <td style="width: 70%; border-bottom: 1px dotted black;"></td> </tr> <tr> <td>Date</td> <td style="text-align: center;">}</td> <td></td> <td style="border-bottom: 1px dotted black;"></td> </tr> <tr> <td>Office</td> <td style="text-align: center;">}</td> <td></td> <td style="border-bottom: 1px dotted black;"></td> </tr> <tr> <td>Country</td> <td style="text-align: center;">}</td> <td></td> <td style="border-bottom: 1px dotted black;"></td> </tr> </table>	Number	}	of issue		Date	}			Office	}			Country	}			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px dashed black; padding: 5px;"> <p style="text-align: center;">Stamp of office of issue </p> </td> <td style="width: 50%; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Sum collected</td> <td style="width: 50%; text-align: center;"> </td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">(Currency of the Country of collection)</td> </tr> </table> </td> </tr> </table> <p>Signature of the official preparing the money order: </p> <p style="font-size: small;">(1) To be filled in by the Administration of destination of the item after collection of the amount of the trade charge.</p>	<p style="text-align: center;">Stamp of office of issue </p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Sum collected</td> <td style="width: 50%; text-align: center;"> </td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">(Currency of the Country of collection)</td> </tr> </table>	Sum collected		(Currency of the Country of collection)	
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(C.O.D., Vienna 1964, art. 105, § 1 —Size: 148×105 mm, colour: light green)

R 3 (Back)

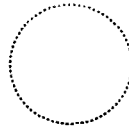
<p style="text-align: center;">(Reserved for endorsements, if any)</p>	<p style="text-align: center;">Receipt by the payee</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Received the sum indicated overleaf.</p> <p>Place:, 19.....</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Register of arrival</p> <p style="text-align: center;">No.</p> </td> <td style="width: 40%; padding: 5px;"> <p>Signature of the payee:</p> </td> <td style="width: 30%; padding: 5px;"> <p style="text-align: center;">Stamp of paying office </p> </td> </tr> </table>	<p style="text-align: center;">Register of arrival</p> <p style="text-align: center;">No.</p>	<p>Signature of the payee:</p>	<p style="text-align: center;">Stamp of paying office </p>
<p style="text-align: center;">Register of arrival</p> <p style="text-align: center;">No.</p>	<p>Signature of the payee:</p>	<p style="text-align: center;">Stamp of paying office </p>		

(Front)

<p>Coupon (May be detached by the payee of the money order)</p> <p>Amount of the trade charge</p> <p>(in Arabic figures)</p> <p>for parcel No. posted on 19.... at by to the address of..... at</p> <p>Stamp of office of issue</p> 	<p>Country of destination of parcel marked with a trade charge } R 4</p> <p style="text-align: center;">Parcel post service</p> <p style="text-align: center;">INTERNATIONAL TRADE-CHARGE MONEY ORDER</p> <p style="text-align: center;">for the sum of (in Arabic figures)</p> <p style="text-align: center;">(the units in letters in Roman characters)</p> <p>for parcel No. dispatched on 19....</p> <p>Payable to</p> <p>Street and number</p> <p>Place of destination</p> <p>Country of destination</p> <p style="text-align: center;">Service particulars (1)</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> Number Date Office Country </td> <td style="width: 50%; text-align: center;"> of issue } of issue } of issue } of issue } </td> </tr> </table> <p>Signature of the official preparing the money order:</p> <p>(1) To be filled in by the Administration of destination of the parcel after collection of the amount of the trade charge.</p>	Number Date Office Country	of issue } of issue } of issue } of issue }
Number Date Office Country	of issue } of issue } of issue } of issue }		
	<p style="text-align: center;">Sum collected</p> <p style="text-align: center;">(Currency of the Country of collection)</p>		

(C.O.D., Vienna 1964, art. 105, § 1—Size: 148×105 mm, colour: white)

R 4 (Back)

	<p>(Reserved for endorsements, if any)</p>
	<p>Receipt by the payee</p> <p>Received the sum indicated overleaf.</p> <p>Place: 19....</p> <p>Signature of the payee:</p> <p>Stamp of paying office</p> 
<p style="border: 1px solid black; padding: 5px;">Register of arrival</p> <p>No.</p>	

POSTAL ADMINISTRATION
of

R 5

**DETAILED ACCOUNT
of trade-charge money orders**

paid by the Administration of
on behalf of the Administration of
during the month of 19.....

No. 1	No. of issue 2	Date of issue 3	Issuing office 4	Amount of the money orders 5		Money orders sent by air Fixed charge to be credited 6		Remarks 7
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								
Less:								
1/4% of the total of column 5.								
Fixed share (. c per money order)								
Fixed charge for return of trade charge money orders by air (col. 6).								
Balance in favour of the Administration of								

(C.O.D., Vienna 1964, art. 113, § 1 —Size: 210×297 mm)

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	23 June	1967
AUSTRIA	23 December	1965
BELGIUM	4 November	1965 A
CHINA	6 September	1966
CONGO (REPUBLIC OF)	7 September	1966 A
CZECHOSLOVAKIA ¹	20 May	1966
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 A
(Including the whole of the territories represented by the French Office of Overseas Posts and Telecommunications.)		
GABON	27 January	1967 A
HUNGARY ¹	2 May	1967 A
ICELAND	10 August	1965
IVORY COAST	28 October	1965 A
JAPAN	22 July	1965 A
LAOS	25 September	1967 A
LESOTHO	6 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 A
SAN MARINO	11 October	1967 A
SENEGAL	26 September	1967
SPAIN	9 November	1966
(Including the Spanish Territories of Africa.)		
SWEDEN	13 December	1966
SWITZERLAND	4 February	1966
SYRIA	18 November	1966
THAILAND	10 May	1966 A

¹ With declaration, the text of which has been reproduced following the list of States which have ratified, or acceded to, the Constitution; see Vol. 611, p. 102.

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>
