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## Rules of Procedure of Congresses

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4 The following shall be regarded as amendments: any proposal involving a deletion from, or an addition to, part of the original proposal or the revision of a part of that proposal. No proposed change shall be regarded as an amendment if Congress or the Committee considers that it is incompatible with the original proposal.

5 Amendments submitted at Congress to proposals already made shall be handed in to the Secretariat in writing, in French, before noon on the day but one before the day on which they will be discussed, so that they can be distributed to delegates the same day. This time limit shall not apply to amendments arising directly from the debates in Congress or in a Committee. In the latter case, if so requested, the author of the amendment shall submit a written version in French, or in case of difficulty, in any other language used for debates. The Chairmen concerned shall read it out or have it read out.

6 The procedure laid down in paragraph 5 shall also apply to the submission of proposals that are not designed to amend the text of the Acts (draft resolutions, draft recommendations, draft formal opinions, etc).

7 Any proposal or amendment shall give the final form of the text which is to be inserted in the Acts of the Union, subject, of course to revision by the Drafting Committee.

### Article 16

#### Consideration of proposals in Congress and in Committees

1 Drafting proposals (the number of which shall be followed by the letter R) shall be assigned to the Drafting Committee either direct, if the International Bureau has no doubt as to their nature (a list of such proposals shall be drawn up for the Drafting Committee by the International Bureau), or, if the International Bureau is in doubt as to their nature, after the other Committees have confirmed that they are purely of a drafting nature (a list of such proposals shall likewise be drawn up for the Committees concerned). If, however, such proposals are linked with other proposals of substance to be considered by Congress or by other Committees, the Drafting Committee shall postpone consideration of them until after Congress or the other Committees have taken a decision on the corresponding proposals of substance. Proposals whose numbers are not followed by the letter R but which, in the opinion of the International Bureau, are of a drafting nature, shall be referred direct to the Committees concerned with the corresponding proposals of substance. When these Committees begin work, they shall decide which of the proposals shall be assigned direct to the Drafting Committee. A list of these proposals shall be drawn up by the International Bureau for the Committees concerned.

2 If the same question is the subject of several proposals, the Chairmen shall decide the order in which they are to be discussed, starting as a rule, with the proposal which departs most from the basic text and entails the most significant change in relation to the status quo.

3 If a proposal can be subdivided into several parts, each part may, if the originator of the proposal or the Assembly so agrees, be considered and voted upon separately.

4 Any proposal withdrawn in Congress or in Committee by its originator may be re-submitted by the delegation of another member country.

5 If there is an amendment to a proposal, the amendment shall be voted upon first. However, any amendment to a proposal which is accepted by the delegation submitting the proposal shall be immediately included in the text thereof.

6 If there are several amendments to a proposal, that which departs most from the original text shall be put to the vote first; the remaining amendments shall then be voted on beginning with that which contains the next greatest departure from the original text, and so on until all the amendments have been considered. If one or more amendments are adopted, the proposal so amended shall then itself be put to the vote. If no amendment is adopted, a vote shall be taken on the initial proposal.

7 The Chairmen of Congress and the Chairmen of Committees shall arrange for the text of the proposals, amendments or decisions adopted to be passed to the Drafting Committee, in writing, after each meeting.

Article 17

Debates

- 1 Delegates may not take the floor until they have been given permission to do so by the Chairman of the meeting. They shall be urged to speak slowly and distinctly. The Chairman shall afford delegates the possibility of freely and fully expressing their views on the subject discussed, so long as that is compatible with the normal course of the debate.
- 2 Unless a majority of the members present and voting decides otherwise, speeches shall not exceed five minutes. The Chairman shall be authorized to interrupt any speaker who exceeds the said authorized time. He may also ask the delegate not to depart from the subject.
- 3 During a debate, the Chairman may with the agreement of the majority of the members present and voting, declare the list of speakers closed after reading it out. When the list is exhausted, he shall declare the debate closed although even after the closing of the list he may grant the right to reply to any of the speeches delivered.
- 4 The Chairman may also with the agreement of the majority of the members present and voting, limit the number of speeches by any one delegation on a proposal or a certain group of proposals; but the originator of the proposal shall be given the opportunity of introducing it and speaking subsequently if he asks to do so in order to make new points in reply to the speeches of other delegations, so that he may, if he wishes, be the last speaker.
- 5 With the agreement of the majority of the members present and voting, the Chairman may limit the number of speeches on a proposal or a certain group of proposals; but this limit may not be less than five for and five against the proposal under discussion.

Article 18

Motions on points of order

- 1 It shall be permissible at any time to ask to speak on a point of order or for a personal reason. Such a request shall be discussed forthwith so that a decision may be taken without delay.
- 2 A delegation which submits a motion on a point of order may not touch on the substance of the problem under discussion.
- 3 The order of priority of motions on points of order is as follows:
  - a a call to order;
  - b suspension of the meeting;
  - c closure of the meeting;
  - d adjournment of the debate on the question under discussion;
  - e closure of the debate on the question under discussion;
  - f any other motion (eg a motion to change the order fixed by the Chairman for examining the proposals, questions of competence), the order of priority of which shall have been decided by the Chairman.
- 4 During the discussion of a question, a delegation may propose that the meeting be suspended or closed giving its reasons for so proposing. If this proposal is supported, two speakers shall be allowed to speak against the suspension or closure of the meeting and only on that subject, after which the motion shall be put to the vote.
- 5 A delegation may propose adjournment of the debate on any question for a specified period. In this case, only two speakers against the adjournment may speak, after which the motion shall be put to the vote.
- 6 A delegation may, at any time, propose that the debate on the question under discussion be closed. In that case, only two speakers against the motion may speak after which the motion shall be put to the vote.
- 7 The proposer may withdraw a motion on points of order before it has been put to the vote. Any motion, whether amended or not, which is so withdrawn may be re-introduced by another delegation.

## Rules of Procedure of Congress

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### Article 19

#### Quorum. General provisions concerning voting

- 1 Half the member countries represented at Congress or on the Committee and having the right to vote shall constitute a quorum. Regarding the Agreements, the quorum shall be formed by the presence or representation at the meeting of at least half of the member countries represented which are parties to the Agreement concerned.
- 2 Questions which cannot be settled by common consent shall be decided by vote.
- 3 Delegations which are present but do not take part in a given vote, or which state that they do not wish to take part therein, shall not be regarded as being absent for the purpose of determining whether a quorum is formed as required in paragraph 1.
- 4 When the number of abstentions, and blank or null and void ballot papers exceeds half the number of votes cast (for, against and abstentions), consideration of the matter shall be deferred until a subsequent meeting, at which abstentions and blank or null and void ballot papers shall be disregarded.

### Article 20

#### Voting procedures

- 1 Votes shall be taken by the traditional system or by the electronic voting system. They shall normally be taken by the electronic system when that system is available to the assembly. However, in the case of a secret ballot, the traditional system may be used if one delegation, supported by a majority of the delegations present and voting, so requests.
- 2 For the traditional system, the methods of voting shall be as follows:
  - a by show of hands. If there is doubt about the result of such a vote, the Chairman, if he so wishes or if a delegation so requests, may arrange for a roll-call vote on the same question;
  - b by roll-call, at the request of a delegation or if so decided by the Chairman. The roll shall be called according to the French alphabetical order of the countries represented, beginning with the country whose name is drawn by lot by the Chairman. The result of the vote together with a list of the countries grouped according to the way they voted, shall be included in the minutes of the meeting;
  - c by secret ballot, using ballot papers, if requested by two delegations. In this case, the Chairman of the meeting shall appoint three tellers and make the necessary arrangements for the holding of a secret ballot.
- 3 For the electronic system, the methods of voting shall be as follows:
  - a non-recorded vote: it replaces a vote by show of hands;
  - b recorded vote: it replaces a roll-call vote; however, the names of the countries shall not be called unless one delegation, supported by a majority of the delegations present and voting, so requests;
  - c secret ballot: it replaces the secret ballot by ballot papers.
- 4 Once the voting has begun, no delegation may interrupt it, except to raise a point of order relating to the way in which the vote is being taken.
- 5 After the vote, the Chairman may permit delegates to explain why they voted as they did.

### Article 21

#### Conditions of approval of proposals

- 1 To be adopted, proposals involving amendments to the Acts must:
  - a in the case of the Constitution, be approved by at least two-thirds of the member countries of the Union;
  - b in the case of the General Regulations, be approved by a majority of the member countries represented in Congress; two-thirds of the member countries of the Union shall be present when the vote is taken;

- c in the case of the Convention and its Detailed Regulations, be approved by a majority of the member countries present and voting;
  - d in the case of the Agreements and their Detailed Regulations, be approved by a majority of the member countries present and voting which are parties to the Agreements.
- 2 Procedural matters which cannot be settled by common consent shall be decided by a majority of the member countries present and voting. The same shall apply to decisions not concerning changes in the Acts, unless Congress decides otherwise by a majority of the member countries present and voting.
  - 3 Subject to article 19, paragraph 4, "member countries present and voting" means member countries voting "for" or "against", abstentions being ignored in counting the votes required to constitute a majority as well as blank or null and void ballot papers in the case of a secret ballot.
  - 4 In the event of a tie, a proposal shall be regarded as rejected.

#### Article 22

##### Election of the members of the Executive Council or the Consultative Council for Postal Studies

In order to decide between countries which have obtained the same number of votes in elections of members of the Executive Council or the Consultative Council for Postal Studies, the Chairman shall draw lots.

#### Article 23

##### Election of the Director-General and the Deputy Director-General of the International Bureau

- 1 The elections of the Director-General of the International Bureau and of the Deputy Director-General shall take place by secret ballot successively at one or more meetings held on the same day. The candidate who obtains a majority of the votes cast by the member countries present and voting shall be elected. As many ballots shall be held as are necessary for a candidate to obtain this majority.
- 2 "Member countries present and voting" shall mean member countries voting for one of the candidates whose applications have been announced in due and proper form, abstentions and blank or null and void ballot papers being ignored in counting the votes required to constitute a majority.
- 3 If the number of abstentions and blank or null and void ballot papers exceeds half the number of votes cast in accordance with paragraph 2, the election shall be deferred to a later meeting, at which abstentions and blank or null and void ballot papers shall no longer be taken into account.
- 4 The candidate who obtains the least number of votes in any one ballot shall be eliminated.
- 5 In the event of a tie, an additional ballot, and if necessary a second additional ballot shall be held in an attempt to decide between the tying candidates, the vote relating only to these candidates. If the result is inconclusive, the election shall be decided by drawing lots. The lots shall be drawn by the Chairman.

#### Article 24

##### Minutes

- 1 The minutes of the meetings of Congress and Committees shall record the course of the meetings, briefly summarize speeches, and mention proposals and the outcome of the debates. Minutes shall be prepared of the plenary meetings and summarized minutes of the Committee meetings.
- 2 The minutes of Committee meetings may be replaced by reports to Congress if Congress so decides. As a general rule, working parties shall prepare a report for the body that set them up.

## Rules of Procedure of Congresses

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3 Each delegate, however, shall be entitled to ask for any statement made by him to be included in the minutes or in the report either verbatim or in summary form, provided the French text is handed to the Secretariat not later than two hours after the end of the meeting.

4 Delegates shall be allowed a period of twenty-four hours, from the moment when the draft minutes or the draft report are distributed, in which to make their comments to the Secretariat, which, if necessary, shall act as an intermediary between the party concerned and the Chairman of the meeting in question.

5 As a general rule and subject to the provisions of paragraph 4, at the beginning of each meeting of Congress, the Chairman shall submit the minutes of a previous meeting for approval. The same shall apply in regard to those Committees whose proceedings are recorded in the form of minutes or a report. The minutes or reports of the last meetings which it has not been possible to approve in Congress or in a Committee shall be approved by the respective Chairmen of the meetings. The International Bureau shall also take account of any comments received from delegates of member countries within forty days of the dispatch of the minutes to them.

6 The International Bureau shall be authorized to correct in the minutes or reports of meetings of Congress and Committees any material errors which were not brought to light when the minutes were approved in accordance with paragraph 5.

### Article 25

#### Approval by Congress of draft decisions (Acts, resolutions, etc)

1 As a general rule, each draft Act submitted by the Drafting Committee shall be studied article by article. It can only be regarded as adopted after an overall favourable vote. Article 21, paragraph 1, shall apply to such a vote.

2 During this study, any delegation may reopen a proposal which has been carried or rejected in Committee. An appeal relating to a rejected proposal shall be subject to the delegation's having notified the Chairman of Congress accordingly, in writing, at least one day before the meeting at which the relevant provisions of the draft Act is to be submitted to Congress for approval.

3 Nonetheless, it shall always be possible, if the Chairman considers it desirable for the progress of Congress work, to consider appeals before considering the draft Acts submitted by the Drafting Committee.

4 When a proposal has been adopted or rejected by Congress, it can only be reconsidered by the same Congress if the appeal has been supported by at least ten delegations and approved by a two-thirds majority of the members present and voting. This possibility is limited to proposals submitted direct to plenary meetings, it being understood that a single question cannot give rise to more than one appeal.

5 The International Bureau shall be authorized to correct in the final Acts any material errors which have not come to light during the study of the draft Acts, the numbering of articles and paragraphs and references.

6 Paragraphs 2 to 5 shall also apply to draft decisions other than draft Acts (resolutions, formal opinions, etc).

### Article 26

#### Reservations to Acts

Reservations must be submitted in writing in French (proposals concerning the Final Protocol), in order that they may be considered by Congress before the signing of Acts.

**Article 27**

**Signature of Acts**

Acts finally approved by Congress shall be submitted to the plenipotentiaries for signature.

**Article 28**

**Amendment of the Rules**

1 Each Congress may amend the Rules of Procedure. In order to be accepted for discussion, proposals to amend the present Rules, unless submitted by a UPU body empowered to put forward proposals, shall be supported in Congress by at least ten delegations.

2 To be adopted, proposals for amendments to the present Rules must be approved by at least two-thirds of the member countries represented in Congress.

## UNIVERSAL POSTAL CONVENTION

### CONTENTS

#### Part I

Rules applicable in common throughout the international postal service

#### Chapter I

##### General provisions

##### Art

- 1 Freedom of transit
- 2 Failure to give freedom of transit
- 3 Land transit without the participation of the services of the country crossed
- 4 Temporary suspension and resumption of services
- 5 Ownership of postal items
- 6 Creation of new service
- 7 Charges
- 8 Monetary standard. Equivalents
- 9 Postage stamps
- 10 Forms
- 11 Postal identity cards
- 12 Settlement of accounts
- 13 Undertakings regarding penal measures

#### Chapter II

##### Exemption from postal charges

- 14 Exemption from postal charges
- 15 Exemption from postal charges on letter-post items relating to the postal service
- 16 Exemption from postal charges of items which concern prisoners of war and civilian internees
- 17 Exemption of literature for the blind from postal charges



Convention

---

Part II

Provisions concerning the letter post

Chapter I

General provisions

Art

- 18 Letter-post items
- 19 Postage charges and limits of weight and size. General conditions
- 20 Standardized items
- 21 Perishable biological substances. Radioactive materials
- 22 Items wrongly admitted
- 23 Posting abroad of letter-post items
- 24 Special charges
- 25 Charge on items posted after the latest time for posting. Charge on items posted outside normal counter opening hours. Charge for collection at the sender's address. Charge for withdrawal outside normal counter opening hours. Poste restante charge. Charge for delivery of small packets
- 26 Storage charge
- 27 Payment of postage
- 28 Methods of denoting prepayment
- 29 Prepayment of letter-post items on board ship
- 30 Charge on unpaid or underpaid correspondence
- 31 International reply coupons
- 32 Express items
- 33 Withdrawal from the post. Alteration or correction of address at the sender's request
- 34 Redirection
- 35 Undeliverable items. Return to country of origin or to sender
- 36 Prohibitions
- 37 Customs control
- 38 Presentation to customs charge
- 39 Customs duty and other fees
- 40 Items for delivery free of charges and fees
- 41 Cancellation of customs duty and other fees
- 42 Inquiries

Chapter II

Registered items and insured letters

- 43 Admission of registered items
- 44 Charges on registered items
- 45 Admission of insured letters
- 46 Insured letters. Insured value
- 47 Charges on insured letters
- 48 Advice of delivery
- 49 Delivery to the addressee in person

**Chapter III****Liability****Art**

- 50 Principle and extent of liability of postal administrations. Registered items
- 51 Principle and extent of liability of postal administrations. Insured letters
- 52 Non-liability of postal administrations. Registered items
- 53 Non-liability of postal administrations. Insured letters
- 54 Sender's liability
- 55 Apportionment of liability between postal administrations. Registered items
- 56 Apportionment of liability between postal administrations. Insured letters
- 57 Payment of indemnity
- 58 Reimbursing the administration which paid the indemnity
- 59 Possible recovery of the indemnity from the sender or the addressee

**Chapter IV****Allocation of charges. Transit charges and terminal dues**

- 60 Allocation of charges
- 61 Transit charges
- 62 Terminal dues
- 63 Exemption from transit charges and terminal dues
- 64 Extraordinary services
- 65 Accounting for transit charges and terminal dues
- 66 Exchange of closed mails with military units placed at the disposal of the United Nations and with warships or military aircraft

**Part III****Air conveyance of letter-post items****Chapter I****General provisions**

- 67 Airmail correspondence
- 68 Aerogrammes
- 69 Surcharged and unsurcharged airmail correspondence
- 70 Air surcharges
- 71 Combined charges
- 72 Methods of denoting prepayment
- 73 Unpaid or underpaid surcharged airmail correspondence
- 74 Routing of airmail correspondence and airmails in transit
- 75 Priority treatment of airmails
- 76 Redirection of airmail correspondence
- 77 Return to origin of airmail correspondence

Convention

---

Chapter II

Air conveyance dues

Art

- 78 General principles
- 79 Basic rates and calculation of air conveyance dues relating to closed mails
- 80 Calculation of and accounting for air conveyance dues for airmail correspondence sent in transit à découvert
- 81 Amendments to dues for air conveyance in the interior of the country of destination and for airmail correspondence in transit à découvert
- 82 Payment of air conveyance dues
- 83 Air conveyance dues for diverted or misrouted mails or bags
- 84 Air conveyance dues for mail lost or destroyed

Part IV

Final provisions

- 85 Conditions of approval of proposals concerning the Convention and its Detailed Regulations
- 86 Entry into force and duration of the Convention

FINAL PROTOCOL TO THE UNIVERSAL POSTAL CONVENTION

Art

- I. Ownership of postal items
- II. Exception to the exemption of literature for the blind from postal charges
- III. Equivalents. Maximum limits
- IV. Ounce and pound avoirdupois
- V. Exception concerning the dimensions of items in envelopes
- VI. Small packets
- VII. Posting abroad of letter-post items
- VIII. International reply coupons issued before 1 January 1975
- IX. Withdrawal from the post. Alteration or correction of address
- X. Special charges
- XI. Articles subject to customs duty
- XII. Extent of liability of postal administrations
- XIII. Payment of indemnity
- XIV. Special transit charges for conveyance in transit by the Trans-Siberian and via Lake Nasser
- XV. Special transit conditions for Panama (Rep)
- XVI. Special transit conditions for Afghanistan
- XVII. Special storage charges at Panama
- XVIII. Exceptional air surcharge
- XIX. Extraordinary services
- XX. Compulsory routing indicated by the country of origin
- XXI. Routing of closed airmails
- XXII. Date of application of the new monetary unit for the general liquidation accounts
- XXIII. Application of the transit charges and terminal dues rates
- XXIV. Application of postage rates
- XXV. Application of air conveyance rates

**Note by the International Bureau**

In application of the Convention, article 8, paragraph 1, the amounts shown in gold francs are convertible into Special Drawing Rights (SDRs) by applying the linking coefficient of 3.081 gold francs = 1 SDR ratified by resolution C 29 of the 1979 Rio de Janeiro Congress.

**UNIVERSAL POSTAL CONVENTION**

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, paragraph 3, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have by common consent and subject to article 25, paragraph 3, of the Constitution drawn up in this Convention the rules applicable in common throughout the international postal service and the provisions concerning the letter-post services.

**Part I****Rules applicable in common throughout the international postal service****Chapter I****General provisions****Article 1****Freedom of transit**

1 Freedom of transit, the principle of which is set forth in article 1 of the Constitution, shall carry with it the obligation for each postal administration to forward always by the quickest routes which it uses for its own items, closed mails and à découvert letter-post items which are passed to it by another administration. This obligation shall also apply to airmail correspondence, whether or not the intermediate postal administrations take part in reforwarding it.

2 Member countries which do not participate in the exchange of letters containing perishable biological substances or radioactive substances shall have the option of not admitting these items in transit à découvert through their territory. The same shall apply to the items referred to in article 36, paragraph 8.

3 Member countries not providing the insured letters service or not accepting liability for insured letters carried by their sea or air services shall nonetheless be bound to forward, by the quickest route, closed mails passed to them by other administrations, but their liability shall be limited to that laid down for registered items.

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

5 Freedom of transit for air parcels shall be guaranteed throughout the territory of the Union. Nevertheless, member countries which are not parties to the Postal Parcels Agreement shall not be required to forward air parcels by surface.

6 Member countries which are parties to the Postal Parcels Agreement but which do not provide an insured parcels service or which do not accept liability for insured items carried by their sea or air services, shall nonetheless be bound to forward, by the quickest route, closed mails passed to them by other administrations, but their liability shall be limited to that laid down for uninsured parcels of the same weight.

Convention

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Article 2

Failure to give freedom of transit

When a member country fails to observe the provisions of article 1 of the Constitution and of article 1 of the Convention regarding freedom of transit, postal administrations of other member countries may discontinue their postal service with that country. They shall give prior notice of this step to the administrations concerned by telegram, and inform the International Bureau of the fact.

Article 3

Land transit without the participation of the services of the country crossed

The conveyance of mail in transit through a country without the participation of the services of that country shall be subject to the prior authorization of the country crossed. This form of transit shall not involve the liability of the latter country.

Article 4

Temporary suspension and resumption of services

1 When, owing to exceptional circumstances, a postal administration is obliged to suspend temporarily its services wholly or in part, it shall announce the fact immediately, if need be by telegraph or telex, to the administration or administrations concerned. It shall do likewise when the suspended services are resumed.

2 The International Bureau must be notified of the suspension or resumption of services if a general announcement is considered necessary. If necessary, the International Bureau shall notify administrations by telegram or telex.

Article 5

Ownership of postal items

A postal item shall remain the property of the sender until it is delivered to the rightful owner, except when the item has been seized in pursuance of the legislation of the country of destination.

Article 6

Creation of new services

Administrations may by mutual consent create a new service not expressly provided for in this Convention. Charges for a new service shall be laid down by the administration concerned, having regard to the expenses of operating the service.

Article 7

Charges

1 The charges for the various international postal services shall be laid down in the Convention and the Agreements.

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

Article 8

Monetary standard. Equivalents

- 1 The monetary unit used in the Convention and the Agreements as well as in their Detailed Regulations shall be the gold franc laid down in article 7 of the Constitution convertible into the International Monetary Fund (IMF) accounting unit, which is at present the Special Drawing Right (SDR).
- 2 Union member countries shall be entitled to choose, by mutual agreement, another monetary unit or one of their national currencies for preparing and settling accounts.
- 3 In each member country, the charges shall be fixed on the basis of the closest possible equivalent of the SDR in the currency of that country.
- 4 Union member countries whose currency exchange rates in relation to the SDR are not calculated by the IMF or which are not members of that specialized agency shall be requested to declare unilaterally an equivalence between their currencies and the SDR.
- 5 Each postal administration shall be free to round its charges up or down, whichever is best adapted to its monetary system.
- 6 Postal administrations shall not be bound to amend the equivalents of the charges prescribed in the Convention and in the Agreements or the sales price of international reply coupons when, as a result of fluctuations in the equivalent used to establish charges in accordance with the present article, the limits authorized by the Convention are not exceeded by more than 15 percent.

Article 9

Postage stamps

Postage stamps for denoting payment of postage shall be issued by postal administrations only.

Article 10

Forms

- 1 The texts, colours and dimensions of forms shall be prescribed in the Detailed Regulations of the Convention and of the Agreements.
- 2 Forms for the use of administrations in their relations with one another shall be drawn up in French with or without interlinear translation, unless the administrations concerned arrange otherwise by direct agreement.
- 3 Forms for the use of the public shall bear an interlinear translation in French when they are not printed in that language.

Article 11

Postal identity cards

- 1 Each postal administration may issue to persons who apply for them postal identity cards valid as proof of identity for postal transactions effected in member countries which have not announced their refusal to recognize them.
- 2 The administration which issues a card shall be authorized to collect, on this account, a charge which may not exceed 5 francs.
- 3 Administrations shall be relieved of all liability when it is established that the delivery of a postal item or the payment of a monetary article was effected on presentation of a genuine card. Moreover, they shall not be liable for consequences arising from the loss, theft or fraudulent use of a genuine card.

## Convention

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- 4 A card shall be valid for a period of five years from the date of issue. Nevertheless, it shall cease to be valid:
- a when the appearance of the holder is altered to such an extent that it no longer corresponds to the photograph or to the description;
  - b when it is damaged in such a way that it is no longer possible to check a particular entry concerning the holder;
  - c when it shows signs of forgery.

### Article 12

#### Settlement of accounts

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

### Article 13

#### Undertakings regarding penal measures

The Governments of member countries shall undertake to adopt, or to propose to the legislatures of their countries, the necessary measures:

- a for punishing the counterfeiting of postage stamps, even if withdrawn from circulation, of international reply coupons and of postal identity cards;
- b for punishing the use or uttering:
  - i of counterfeit postage stamps (even if withdrawn from circulation) or used postage stamps, as well as of counterfeit or used impressions of franking machines or printing presses;
  - ii of counterfeit international reply coupons;
  - iii of counterfeit postal identity cards;
- c for punishing the fraudulent use of genuine postal identity cards;
- d for prohibiting and suppressing all fraudulent operations of manufacturing and uttering adhesive stamps and stamped impressions in use in the postal services, counterfeited or imitated in such a manner that they could be mistaken for the adhesive stamps and stamped impressions issued by the postal administration of a member country;
- e for preventing and, if necessary, for punishing the insertion in postal items of narcotics and psychotropic substances, as well as explosive, flammable or other dangerous substances, where their insertion has not been expressly authorized by the Convention and the Agreements.

## Chapter II

### Exemption from postal charges

#### Article 14

##### Exemption from postal charges

Cases of exemption from postal charges shall be expressly laid down by the Convention and the Agreements.

#### Article 15

##### Exemption from postal charges on letter-post items relating to the postal service

Subject to article 69, paragraph 4, letter-post items relating to the postal service shall be exempt from all postal charges if they are:

- a sent by postal administrations or their offices;
- b exchanged between bodies of the Universal Postal Union and bodies of the Restricted Unions, between the bodies of those Unions or sent by such bodies to postal administrations or their offices.

## Article 16

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

1 Subject to article 69, paragraph 2, letter-post items, postal parcels and monetary articles addressed to or sent by prisoners of war, either direct or through the Information Bureaux and the Central Prisoner-of-War Information Agency provided for in articles 122 and 123 respectively of the Geneva Convention of 12 August 1949 relative to the treatment of prisoners of war, shall be exempt from all postal charges. Belligerents apprehended and interned in a neutral country shall be classed with prisoners of war proper so far as the application of the foregoing provisions is concerned.

2 Paragraph 1 shall apply to letter-post items, postal parcels and monetary articles originating in other countries and addressed to or sent by civilian internees as defined by the Geneva Convention of 12 August 1949 relative to the protection of civilian persons in time of war, either direct or through the Information Bureaux and the Central Information Agency prescribed in articles 136 and 140 respectively of that Convention.

3 The national Information Bureaux and the Central Information Agencies mentioned above shall also enjoy exemption from postal charges in respect of letter-post items, postal parcels and monetary articles which concern the persons referred to in paragraphs 1 and 2, which they send or receive, either direct or as intermediaries, under the conditions laid down in those paragraphs.

4 Parcels shall be admitted free of postage up to a weight of 5 kg. The weight limit shall be increased to 10 kg in the case of parcels the contents of which cannot be split up and of parcels addressed to a camp or the prisoners' representatives there ("*hommes de confiance*") for distribution to the prisoners.

## Article 17

## Exemption of literature for the blind from postal charges

Subject to article 69, paragraph 2, literature for the blind shall be exempt from postage, the special charges listed in article 24, paragraph 1, and the cash-on-delivery charge.

## Part II

## Provisions concerning the letter post

## Chapter I

## General provisions

## Article 18

## Letter-post items

Letter-post items shall consist of letters, postcards, printed papers, literature for the blind and small packets.

## Article 19

## Postage charges and limits of weight and size. General conditions

1 The postage charge for the conveyance of letter-post items throughout the entire extent of the Union as well as the limits of weight and size, shall be fixed in accordance with columns 1, 2, 3, 6 and 7 of the table below. The basic charges (col 3) may be increased by 100 percent (col 4) or reduced by 70 percent (col 5) at most. Except in the case provided for in article 25, paragraph 6, they shall cover delivery of the items to the place of address provided that this delivery service is operated in the country of destination for the items in question.



Convention

Category	Weight step	Basic charges	Charges upper limit (increase of 100%)	Charges lower limit (reduction of 70%)	Limits of weight	Limits of size	
1	2	3	4	5	6	7	
		c	c	c			
Letters	up to 20 g above 20 g up to 100 g above 100 g up to 250 g above 250 g up to 500 g above 500 g up to 1000 g above 1000 g up to 2000 g	75 180 360 690 1200 1950	180 380 720 1380 2400 3900	22.50 54 108 207 380 585	2 kg	<p>Maxima: length, width and depth combined: 900 mm but the greatest dimension may not exceed 600 mm with a tolerance of 2 mm. In roll form: length plus twice the diameter, 1040 mm, but the greatest dimension may not exceed 900 mm with a tolerance of 2 mm. Minima: to have a surface measuring not less than 90 x 140 mm, with a tolerance of 2 mm. In roll form: length plus twice the diameter: 170 mm but the greatest dimension may not be less than 100 mm.</p>	
Postcards		52.50	105	15.75			<p>Maxima: 105 x 148 mm, with a tolerance of 2 mm. Minima: 90 x 140 mm, with a tolerance of 2 mm. Length at least equal to the width multiplied by <math>\sqrt{2}</math> (approximate value 1.4)</p>
Printed papers	up to 20 g above 20 g up to 100 g above 100 g up to 250 g above 250 g up to 500 g above 500 g up to 1000 g above 1000 g up to 2000 g per additional step of 1000 g	37.50 82.50 180 270 450 630 315	75 165 300 540 900 1260 630	11.25 24.75 45 81 135 189 94.50	2 kg (for books and pamphlets: 5 kg; this limit of weight may be raised to 10 kg after agreement between the administrations concerned)		<p>Maxima: length, width and depth combined: 900 mm but the greatest dimension may not exceed 600 mm with a tolerance of 2 mm. In roll form: length plus twice the diameter, 1040 mm, but the greatest dimension may not exceed 900 mm with a tolerance of 2 mm. Minima: to have a surface measuring not less than 90 x 140 mm, with a tolerance of 2 mm. In roll form: length plus twice the diameter: 170 mm, but the greatest dimension may not be less than 100 mm.</p>
Literature for the blind	see article 17				7 kg		
Small packets	up to 100 g above 100 g up to 250 g above 250 g up to 500 g above 500 g up to 1000 g	82.50 180 270 450	165 300 540 900	24.75 45 81 135	1 kg		

2 Member countries may, exceptionally, modify the weight-step structure shown in paragraph 1, subject to the following conditions:

- a for any category, the minimum weight step shall be that shown in paragraph 1;
- b for any category, the last weight step shall not exceed the maximum weight shown in paragraph 1;
- c for any category, the charges for the weight steps adopted by a member country shall bear the same relation to one another as exist between the basic charges in the weight-step structure laid down in paragraph 1.

3 Exceptionally, member countries which have abolished postcards as a separate category of letter-post item in their internal service may apply to international service postcards the charge for letters.

4 Notwithstanding paragraphs 1 and 2, a, postal administrations may apply a first weight step of 50 g to printed papers.

5 Subject to article 8, paragraph 5, the charges adopted within the limits laid down in paragraph 1, shall as far as possible, bear the same relation to one another as the basic charges. Exceptionally, and within the limits prescribed in paragraph 1, each postal administration shall be free to apply to the charges for postcards, printed papers or small packets a rate of increase or reduction different from that which it applies to the charges for letters.

6 Each postal administration may allow a reduction of not more than 50 percent of the tariff for printed papers, for newspapers and periodicals published in its country, while reserving the right to restrict this reduction to newspapers and periodicals which fulfil the conditions required by internal regulations for transmission at the tariff for newspapers. This reduction shall not extend to commercial printed papers such as catalogues, prospectuses, price-lists, etc, no matter how regularly they are issued; the same shall apply to advertisements printed on sheets annexed to newspapers and periodicals.

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

8 The charge applicable to printed papers for the same addressee at the same address inserted in one or more special bags shall be calculated by weight steps of 1 kg up to the total weight of each bag. Administrations may allow a reduction in the charge of up to 10 percent for printed papers sent in special bags. These items shall not be subject to the limits of weight laid down in paragraph 1. However, they shall not exceed the maximum weight of 30 kg per bag.

9 The administration of origin may apply to non-standardized letters and printed papers in envelopes of the first weight step and to letters in the form of cards which do not meet the conditions laid down in article 20, paragraph 1, b, a charge which may not be higher than the charge relating to items of the second weight step. The administration of origin may also apply to letters and printed papers in envelopes weighing over 20 g, and which do not meet the other conditions laid down in article 20, paragraph 1, a charge which may not be higher than the charge for the weight step immediately above the step in which the item actually falls.

10 The combining of one item of articles on which different charges are payable shall be authorized on condition that the total weight does not exceed the maximum weight of the category whose rate is the highest. The charge applicable to the total weight of the item shall be that of the category with the highest rate.

11 The letter-post items sent on postal service as mentioned in article 15 shall not be subject to the limits of weight and size laid down in paragraph 1. However, they shall not exceed the maximum weight of 30 kg per bag.

12 Administrations may apply to letter-post items posted in their countries the maximum limit of weight laid down for articles of the same kind in their internal service provided that such items do not exceed the limit of weight mentioned in paragraph 1.

#### Article 20

##### Standardized items

1 In connection with the provisions of article 19, paragraph 1, rectangular items shall be considered standardized if their length is not less than their width multiplied by  $\sqrt{2}$  (approximate value 1.4) and if they satisfy, according to their presentation, the following conditions:

a for items in envelopes:

i items in ordinary envelopes:

minimum dimensions: 90 x 140 mm, with a tolerance of 2 mm;

maximum dimensions: 120 x 235 mm, with a tolerance of 2 mm;

maximum weight: 20 g;

maximum thickness: 5 mm;

## Convention

- in addition, the address shall be written on the envelope on the plain side which is not provided with a closing flap and in a rectangular area situated at least:
- 40 mm from the top edge of the envelope (tolerance 2 mm);
  - 15 mm from the right-hand edge;
  - 15 mm from the bottom edge;
  - and not more than 140 mm from the right-hand edge;
- ii items in envelopes with transparent panels:
- dimensions, weight and thickness of items in ordinary envelopes; in addition to the general conditions of admission set out in article 123 of the Detailed Regulations, such items shall satisfy the following conditions:
- the transparent panel shall be at least:
- 40 mm from the top edge of the envelope (tolerance 2 mm);
  - 15 mm from the right-hand edge;
  - 15 mm from the left-hand edge;
  - 15 mm from the bottom edge;
- the panel may not be bordered by a coloured band or frame;
- iii all items in envelopes:
- the sender's address, when it appears on the front, shall be placed in the top left-hand corner; this position shall also be assigned to service indications or labels, if any, which may be located beneath the sender's address; the items shall be closed by completely sticking down the sealing flap of the envelope;
- b for items in card form:
- dimensions and consistency of postcards;
- c for items mentioned in a and b:
- on the address side on which the address shall be written in the direction of the length a rectangular area 40 mm (-2 mm) in depth from the upper edge and 74 mm in width from the right-hand edge shall be reserved for affixing the postage stamp or stamps and the cancellation impression. Inside this area the postage stamps or franking impression shall be applied in the top right-hand corner.
- No wording or extraneous matter whatsoever may appear:
- below the address,
  - to the right of the address, from the franking and cancelling area to the bottom edge of the item,
  - to the left of the address, in an area at least 15 mm wide and running from the first line of the address to the bottom edge of the item,
  - in an area 15 mm high starting from the bottom edge of the item and 140 mm long starting from the right-hand edge of the item. This area may be partly identical with those defined above.
- 2 The following items shall not be considered standardized:
- folded cards;
  - items closed by means of staples, metal eyelets or hook fastenings;
  - punched cards sent unenclosed (without an envelope);
  - items whose envelopes are made of material which has fundamentally different physical properties from paper (except from the material used for making the panel of window envelopes);
  - items containing articles causing protrusions;
  - folded letters sent unenclosed (without an envelope) which are not closed on all sides and which are not rigid enough for mechanical processing.

## Article 21

### Perishable biological substances. Radioactive materials

- 1 Perishable biological substances and radioactive materials made up and packed in accordance with the respective provisions of the Detailed Regulations shall be subject to the tariff for letters and to registration. Their admission shall be restricted to those member countries whose postal administrations have declared their willingness to admit such items, whether reciprocally or in one direction only. Such substances shall be forwarded by the quickest route, normally by air, subject to payment of the corresponding air surcharges.
- 2 Furthermore, perishable biological substances may be exchanged only between officially recognized qualified laboratories, while radioactive materials may be posted only by duly authorized senders.

## Article 22

## Items wrongly admitted

1 Apart from the exceptions provided for in the Convention and its Detailed Regulations, items not fulfilling the conditions laid down in articles 19 and 21 and the Detailed Regulations shall not be admitted. Such items which have been wrongly admitted shall be returned to the administration of origin. Nevertheless, the administration of destination shall be authorized to deliver them to the addressees. In that event it shall collect on them, as necessary, the charges prescribed for the category of the letter post to which they belong by reason of their method of closure, contents, weight or size. Items of which the weight exceeds the maximum limits laid down in article 19, paragraph 1, may be charged according to their actual weight.

2 Paragraph 1 shall apply by analogy to items coming within the provisions of article 36, paragraphs 2 and 3.

3 Items containing the other articles prohibited by article 36 which have been wrongly admitted to the post shall be dealt with according to the provisions of that article.

## Article 23

## Posting abroad of letter-post items

1 A member country shall not be bound to forward or deliver to the addressee letter-post items which senders resident in its territory post or cause to be posted in a foreign country with the object of profiting by the lower charges in force there. The same shall apply to such items posted in large quantities, whether or not such postings are made with a view to benefiting from lower charges.

2 Paragraph 1 shall be applied without distinction both to correspondence made up in the country where the sender resides and then carried across the frontier and to correspondence made up in a foreign country.

3 The administration concerned may either return its items to origin or charge postage on the items at its internal rates. If the sender refuses to pay the postage, the items may be disposed of in accordance with the internal legislation of the administration concerned.

4 A member country shall not be bound to accept, forward or deliver to the addressees letter-post items which senders post or cause to be posted in large quantities in a country other than the country where they reside. The administration concerned may send back such items to origin or return them to the senders without repaying the prepaid charge.

## Article 24

## Special charges

1 The charges prescribed in the Convention which are collected in addition to the postage charges mentioned in article 19 shall be known as "special charges". Their amount shall be fixed in accordance with the indications in the table below.

Description of charge	Amount	Observations
1	2	3
a Charge on items posted after the latest time for posting (article 25, paragraph 1)	Same charge as in internal service	
b Charge on items posted outside normal counter opening hours (article 25, paragraph 2)	Same charge as in internal service	

Convention

Description of charge	Amount	Observations
1	2	3
c Charge for collection at the sender's address (article 25, paragraph 3)	Same charge as in internal service	
d Charge for withdrawal outside normal counter opening hours (article 25, paragraph 4)	Same charge as in internal service	
e Poste restante charge (article 25, paragraph 5)	Same charge as in internal service	
f Charge for delivery to the addressee of a small packet exceeding 500 g (article 25, paragraph 6)	60 centimes at most	This charge may be increased by 30 centimes at most when the item is delivered to the place of address
g Storage charge (article 25)	Charge collected at the rate laid down by internal legislation for any letter-post item weighing more than 500 g except literature for the blind	
h Charge on unpaid or underpaid unregistered items (article 30, paragraphs 1 and 2)	Charge adopted for letters in the first weight step by the country of delivery multiplied by the ratio between the amount of deficient postage and the same charge adopted by the country of origin; to this charge shall be added a handling charge of 1 franc at most or the charge prescribed by internal legislation	The delivering administration may, if it so wishes, collect only the handling charge
i Express charge (article 32, paragraphs 2, 3 and 6)	Charge which may not be less than the amount of postage payable on an unregistered single rate letter and not more than 5 francs	For each bag containing the items mentioned in article 19, paragraph 8, administrations shall collect, instead of the charge per item, a bulk charge not exceeding five times the charge per item. When express delivery involves special demands an additional charge may be levied in accordance with the provisions governing items of the same kind in the internal service. If the addressee asks for express delivery, the charge of the internal service may be collected
j Charge for a request for withdrawal from the post or alteration of address (article 33, paragraph 2)	4 francs at most	
k Charge for a request for redirection (article 34, paragraph 3)	Same charge as in internal service	
l Charge for redirection or return (article 34, paragraph 4, and article 35, paragraph 8)	Same charge as in internal service	
m Presentation to customs charge (article 38)	8 francs at most	For each bag containing the items mentioned in article 19, paragraph 8, administrations shall collect, instead of the charge per item, a bulk charge not exceeding 10 francs
n Charge collected for delivery of an item free of charges and fees (article 40, paragraphs 3, 4 and 5)	<p>i Charge not exceeding 3 francs collected by the administration of origin</p> <p>ii Additional charge not exceeding 4 francs per request made after posting, collected by the administration of origin</p> <p>iii Commission charge not exceeding 3 francs collected for the benefit of the administration of destination</p>	

Description of charge	Amount	Observations
1	2	3
o Inquiry charge (article 42, paragraph 4)	2 francs at most	
p Registration charge (article 44, paragraphs 1, b, and 2, and article 47, paragraphs 1, b, and 2)	4 francs at most	i For each bag containing the items mentioned in article 19, paragraph 8, administrations shall collect, instead of the charge per item, a bulk charge not exceeding five times the amount of the charge per item ii In addition to the charge per item or bulk charge, administrations may collect, from the sender or from the addressee, special charges in accordance with their internal legislation, to take account of any exceptional security measures taken with regard to registered items and insured letters
q Insurance charge (article 47, paragraph 1, c)	At most 1 franc for each 200 francs of insured value or fraction thereof or 1/2 percent of the scale of the insured value, whatever the country of destination, even in countries which undertake to cover risks of force majeure	
r Charge for cover against risks due to force majeurs (article 44, paragraph 3)	40 centimes at most for each registered item	
s Advice of delivery charge (article 48, paragraph 1)	3 francs at most	
t Charge for delivery to the addressee in person (article 48, paragraph 1)	50 centimes at most	

2 Member countries whose internal service charges are higher than those which are fixed in paragraph 1 shall be authorized to apply them also in the international service.

#### Article 25

Charge on items posted after the latest time for posting. Charge on items posted outside normal counter opening hours. Charge for collection at the sender's address. Charge for withdrawal outside normal counter opening hours. Poste restante charge. Charge for delivery of small packets

- 1 Administrations shall be authorized to collect from the sender an additional charge, according to the provisions of their legislation, for items handed over for dispatch after the latest time for posting.
- 2 Administrations shall be authorized to collect from the sender an additional charge, according to their legislation, for items posted at the counter outside normal opening hours.
- 3 Administrations shall be authorized to collect from the sender an additional charge, according to their legislation, for items collected by them from the sender's address.
- 4 Administrations shall be authorized to collect from the addressee an additional charge, according to their legislation, for items withdrawn at the counter outside normal opening hours.
- 5 Administrations of countries of destination may collect on items addressed poste restante the special charge, if any, prescribed by their legislation for items of the same kind in their internal service.
- 6 Administrations of countries of destination shall be authorized to collect on each small packet exceeding the weight of 500 grammes delivered to the addressee, the special charge laid down in article 24, paragraph 1, f.

## Convention

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### Article 26

#### Storage charge

The administration of destination shall be authorized to collect, according to its legislation, a storage charge for any letter-post item weighing more than 500 grammes of which the addressee has not taken delivery within the period during which the item is held at his disposal free of charge. This charge shall not apply to literature for the blind.

### Article 27

#### Payment of postage

- 1 As a general rule, items mentioned in article 18, with the exception of those which are dealt with in articles 15 to 17, shall be fully prepaid by the sender.
- 2 The administration of the country of origin may return unpaid or underpaid letter-post items to the sender for the letter to make up the postage himself.
- 3 The administration of origin may also itself undertake to prepay underpaid letter-post items or make up the postage on underpaid items and collect the missing amount from the sender.
- 4 If the administration of origin does not apply any of the options provided for in paragraphs 2 and 3 or if the postage cannot be made up by the sender, unpaid or underpaid letters and postcards shall still be forwarded to the country of destination. Other unpaid or underpaid items may also be forwarded.
- 5 Items properly paid for their first transmission and on which the supplementary charge has been paid before their redirection shall be considered as duly prepaid.

### Article 28

#### Methods of denoting prepayment

- 1 Prepayment shall be denoted by means of any of the following methods:
  - a postage stamps, valid in the country of origin, printed or affixed;
  - b impressions of officially approved franking machines operating under the direct supervision of the postal administration;
  - c impressions made by a printing press or other printing or stamping process when such system is authorized by the regulations of the administration of origin;
  - d inscription "*Abonnement-poste*" followed by an indication showing that postage has been paid, eg "*Taxe perçue*" (TP), for newspapers or packets of newspapers and periodicals sent under the Subscriptions to Newspapers and Periodicals Agreement, provided that such inscription and indication is made in one of the ways laid down in subparagraph c.
- 2 Prepayment of printed papers for the same addressee at the same address which are inserted in a special bag shall be denoted by one of the methods referred to in paragraph 1 and the total amount shown on the address label on the bag.

Article 29

Prepayment of letter-post items on board ship

- 1 Items posted on board ship at the two terminal points of the voyage or at any intermediate port of call shall be prepaid by means of postage stamps and according to the rates of the country in whose waters the ship is lying.
- 2 If the items are posted on board on the high seas, they may be prepaid, in the absence of special agreement between the administrations concerned, by means of the postage stamps and according to the rates of the country to which the ship appertains or is under contract. Items prepaid in this way must be handed over to the post office at the port of call as soon as possible after the arrival of the ship.

Article 30

Charge on unpaid or underpaid correspondence

- 1 An administration of origin that itself undertakes to prepay unpaid letter-post items or make up the postage on underpaid items and collect the missing amount from the sender, shall also be authorized to collect from the sender the handling charge laid down in article 24, paragraph 1, h.
- 2 Where paragraph 1 is not applied, unpaid or underpaid items shall be liable to the special charge, payable by the addressee or, in the case of returned items, by the sender, laid down in article 24, paragraph 1, h.
- 3 Registered items and insured letters shall be regarded on arrival as duly prepaid.

Article 31

International reply coupons

- 1 Postal administrations shall be permitted to sell international reply coupons issued by the International Bureau and to limit their sale in accordance with their internal legislation.
- 2 The value of the reply coupon shall be 1.50 francs and the selling price fixed by the administrations concerned may not be less than this value.
- 3 Reply coupons shall be exchangeable in any member country for one or more postage stamps representing the minimum postage prepayable on an unregistered letter sent abroad by surface mail. If the regulations of the administration of the country of exchange permit, reply coupons shall also be exchangeable for postal stationery. When a sufficient number of reply coupons are presented, administrations shall be required to supply the postage stamps necessary for the minimum postage prepayable on an unregistered letter for dispatch by air as a surcharged item.
- 4 The administration of a member country may, in addition, reserve the right to require the reply coupons and the items to be prepaid in exchange for those reply coupons to be presented at the same time.



Convention

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Article 32

Express items

- 1 In countries where the administration performs the service, letter-post items shall, at the sender's request, be delivered by special messenger as soon as possible after their arrival at the delivery office; however, as regards insured letters, the administration of destination may, where its regulations so provide, deliver by express an advice of arrival of the item and not the item itself.
- 2 These items, called "express", shall be subject, in addition to the postage, to the special charge laid down in article 24, paragraph 1, i. This charge shall be fully paid in advance.
- 3 When express delivery involves special demands on the administration of destination as regards either the situation of the addressee's address or the day or time of arrival at the office of destination, the delivery of the item and the possible collection of an additional charge shall be governed by the provisions relating to items of the same kind in the internal service.
- 4 Express items on which the total amount of the charges payable in advance has not been completely paid shall be delivered as ordinary mail unless they have been treated as express by the office of origin. In the latter event a charge shall be collected on them in accordance with article 30.
- 5 Administrations may confine themselves to making only one attempt at express delivery. If that attempt fails, the item may be treated as an ordinary item.
- 6 If the regulations of the administrations of destination permit, addressees may ask the delivery office to deliver to them by express immediately on arrival items which are intended for them. In that case the administration of destination shall be authorized to collect, on delivery, the charge that applies in its internal service.

Article 33

Withdrawal from the post. Alteration or correction of address at the sender's request

- 1 The sender of a letter-post item may have it withdrawn from the post, or have its address altered, so long as the item:
  - a has not been delivered to the addressee;
  - b has not been confiscated or destroyed by the competent authorities because of infringement of article 36;
  - c has not been seized by virtue of the legislation of the country of destination.
- 2 The request to be made to this effect shall be forwarded by post or by telegraph at the expense of the sender who shall pay, for each request, the special charge laid down in article 24, paragraph 1, j. If the request is to be forwarded by telegraph, the sender shall pay in addition the appropriate telegraph charge. If the item is still in the country of origin, the request for withdrawal from the post, or alteration or correction of address, shall be dealt with according to the legislation of that country.
- 3 If its legislation permits, each administration shall be bound to accept requests for withdrawal from the post or alteration of the address in respect of any letter-post item posted in the service of other administrations.
- 4 If the sender wishes to be informed by telegraph of the action taken by the office of destination on his request for withdrawal from the post or alteration of the address, he shall pay for this purpose the relative telegraph charge. If telegrams are used, the telegraph charge shall be that for a reply-paid telegram, calculated on a fifteen-word basis. When telex is used, the telegraph charge to the sender shall normally be the same amount as that charged for forwarding the request by telex.
- 5 The charges prescribed in paragraph 2 shall be levied only once for each request for withdrawal from the post or alteration of address involving several items posted at the same time, at the same office, by the same sender to the same addressee.
- 6 A request for simple correction of address (without alteration of the name or status of the addressee) may be made direct to the office of destination by the sender, that is to say, without compliance with the formalities and without payment of the special charge prescribed in paragraph 2.
- 7 An item shall be returned to origin by air following a request for withdrawal from the post when the sender undertakes to pay the corresponding air surcharge. When an item is redirected by air following a request for alteration of address, the corresponding air surcharge shall be collected from the addressee and shall remain the property of the delivering administration.

## Article 34

## Redirection

1 If an addressee changes his address, letter-post items shall be reforwarded to him forthwith, under the conditions prescribed in the internal service, unless the sender has forbidden redirection by means of a note on the address side in a language known in the country of destination. Nevertheless, reforwarding from one country to another shall be effected only if the items satisfy the conditions for the further conveyance. In the case of redirection by air, articles 76, paragraphs 2 to 5, of the Convention and 195 of the Detailed Regulations shall be applied.

2 Each administration may lay down a redirection period in accordance with that in force in its internal service.

3 Administrations which collect a charge for requests for redirection in their internal services shall be authorized to collect this same charge in the international service.

4 Apart from the exceptions provided for in the Detailed Regulations, no additional charge may be collected for the redirection of letter-post items from country to country. However, administrations which collect a charge for redirection of items in their internal service shall be authorized to collect this same charge on the international mail redirected within their own countries.

5 Letter-post items which are redirected shall be delivered to the addressees on payment of the charges incurred on departure, on arrival, or in course of transmission due to redirection after the first transmission, without prejudice to the payment of customs duty or other special charges which the country of destination does not cancel.

6 In the event of redirection to another country, the *poste restante* charge, the presentation to customs charge, the storage charge, the commission charge, the additional express charge and the charge for delivery of small packets to the addressees shall be cancelled.

## Article 35

## Undeliverable items. Return to country of origin or to sender

1 Items which it has not proved possible to deliver to the addressee for whatever reason, shall be considered as undeliverable items.

2 Undeliverable items shall be returned forthwith to the country of origin.

3 The period of retention for items held at the disposal of the addressees or addressed *poste restante* shall be fixed by the regulations of the administration of destination. As a general rule, however, this period may not exceed one month, except in particular cases where the administration of destination considers it necessary to extend it to a maximum of two months. Return to the country of origin shall be effected within a shorter period if the sender has requested it by a note on the address side in a language known in the country of destination.

4 Undeliverable items of the internal service shall be redirected abroad for return to the sender only if they satisfy the conditions for the further conveyance.

5 Postcards which do not bear the address of the sender shall not be returned. However, registered postcards shall always be returned.

6 The return to origin of undeliverable printed papers shall not be compulsory, unless the sender has asked for their return by means of a note on the item in a language known in the country of destination. Registered printed papers and books shall always be returned.

7 In the event of return to the country of origin by air, articles 77 of the Convention and 195 of the Detailed Regulations shall be applied.

8 Undeliverable letter-post items returned to the country of origin shall be delivered to senders according to the conditions laid down in article 34, paragraph 5. Such items shall not give rise to the collection of any additional charge, except for the exceptions provided for in the Detailed Regulations. However, administrations which collect a charge for return of items in their internal service shall be authorized to collect this same charge on the international mail returned to them.

## Convention

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### Article 36

#### Prohibitions

1 Letter-post items which, by their packing, may expose officials to danger or soil or damage other items or postal equipment shall not be admitted. Metal fasteners used for closing items shall not have sharp edges, nor shall they hamper the execution of the postal service.

2 Items other than registered letters in a closed envelope and insured letters may not contain coin, bank notes, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, manufactured or not, precious stones, jewels and other valuable articles.

3 Apart from the exceptions provided for in the Detailed Regulations, printed papers, literature for the blind and small packets:

a shall not bear any inscription or contain any document having the character of current and personal correspondence;

b shall not contain any postage stamp or form of prepayment, whether cancelled or not, or any paper representing a monetary value.

4 The insertion in letter-post items of the following articles shall be prohibited:

a articles which, by their nature may cause the dangers or damage mentioned in paragraph 1;

b narcotics and psychotropic substances;

c live animals, except:

i bees, leeches and silk-worms;

ii parasites and destroyers of noxious insects intended for the control of those insects and exchanged between officially recognized institutions;

however, the exceptions mentioned in i and ii shall not apply to insured letters;

d explosive, flammable or other dangerous substances; nevertheless, the perishable biological substances and radioactive substances mentioned in article 21 shall not come within this prohibition;

e obscene or immoral articles;

f articles of which the importation and circulation is prohibited in the country of destination.

5 Items containing articles mentioned in paragraph 4 which have been wrongly admitted to the post shall be dealt with according to the legislation of the country of the administration establishing their presence. Letters may not contain documents having the character of current and personal correspondence exchanged between persons other than the sender and the addressee or persons living with them. If the administration of the country of origin or destination discovers the presence of such documents, it shall deal with them according to its legislation.

6 Nevertheless, items containing articles mentioned in paragraph 4, b, d and e, shall in no circumstances be forwarded to their destination, delivered to the addressee or returned to origin. The administration of destination may deliver to the addressee the part of the contents which is not subject to a prohibition.

7 When an item wrongly admitted to the post is neither returned to origin nor delivered to the addressee, the administration of origin shall be notified without delay how it has been dealt with.

8 Moreover, the right of every member country shall be reserved to deny conveyance in transit à découvert over its territory to letter-post items, other than letters and postcards, which do not satisfy the legal requirements governing the conditions of their publication or circulation in that country. Such items shall be returned to the administration of origin.

### Article 37

#### Customs control

The postal administrations of the countries of origin and destination shall be authorized to submit letter-post items to customs control, according to the legislation of those countries, and, if necessary, to open them officially.

**Article 38**

**Presentation to customs charge**

Items submitted to customs control in the country of origin or of destination, as the case may be, may be subjected either for submission to Customs and customs clearance or for submission to Customs only, as a postal charge, to the special charge laid down in article 24, paragraph 1, m.

**Article 39**

**Customs duty and other fees**

Postal administrations shall be authorized to collect from the senders or addressees of items, as the case may be, the customs duty and all other fees which may be due.

**Article 40**

**Items for delivery free of charges and fees**

1 In the service between those member countries whose postal administrations have notified their agreement to that effect senders may, by means of a previous declaration at the office of origin, undertake to pay the whole of the charges and fees to which the items are subject on delivery. So long as an item has not been delivered to the addressee, the sender may ask after posting that the item be delivered free of charges and fees.

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

3 The administration of origin shall collect from the sender the charge provided for in article 24, paragraph 1, n, which it shall retain as payment for services rendered in the country of origin.

4 In the case of a request made after posting, the administration of origin shall also collect the additional charge laid down in article 24, paragraph 1, n, ii. If the request is to be forwarded by telegraph, the sender shall pay in addition the telegraph charge.

5 The administration of destination shall be authorized to collect on each item the commission charge laid down in article 24, paragraph 1, n, iii. This charge shall be independent of that prescribed in article 38. It shall be collected from the sender on behalf of the administration of destination.

6 Every administration may restrict to registered items and insured letters the service of delivery free of charges and fees.

**Article 41**

**Cancellation of customs duty and other fees**

Postal administrations shall undertake to seek from the appropriate services in their country cancellation of customs duty and other fees on items returned to origin, destroyed because of total damage to the contents or redirected to a third country.

## Convention

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### Article 42

#### Inquiries

- 1 Inquiries from users shall be entertained within a period of a year from the day after that on which the item was posted.
- 2 Each administration shall be bound to deal with inquiries within the shortest possible time.
- 3 Each administration shall be bound to accept inquiries relating to any item posted in the service of another administration.
- 4 Unless the sender has already paid the charge for an advice of delivery, the special charge laid down in article 24, paragraph 1, o, may be collected on each inquiry. If a request is made for transmission by telegraph, the telegraph charge for transmitting the inquiry and, where applicable, the reply shall be collected in addition to the inquiry charge. If telegrams are used for the reply, the telegraph charge shall be that for a reply-paid telegram, calculated on a fifteen-word basis. When telex is used, the telegraph charge to the sender shall normally be the same amount as that charged for forwarding the inquiry by telex.
- 5 If the inquiry relates to several items posted at the same time at the same office by the same sender and addressed to the same addressee, only one charge shall be collected. However, in the case of registered items or insured letters which had, at the sender's request, to be forwarded by different routes, a separate charge shall be collected for each of the routes used.
- 6 If the inquiry has been occasioned by a service error, the special charge referred to in paragraph 4 shall be refunded by the administration which collected it; however, in no case may this charge be demanded from the administration which is responsible for paying the indemnity.

## Chapter II

### Registered items and insured letters

#### Article 43

##### Admission of registered letters

- 1 The letter-post items specified in article 18 may be sent as registered items.
- 2 A receipt shall be handed over free of charge to the sender of a registered item at the time of posting.
- 3 If the internal legislation of the countries of origin and of destination allows, registered letters in closed envelopes may contain coin, bank notes, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, manufactured or not, precious stones, jewels and other valuable articles.

#### Article 44

##### Charges on registered letters

- 1 The charge on registered items shall be paid in advance. It shall be made up of:
  - a the postage charge, according to the category of item;
  - b the fixed registration charge laid down in article 24, paragraph 1, p.
- 2 In cases where exceptional security measures are required, administrations may collect the special charges provided for in article 24, paragraph 1, p.
- 3 Postal administrations prepared to cover risks of force majeure shall be authorized to collect the special charge laid down in article 24, paragraph 1, r.

Article 45

Admission of insured letters

- 1 Letters containing securities, valuable documents or articles and called "insured letters" may be exchanged with insurance of the contents for the value declared by the sender. This exchange shall be restricted to those member countries whose postal administrations have declared their willingness to admit such items, whether reciprocally or in one direction only.
- 2 A receipt shall be handed over free of charge to the sender of an insured letter at the time of posting.
- 3 Administrations shall take the necessary measures to provide, as far as possible, the insured letter service at every office in their countries.

Article 46

Insured letters. Insured value

- 1 In principle, the amount of the insured value shall be unlimited.
- 2 Nevertheless, every administration may limit the insured value, so far as it is concerned, to an amount which may not be less than 5000 francs, or to the amount adopted in its internal service if that amount is less than 5000 francs.
- 3 In the service between countries which have adopted different maxima, the lower limit shall be observed by both.
- 4 The insured value may not exceed the actual value of the contents of the item, but it shall be permissible to insure only part of that value; the amount of the insurance for papers whose value resides in the cost of their preparation may not exceed the cost of replacing the documents in case of loss.
- 5 Fraudulent insurance for a value greater than the actual value of the contents of an item shall be liable to the legal proceedings prescribed by the legislation of the country of origin.

Article 47

Charges on insured letters

- 1 The charge on insured letters shall be paid in advance. It shall be made up of:
  - a the ordinary postage charge;
  - b the fixed registration charge laid down in article 24, paragraph 1, p;
  - c the insurance charge laid down in article 24, paragraph 1, q.
- 2 In cases where exceptional security measures are required, administrations may collect the special charge provided for in article 24, paragraph 1, p, column 3, ii.

## Convention

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### Article 48

#### Advice of delivery

- 1 The sender of a registered item or insured letter may apply for an advice of delivery on payment at the time of posting of the charge laid down in article 24, paragraph 1, s. This advice of delivery shall be returned to him by the quickest route (air or surface).
- 2 When the sender inquires about an advice of delivery which he has not received within a normal period, neither a second charge nor the charge prescribed in article 42 for inquiries shall be collected.

### Article 49

#### Delivery to the addressee in person

- 1 In the service between those administrations which have given their consent, registered items and insured letters shall, at the sender's request, be delivered to the addressee in person. Administrations may agree to allow this option only for registered items and insured letters accompanied by an advice of delivery. In both cases, the sender shall pay the special charge laid down in article 24, paragraph 1, t.
- 2 Administrations shall make a second attempt to deliver such items only if there is a presumption that it will be successful.

## Chapter III

### Liability

#### Article 50

##### Principle and extent of liability of postal administrations. Registered items

- 1 Postal administrations shall be liable only for the loss of registered items. Their liability shall be as binding for items conveyed à découvert as for those forwarded in closed mails.
- 2 Total theft of or total damage to the contents of registered items shall be equated with the loss thereof, provided that the packing was recognized as sufficient to guarantee the contents effectively against accidental risks of theft or damage and that the irregularities in question were established before delivery of the item was taken by the addressee, or by the sender in the case of return to origin.
- 3 Administrations may undertake to cover also risks which may arise from a case of force majeure. They shall then be liable towards senders of items posted in their country for any loss due to a case of force majeure occurring at any time during transmission of the items, including redirection or return to origin.
- 4 If a registered letter is lost, the sender shall be entitled to an indemnity the amount of which shall be fixed at 80 francs per item. This amount may be raised to 300 francs for each special bag of printed papers such as are mentioned in article 19, paragraph 8, sent registered.
- 5 The sender may waive this right in favour of the addressee. The sender or the addressee may authorize a third person to receive the indemnity if internal legislation allows this.
- 6 Notwithstanding paragraph 4, the addressee shall be entitled to the indemnity after taking delivery of a totally rifled or totally damaged item. He may waive his rights in favour of the sender.
- 7 The administration of origin shall have the option of paying senders in its country the indemnities prescribed by its internal legislation for registered items, provided that they are not lower than those laid down in paragraph 4. However, the amounts laid down in paragraph 4 shall remain applicable:
  - i in the event of recourse against the administration liable;
  - ii if the sender waives his rights in favour of the addressee.

## Article 51

## Principle and extent of liability of postal administrations. Insured letters

1 Postal administrations shall be liable for the loss of, theft from or damage to insured letters, except as provided for in article 53. Their liability shall be as binding for letters conveyed à découvert as for those forwarded in closed mails.

2 Administrations may undertake to cover also risks which may arise from a case of force majeure. They shall then be liable towards senders of letters posted in their country for any loss, theft or damage due to a case of force majeure occurring at any time during transmission of the items, including redirection or return to origin.

3 The sender shall be entitled to an indemnity corresponding, in principle, to the actual amount of the loss, theft or damage; indirect loss or loss of profits shall not be taken into consideration. However, this indemnity may in no case exceed the amount of the insured value in gold francs. In case of redirection or return to origin by surface of an insured air letter, liability shall be limited, for the second journey, to that applicable to items sent by that route.

4 Notwithstanding paragraph 3, the addressee shall be entitled to the indemnity after delivery of a rifled or damaged insured letter.

5 The indemnity shall be calculated according to the current price, converted into gold francs, of articles of value of the same kind, at the place and time at which they were accepted for conveyance; failing a current price, the indemnity shall be calculated according to the ordinary value of articles whose value is assessed on the same basis.

6 When an indemnity is due for the loss, total theft or total damage of an insured letter, the sender, or, by application of paragraph 4, the addressee, shall also be entitled to repayment of the charges and fees paid, with the exception of the insurance charge which shall be retained in every case by the administration of origin.

7 The sender may waive his rights as prescribed in paragraph 3 in favour of the addressee. Conversely, the addressee may waive his rights as prescribed in paragraph 4 in favour of the sender. The sender or the addressee may authorize a third party to receive the indemnity if internal legislation allows this.

## Article 52

## Non-liability of postal administrations. Registered items

1 Postal administrations shall cease to be liable for registered items which they have delivered according either to the conditions laid down in their regulations for items of the same kind or to those set out in article 11, paragraph 3.

2 They shall not be liable:

i for the loss of registered items:

- a in cases of force majeure. The administration in whose service the loss occurred shall decide, according to the laws of its country, whether the loss is due to circumstances amounting to a case of force majeure; these circumstances shall be communicated to the administration of the country of origin if the latter administration so requests. Nevertheless, the administration of the dispatching country shall still be liable if it has undertaken to cover risks of force majeure (article 44, paragraph 3);
- b when they cannot account for items owing to the destruction of official records by force majeure, provided that proof of their liability has not been otherwise produced;
- c when the sender has made no inquiry within the period prescribed in article 42, paragraph 1;



## Convention

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- ii for registered items which, as notified by the administration of the country of destination, have been detained or seized under the legislation of that country;
  - iii for registered items confiscated or destroyed by the competent authority in the case of items whose contents fall within the prohibitions specified in article 36, paragraphs 2, 3, b, and 4;
  - iv for registered items which have suffered damage arising from the nature of the contents of the item.
- 3 Postal administrations shall accept no liability for customs declarations in whatever form these are made, nor for decisions taken by the Customs in accordance with article 36, paragraph 4, f, on examination of letter-post items submitted to customs control.

## Article 53

### Non-liability of postal administrations. Insured letters

- 1 Postal administrations shall cease to be liable for insured letters which they have delivered according either to the conditions laid down in their internal regulations for items of the same kind, or those set out in article 11, paragraph 3; liability shall, however, be maintained:
- a when theft or damage is discovered either before delivery or at the time of delivery of the item or when, internal legislation permitting, the addressee, or the sender if it is returned to origin, makes reservations in taking delivery of a rifled or damaged item;
  - b when the addressee or, in the case of return to origin, the sender, although having given a proper discharge, notifies the delivery administration without delay that he has found damage and furnishes proof that the theft or damage did not occur after delivery.
- 2 Postal administrations shall not be liable:
- i for the loss, theft or damage of insured letters:
    - a in case of force majeure. The administration in whose service the loss, theft or damage occurred shall decide according to the laws of its country, whether the loss, theft or damage was due to circumstances amounting to force majeure; these circumstances shall be communicated to the administration of the country of origin, if the latter administration so requests. Nevertheless, the administration of the dispatching country shall still be liable if it has undertaken to cover risks of force majeure (article 47, paragraph 1, c);
    - b when they cannot account for items owing to the destruction of official records by force majeure provided that proof of their liability has not been otherwise produced;
    - c when the damage has been caused by the fault or negligence of the sender or arises from the nature of the contents of the item;
    - d in the case of items whose contents fall within the prohibitions specified in article 36, paragraph 4, in so far as these items have been confiscated or destroyed by the competent authority because of their contents;
    - e in the case of items which have been fraudulently insured for a sum greater than the actual value of the contents;
    - f when the sender has made no inquiry within one year from the day after that on which the item was posted;
  - ii for insured letters seized under the legislation of the country of destination;
  - iii in the case of sea or air conveyance when they have made it known that they are unable to accept liability for insured letters on board the ships or aircraft used by them; they, nevertheless, shall assume in respect of the transit of insured letters in closed mails the liability which is laid down for registered items.
- 3 Postal administrations shall accept no liability for customs declarations, in whatever form these are made, nor for decisions taken by the Customs on examination of items submitted to customs control.

**Article 54**

**Sender's liability**

- 1 The sender of a letter-post item shall be liable, within the same limits as administrations themselves, for any damage caused to other postal items as a result of the dispatch of articles not acceptable for conveyance or by the non-observance of the conditions of acceptance, provided there has been no fault or negligence on the part of administrations or carriers.
- 2 The acceptance by the office of posting of such an item shall not relieve the sender of his liability.
- 3 An administration which finds damage that is due to the fault of the sender shall inform the administration of origin, whose responsibility it is to take action against the sender where appropriate.

**Article 55**

**Determination of liability between postal administrations. Registered items**

- 1 Until the contrary is proved, liability for the loss of a registered item shall rest with the postal administration which, having received it without comment and being furnished with all the prescribed means of inquiry, cannot prove either delivery to the addressee or, where appropriate, correct transfer to another administration.
- 2 Until the contrary is proved, and subject to paragraph 3, an intermediate administration or administration of destination shall be relieved of all liability:
  - a when it has observed article 4 and the provisions for inspection of mails and establishment of irregularities;
  - b when it can prove that it was not informed of the inquiry until after the destruction of the official records relating to the item in question, the period of retention prescribed in article 107 of the Detailed Regulations having expired; this reservation shall not prejudice the rights of the applicant;
  - c when, in the case of individual entry of registered items, correct delivery of the lost item cannot be proved because the administration of origin did not observe article 157, paragraph 1, of the Detailed Regulations concerning the detailed entry of registered items on the C 12 letter bill or on the C 13 special lists.
- 3 If, however, the loss occurs in course of conveyance without it being possible to establish in which country's territory or service it happened, the administrations concerned shall bear the loss equally.
- 4 When a registered item has been lost owing to force majeure, the administration in whose territory or service the loss occurred shall not be liable to the dispatching administration unless the two countries undertake to cover risks of force majeure.
- 5 Customs duty and other fees of which it has not been possible to secure cancellation shall be borne by the administrations liable for the loss.
- 6 An administration which has paid the indemnity shall take over the rights, up to the amount of the indemnity, of the person who has received it in any action which may be taken against the addressee, the sender or third parties.

**Article 56**

**Determination of liability between postal administrations. Insured letters**

- 1 Until the contrary is proved, liability shall rest with the postal administration which, having received the item without comment and being furnished with all the prescribed means of inquiry, cannot prove either delivery to the addressee or, where appropriate, correct transfer to another administration.

## Convention

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2 Until the contrary is proved, and subject to paragraphs 5, 8 and 9, an intermediate administration or administration of destination shall be relieved of all liability:

- a when it has observed the provisions of article 165 of the Detailed Regulations, on individual inspection of insured letters;
- b when it can prove that it was not informed of the inquiry until after the destruction of the official records relating to the item in question, the period of retention prescribed in article 107 of the Detailed Regulations having expired; this reservation shall not prejudice the rights of the applicant.

3 When the loss, theft or damage occurs in the service of an air carrier, the administration of the country which collects the conveyance dues in accordance with article 82, paragraph 1, shall reimburse the administration of origin for the indemnity paid to the sender, subject to paragraph 6 of this article. It shall be for the former administration to recover this amount from the air carrier in question. Where the administration of origin settles the conveyance dues direct with the air carrier in virtue of article 82, paragraph 2, it shall itself seek reimbursement of the indemnity from the air carrier.

4 Until the contrary is proved, an administration which has forwarded an insured letter to another administration shall be relieved of all liability if the office of exchange to which the item has been consigned has not sent to the dispatching administration, by the first available mail after inspection, a report stating either that the whole packet of insured articles or the particular item is missing or has been tampered with.

5 If the loss, theft, or damage occurs in course of conveyance without it being possible to establish in which country's territory or service it happened, the administrations concerned shall bear the loss equally; if, however, the theft or damage has been established in the country of destination or, in the case of return to sender, in the country of origin, it shall be for the administration of that country to prove:

- a that neither the packet, envelope or bag and its fastening, nor the wrapping and fastening of the item bore any apparent trace of theft or damage;
- b that the weight established at the time of posting has not varied.

When such proof has been furnished by the administration of destination or of origin, as the case may be, none of the other administrations concerned may repudiate its share of liability on grounds that it handed over the item without the next administration having made any objection.

6 The liability of an administration towards other administrations shall in no case exceed the maximum insured value that it has adopted.

7 When an insured letter has been lost, rifled or damaged as the result of force majeure, the administration in whose territorial jurisdiction or services the loss, theft or damage occurred shall not be liable to the administration of origin unless the two administrations undertake to cover risks of force majeure.

8 If the loss, theft or damage occurs in the territory or service of an intermediate administration which does not provide the insured letters service or which has adopted a maximum lower than the amount of the loss, the administration of origin shall bear the loss not covered by the intermediate administration under paragraph 6 of this article.

9 The rule laid down in paragraph 8 shall also apply in case of sea or air conveyance if the loss, theft or damage occurs in the service of an administration which does not accept liability (article 53, paragraph 2, iii).

10 Customs duty and other fees of which it has not been possible to secure cancellation shall be borne by the administrations liable for the loss, theft or damage.

11 An administration which has paid the indemnity shall take over the rights, up to the amount of the indemnity, of the person who has received it in any action which may be taken against the addressee, the sender or third parties.

## Article 57

### Payment of indemnity

1 Subject to the right of recourse against the administration which is liable, the obligation to pay the indemnity shall rest either with the administration of origin or, in the cases mentioned in article 50, paragraph 5, and in article 51, paragraph 7, with the administration of destination.

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

3 When the administration responsible for the payment does not undertake to cover risks of force majeure and when, at the end of the period prescribed in paragraph 2, the question of whether the loss is due to such causes has not been decided, it may, exceptionally, postpone payment of the indemnity for another six months.

4 The administration of origin or destination, as the case may be, shall be authorized to indemnify the rightful claimant on behalf of the administration which, having participated in the conveyance and having been duly informed, has allowed five months to pass:

- without finally settling the matter, or
- without informing the administration of origin or destination, as the case may be, that the loss appeared to be due to a case of force majeure, or that the item had been detained, confiscated or destroyed by the competent authority because of the nature of its contents or seized under the legislation of the country of destination.

#### Article 58

##### Reimbursing the administration which paid the indemnity

1 The administration which is liable or on behalf of which payment is made in accordance with article 57 shall be bound to reimburse the administration which paid the indemnity, and which is called the paying administration, the amount of indemnity paid to the rightful claimant within the limits of article 50, paragraph 4; this payment shall be made within four months of the date of dispatch of the notice of payment.

2 If the indemnity is due to be borne by several administrations in accordance with articles 55 and 56, the whole of the indemnity shall be paid to the paying administration, within the period mentioned in paragraph 1, by the first administration which, having duly received the item claimed for, is unable to prove its correct transfer to the next service. It shall rest with this administration to recover from the other administrations which are liable, each one's share of the indemnity paid to the rightful claimant.

3 The administrations of origin and destination may agree that the whole of the loss shall be borne by the administration which has to make the payment to the rightful claimant.

4 Reimbursement of the creditor administration shall be made in accordance with the rules for payment laid down in article 12.

5 When liability has been admitted, as well as in the case provided for in article 57, paragraph 4, the amount of the indemnity may also be automatically recovered from the administration which is liable through any liquidation account, either direct or through the intermediary of an administration which regularly draws up liquidation accounts with the administration which is liable.

6 Immediately after paying the indemnity, the paying administration shall communicate to the administration which is liable the date and the amount of payment made. If, one year after the date of dispatch of authorization to pay the indemnity, the paying administration has not communicated the date and amount of payment or debited the account of the administration which is liable, the authorization shall be considered null and void, and the administration which received it shall no longer be entitled to claim reimbursement of any indemnity paid.

7 The administration whose liability is duly established and which has at first declined to pay the indemnity shall assume all additional costs resulting from the unwarranted delay in payment.

8 Administrations may agree to settle periodically for the indemnities which they have paid to the rightful claimants and which they have accepted as justified.

## Convention

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### Article 59

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

- 1 If, after payment of the indemnity, a registered item or an insured letter or part of that item or letter previously considered as lost is found, the sender or, where article 50, paragraphs 5 and 6, and article 51, paragraph 7, apply, the addressee shall be advised that the item is being held at his disposal for a period of three months on repayment of the amount of the indemnity paid. At the same time he shall be asked to whom the item is to be delivered. In the event of refusal or failure to reply within the prescribed period, the same approach shall be made to the addressee or the sender as the case may be.
- 2 If the sender or the addressee takes delivery of the item against repayment of the amount of the indemnity, that sum shall be refunded to the administration or, where appropriate, administrations which bore the loss, within one year of the date of such repayment.
- 3 If the sender and the addressee refuse to take delivery of the item, it shall become the property of the administration or, where appropriate, administrations which bore the loss.
- 4 When proof of delivery is supplied after the period of five months laid down in article 57, paragraph 4, the indemnity paid shall continue to be borne by the intermediaries administration or administration of destination if the sum paid cannot, for any reason, be recovered from the sender.
- 5 In the case of subsequent discovery of an insured letter the contents of which are found to be of less value than the amount of the indemnity paid, the sender shall repay the amount of this indemnity against return of the item, without prejudice to the consequences of fraudulent insurance as mentioned in article 46, paragraph 5.

## Chapter IV

### Allocation of charges. Transit charges and terminal dues

#### Article 60

##### Allocation of charges

Except where otherwise provided by the Convention and the Agreements, each postal administration shall retain the charges which it has collected.

#### Article 61

##### Transit charges

- 1 Subject to article 63, closed mails exchanged between two administrations or between two offices of the same country by means of the services of one or more other administrations (third party services) shall be subject to the transit charges indicated in the table below, payable to each of the countries which are crossed or whose services take part in the conveyance. These charges shall be payable by the administration of the country of origin of the mail.

Distances traversed		Charge per kg gross
1		2
i Distances traversed by land expressed in kilometres		
Up to 300 km		0.25
Above 300 up to 600		0.39
600 1000		0.53
1000 1500		0.70
1500 2000		0.88
2000 2500		1.04
2500 3000		1.20
3000 3800		1.40
3800 4800		1.84
4800 5500		1.89
5500 6500		2.15
6500 7500		2.42
7500 for each additional 1000 km		0.24
ii Distances traversed by sea		
a Expressed in nautical miles		b Expressed in kilometres after conversion on the basis of 1 nautical mile = 1.852 km
Up to 300 nautical miles		Up to 556 km
Above 300 up to 600		Above 556 up to 1 111
600 1000		1 111 1 852
1000 1500		1 852 2 778
1500 2000		2 778 3 704
2000 2500		3 704 4 630
2500 3000		4 630 5 556
3000 3500		5 556 6 482
3500 4000		6 482 7 408
4000 5000		7 408 9 280
5000 6000		9 280 11 112
6000 7000		11 112 12 984
7000 8000		12 984 14 816
8000 for each additional 1000 n.m.		14 816 for each additional 1852 km
		0.40
		0.54
		0.66
		0.77
		0.87
		0.95
		1.03
		1.10
		1.17
		1.25
		1.36
		1.45
		1.55
		0.07

2 When a country gives permission for its territory to be crossed by a foreign transport service without the participation of its services in accordance with article 3, mail thus forwarded shall not be subject to transit charges.

3 In the absence of special agreement direct sea conveyance between two countries by the ships of one of them shall be regarded as a third party service.

4 The distances used to determine the transit charges according to the table in paragraph 1 shall be taken from the "List of kilometric distances relating to land sectors of mails in transit" provided for in article 111, paragraph 2, c, of the Detailed Regulations, as regards distances traversed by land, and from the "List of shipping lines" provided for in article 111, paragraph 2, d, of the Detailed Regulations, as regards distances traversed by sea.

5 Sea transit shall begin when the mails are deposited on the quay serving the ship in the port of departure and shall end when they are delivered on the quay of the port of destination.

6 For the payment of transit charges, missent mails shall be considered to have followed their normal route; consequently, administrations concerned in the conveyance of such mails shall not be entitled on that account to demand a payment from the dispatching administrations, but the latter shall remain liable for the appropriate transit charges to the countries whose services they normally use.

7 New mails establishing a connection between two administrations for the first time and created during the triennial period covered by the statistics shall be subject to transit charges only from the date on which the first mail is made up. For mails made up before the start of the statistical operations, the transit country shall, in preparing the account, deduct the time between the starting date of the triennial period and the date on which the first mail was made up. For mails made up after the expiry of the statistical period, the transit charges due up to the end of the triennial period shall be calculated, by agreement between the administrations on the basis either of the actual weights or of the results of the following statistical count. The administrations of origin shall inform the administrations of transit of the date on which these new mails are created.

## Convention

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### Article 62

#### Terminal dues

- 1 Subject to article 63, each administration which, in its exchanges by air and surface means with another administration, receives a larger quantity of letter-mail items than it sends shall have the right to collect from the dispatching administration, as compensation, a payment for the costs it incurs for the excess international mail received.
- 2 The payment provided for in paragraph 1, per kilogramme of mail received in excess, shall be:
  - a 5.50 gold francs for LC and AO items (excluding the printed papers sent by special bags referred to in article 19, paragraph 8);
  - b 1.50 gold francs for the printed papers sent by special bags (M bags) referred to in article 19, paragraph 8.
- 3 Any administration may waive wholly or in part the payment provided for in paragraph 1.
- 4 Article 61, paragraph 7, shall apply by analogy to terminal dues.

### Article 63

#### Exemption from transit charges and terminal dues

Items exempted from postal charges under articles 15 to 17, as well as dispatches of empty mailbags, shall be exempted from land and sea transit charges and from surface-mail terminal dues. Dispatches of empty mailbags shall also be exempted from airmail terminal dues.

### Article 64

#### Extraordinary services

The transit charges specified in article 61 shall not be applicable to conveyance by extraordinary services specially established or maintained by a postal administration at the request of one or more other administrations. The conditions of this class of conveyance shall be regulated by mutual consent between the administrations concerned.

### Article 65

#### Accounting for transit charges and terminal dues

- 1 General accounting for transit charges and surface-mail terminal dues, including those relating to surface mail conveyed by air, shall take place annually on the basis of statistical returns taken once every three years, over a period of 14 days. This period shall be extended to 28 days for mails made up less than five times a week or handled less than five times a week by the services of one and the same intermediate country. Detailed Regulations shall fix the incidence of the statistics and the duration of their application.
- 2 The administrations concerned may agree that surface mail conveyed by air shall not be included in the above-mentioned statistics but shall be accounted for on the basis of its actual weight or in some other way. They may also agree that accounting for surface-mail transit charges and terminal dues shall be done on the basis of the actual weight or on some other basis.
- 3 Terminal dues for airmail correspondence, and, where there is agreement between administrations, for correspondence inserted in surface mails conveyed by air, shall be calculated according to the actual weights. Administrations may, however, agree to apply in their mutual relations a simplified statistical method for determining such dues.

4 When the annual balance between two administrations does not exceed 25 francs for transit charges, the debtor administration shall be exempted from any payment. The debtor administration shall be exempted from payment of terminal dues if the difference in weight between the mail sent and received does not exceed 100 kilogrammes annually, separately by surface and air.

5 By agreement between the administrations concerned, special mails may be exempted from the ordinary statistical operations. The accounts may be made up on the basis of the true weight, whether those mails are dispatched or not during the statistical period.

6 Every administration shall be authorized to submit for the consideration of a committee of arbitrators the results of statistics which in its opinion differ too much from reality. The arbitration shall be arranged as laid down in article 127 of the General Regulations.

7 The arbitrators shall be empowered to fix in a fair and reasonable manner the transit charges or terminal dues to be paid.

#### Article 66

Exchange of closed mails with military units placed at the disposal of the United Nations and with warships or military aircraft

1 Closed mails may be exchanged between the post offices of any member country and the commanding officers of military units placed at the disposal of the United Nations, and between the commanding officer of one of those military units and the commanding officer of another military unit placed at the disposal of the United Nations, through the intermediary of the land, sea or air services of other countries.

2 Closed mails may also be exchanged between the post offices of any member country and the commanding officers of naval or air units or warships or military aircraft of the same country stationed abroad, or between the commanding officer of one of those naval or air units or of any of those warships or military aircraft and the commanding officer of another unit or of another warship or military aircraft of the same country, through the intermediary of the land, sea or air services of other countries.

3 Letter-post items enclosed in the mails referred to in paragraphs 1 and 2 shall be confined to items addressed to or sent by members of military units or the officers and crews of the ships or aircraft to or from which the mails are forwarded. The rates and conditions of dispatch applicable to them shall be fixed, according to its regulations, by the postal administration of the country which has made the military unit available or to which the ships or aircraft belong.

4 In the absence of special agreement, the administration of the country which has made the military unit available or to which the warships or military aircraft belong shall be liable to the intermediate administrations for the transit charges for the mails, calculated in accordance with article 61, and for air conveyance dues, calculated in accordance with article 79.

### Part III

#### Air conveyance of letter-post items

##### Chapter I

##### General provisions

#### Article 67

##### Airmail correspondence

Letter-post items conveyed by air shall be called "airmail correspondence".



## Convention

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### Article 68

#### Aerogrammes

- 1 Each administration may admit aerogrammes, which are airmail letters.
- 2 An aerogramme shall consist of a sheet of paper suitably folded and gummed on all sides, the dimensions of which, in that form, shall be the following:
  - a minimum dimensions: identical to those prescribed for letters;
  - b maximum dimensions: 110 x 220 mm;and such that the length is equal to or greater than the width multiplied by  $\sqrt{2}$  (approximate value: 1.4).
- 3 The front of the aerogramme shall be reserved for the address, the prepayment and service notes or labels. It shall bear the printed indication "Aerogramme" and may also bear an equivalent indication in the language of the country of origin. An aerogramme shall not contain any enclosure. It may be registered if the regulations of the country of origin so permit.
- 4 Each administration shall fix, within the limits defined in paragraph 2, the conditions of issue, manufacture and sale of aerogrammes.
- 5 Items of airmail correspondence posted as aerogrammes, but not fulfilling the conditions fixed above shall be treated in accordance with article 73. Administrations may, however, forward them in all cases by surface.

### Article 69

#### Surcharged and unsurcharged airmail correspondence

- 1 Airmail correspondence shall be divided, as regards charges, into surcharged airmail correspondence and unsurcharged airmail correspondence.
- 2 In principle, airmail correspondence shall be subject, in addition to the charges authorized by the Convention and various Agreements, to surcharges for air conveyance; the postal items mentioned in articles 16 and 17 shall be liable to the same surcharges. All such correspondence shall be described as surcharged airmail correspondence.
- 3 Administrations shall be permitted not to collect a surcharge for air conveyance, provided that they inform the administrations of the countries of destination of the fact; items accepted under these conditions shall be described as unsurcharged airmail correspondence. This description shall not apply to correspondence inserted in surface mails transported by air, which are covered by special agreements with administrations receiving them at airports, and which are subsequently treated as surface mail.
- 4 With the exception of those originating from the bodies of the Universal Postal Union and from the Restricted Unions, items on postal service mentioned in article 15 shall be exempt from air surcharge.
- 5 Aerogrammes, as described in article 68, shall be subject to a charge at least equal to that applicable in the country of origin to an unsurcharged letter of the first weight step in the international service.

### Article 70

#### Air surcharges

- 1 Administrations shall fix the air surcharges to be collected for forwarding. They may adopt, for fixing of surcharges, smaller weight steps than those laid down in article 19.
- 2 The surcharges shall be related to the air conveyance dues. As a general rule, the total sum of the surcharges shall not exceed the costs payable for such conveyance.

- 3 Surcharges shall be uniform for the whole of the territory of a country of destination whatever the routes used.
- 4 Administrations may fix average air surcharges each relating to a group of countries of destination.
- 5 Air surcharges shall be paid before dispatch.
- 6 In calculating the air surcharge for an airmail item, each administration shall be authorized to take into account the weight of any forms used by the public which may be attached to the item. The weight of the advice of delivery shall always be taken into account.

#### Article 71

##### Combined charges

- 1 Notwithstanding article 70, administrations may fix combined charges for the prepayment of airmail correspondence, taking into account:
  - a the cost of the postal services rendered by them;
  - b the cost of the air conveyance.Administrations have the option of taking as the cost mentioned in a, the basic charges set in accordance with article 19. When the weight steps adopted for fixing the combined charges are smaller than those laid down in article 19, the basic charges may be reduced in the same proportion.
- 2 With the exception of articles 73 and 76, the provisions relating to air surcharges shall apply by analogy to combined charges.

#### Article 72

##### Methods of denoting prepayment

Apart from the methods laid down in article 28, the prepayment of surcharged airmail correspondence may be denoted by an indication that full postage has been prepaid, for example: "Taxe perçue" ("Amount collected"). This indication shall appear in the top right-hand part of the address side and be authenticated by a date-stamp impression of the office of origin.

#### Article 73

##### Unpaid or underpaid surcharged airmail correspondence

- 1 Unpaid or underpaid surcharged airmail correspondence which it is not possible to have regularized by the senders shall be treated as follows:
  - a in the event of complete absence of prepayment, surcharged airmail correspondence shall be treated in accordance with articles 27 and 30; items on which the payment of postage is not obligatory before dispatch shall be forwarded by the means of transport normally used for unsurcharged correspondence;
  - b in the event of underpayment, surcharged airmail correspondence shall be forwarded by air if the charges paid represent at least the amount of the air surcharge; nevertheless, the administration of origin shall be permitted to send these items by air when the charges paid represent at least 75 percent of the surcharge or 50 percent of the combined charge. Below these limits, items shall be treated as laid down in article 27. In the other cases, article 30 shall be applicable.
- 2 If the details required for calculating the amount of the charge to be collected have not been indicated by the administration of origin, the airmail correspondence shall be considered as duty prepaid and shall be dealt with accordingly.

## Convention

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### Article 74

#### Routing of airmail correspondence and airmails in transit

- 1 Administrations shall be bound to forward by the air communications they use for the conveyance of their own airmail correspondence the items of this type which reach them from other administrations.
- 2 Administrations of countries without an air service shall forward airmail correspondence by the most rapid means used for mails; the same shall apply if for any reason routing by surface means is more advantageous than the use of airlines.
- 3 Closed airmails shall be forwarded by the flight requested by the administration of the country of origin, provided that it is used by the administration of the country of transit for the transmission of its own mails. If that is not the case or if there is insufficient time for the transshipment, the administration of the country of origin shall be so informed.
- 4 If the administration of the country of origin so wishes, its mails shall be transhipped directly, at the transit airport, between two different airlines, provided that the airlines concerned agree to make the transshipment and that the administration of the transit country is informed of it beforehand.

### Article 75

#### Priority treatment of airmails

Administrations shall take all necessary steps to:

- a ensure the best conditions for the receipt and onward transmission of airmails at airports in their country;
- b speed up the operations relating to the customs control of airmail correspondence addressed to their countries;
- c keep to a strict minimum the time required for forwarding airmails posted in their country to the countries of destination and for having airmails arriving from abroad delivered to the addressees.

### Article 76

#### Redirection of airmail correspondence

- 1 In principle, all airmail correspondence addressed to an addressee who has changed his address shall be redirected to its new destination by the means of transport normally used for unsurcharged correspondence. For this purpose, article 34, paragraphs 1 to 3, shall be applicable by analogy.
- 2 At the express request of the addressee and if that person undertakes to pay the air surcharges or combined charges on the new air route, or indeed if these surcharges or combined charges are paid at the redirecting office by a third person, the items in question may be reforwarded by air; in the first case the air surcharge or the combined charge shall be collected, in principle, at the time of delivery of the item and retained by the delivering administration.
- 3 Administrations which apply combined charges may fix special fees, which must not exceed the combined charges, for the redirection by air under the conditions laid down in paragraph 2.
- 4 Correspondence sent by surface on its first transmission may be reforwarded abroad by air, under the conditions laid down in paragraph 2. Redirection by air of such articles within the country of destination shall be governed by the internal regulations of that country.
- 5 The Special C 6 envelopes and bags, used for collective redirection, shall be forwarded to the new destination by the means of transport normally used for unsurcharged correspondence, unless the surcharges, the combined charges or the special fees provided for in paragraph 3 are paid in advance to the redirecting office, or the addressee undertakes to pay the charges on the new air route in accordance with paragraph 2.

Article 77

Return to origin of airmail correspondence

- 1 Undeliverable airmail correspondence shall be returned to origin by means of transport normally used for uncharged correspondence.
- 2 For the return to origin by air of correspondence at the request of the sender, article 76, paragraphs 2 to 5, shall be applicable by analogy.

Chapter II

Air conveyance dues

Article 78

General principles

- 1 The air conveyance dues for the whole distance flown shall be borne:
  - a in the case of closed mails, by the administration of the country of origin of the mails;
  - b in the case of airmail correspondence in transit à découvert, including misent items, by the administration which forwards this correspondence to another administration.
- 2 These same regulations shall be applicable to airmails and airmail correspondence in transit à découvert exempt from transit charges.
- 3 Conveyance dues shall, for a particular sector, be uniform for all administrations which use the sector.
- 4 Unless agreement has been reached that no charge should be made, air conveyance dues within the country of destination shall be uniform for all airmails originating abroad whether or not this mail is reforwarded by air.
- 5 In the absence of special agreement between the administrations concerned, article 61 shall apply to airmail correspondence for any transit by land or by sea; nevertheless, no transit charges shall be payable for:
  - a the transhipment of airmails between two airports serving the same town;
  - b the conveyance of such mails from an airport serving a town to a depot situated in the same town and the return of the same mails for reforwarding.

Article 79

Basic rates and calculation of air conveyance dues relating to closed mails

- 1 The basic rate applicable to the settlement of accounts between administrations in respect of air conveyance shall be fixed at 1.74 thousandths of a franc at most per kilogramme of gross weight and per kilometre; this rate shall apply proportionally to fractions of a kilogramme.
- 2 Air conveyance dues shall be calculated according to, on the one hand, the actual basic rate (less than and at most equal to the basic rate fixed in paragraph 1) and the kilometric distances given in the "List of airmail distances" and, on the other, the gross weight of the mails; no account shall be taken of the weight of "sacs collecteurs".

## Convention

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3 When dues are payable for air conveyance within the country of destination, they shall be fixed in the form of a single price. This single price shall include all the dues for air conveyance within the country, regardless of the airport of arrival of the mails. It shall be calculated on the basis of the rates actually paid for air conveyance of the mail within the country of destination, but not exceeding the maximum rate specified in paragraph 1, and according to the weighted average distances of the sectors flown by international mail on the internal network. The weighted average distance shall be determined in terms of the gross weight of all the airmails arriving at the country of destination, including the mail which is not reforwarded by air within that country.

4 Dues payable for air conveyance, between two airports in the same country, of airmails in transit may also be fixed in the form of a single price. This price shall be calculated on the basis of the rates actually paid for air conveyance of mail within the country of transit, but not exceeding the maximum rates specified in paragraph 1, and according to the weighted average distances of the sectors flown by international mail on the internal air network of the country of transit. The weighted average distances shall be determined in terms of the gross weight of all the airmails transiting through the intermediate country.

5 The sum of the dues referred to in paragraphs 3 and 4 may not exceed in total the amounts which actually have to be paid for conveyance.

6 The prices for international and internal air conveyance, obtained by multiplying the effective basic rates by the distance, which are used in calculating the dues mentioned in paragraphs 2, 3 and 4, shall be rounded up or down to the nearest 10 gold centimes according to whether or not the number made up by the figure of hundredths and that of thousandths exceeds 50.

## Article 80

### Calculation of and accounting for air conveyance dues for airmail correspondence in transit à découvert

1 Air conveyance dues for airmail correspondence in transit à découvert shall be calculated, in principle, as indicated in article 79, paragraph 2, but according to the net weight of such correspondence. They shall be fixed on the basis of not more than 10 average rates, each relating to a group of countries of destination and fixed according to the weight of mail offloaded at different destinations within the group. The sum of these dues which may not exceed the amounts which have to be paid for conveyance, shall be increased by 5 percent.

2 Accounting for air conveyance dues for airmail correspondence in transit à découvert shall take place, in principle, on the basis of the data of statistical returns compiled once a year over a period of 14 days.

3 Accounting shall take place on the basis of actual weight in the case of misrouted correspondence or correspondence posted on board ship or sent at irregular intervals or in too varying amounts. However, this accounting shall be done only if the intermediate administration asks to be paid for the conveyance of this correspondence.

## Article 81

### Amendments to dues for air conveyance in the interior of the country of destination and for airmail correspondence in transit à découvert

The amendments made to the air conveyance dues mentioned in article 79, paragraph 3, and article 80 shall:

- a come into effect exclusively on 1 January;
- b be notified at least three months beforehand to the International Bureau, which shall communicate them to all administrations at least two months before the date laid down in subparagraph a.

**Article 82**

**Payment of air conveyance dues**

- 1 Air conveyance dues shall be payable, apart from the exceptions provided for in paragraph 2, to the administration of the country which the air service used comes under.
- 2 Notwithstanding paragraph 1:
  - a the conveyance dues may be paid to the administration of the country in which the airport is situated at which the airmails were taken over by the air carrier, subject to an agreement between this administration and that of the country which the air service concerned comes under;
  - b the administration which hands over airmails to an air carrier may settle direct with that carrier, for the conveyance dues for all or part of the distance flown, subject to the agreement of the administration of the countries which the air services used come under.
- 3 Conveyance dues for airmail correspondence in transit à découvert shall be paid to the administration which reforwards it.

**Article 83**

**Air conveyance dues for diverted or misrouted mails or bags**

- 1 The administration of origin of a mail which has gone off its route in course of conveyance shall pay the conveyance dues for the mail as far as the airport of offloading initially provided for on the AV 7 delivery bill.
- 2 It shall also settle the reforwarding dues relating to the sectors actually covered subsequently by the mail in order to reach its place of destination.
- 3 The supplementary dues relating to the sectors subsequently covered by the diverted mail shall be reimbursed as follows:
  - a by the administration whose services have committed the error in the case of misrouting;
  - b by the administration which has collected the conveyance dues paid to the airline when the letter has offloaded in a place other than that shown on the AV 7 delivery bill.
- 4 Paragraphs 1 to 3 shall be applicable by analogy when part only of a mail is offloaded at an airport other than that indicated on the AV 7 delivery bill.
- 5 The administration of origin of a mail or bag misrouted owing to a labelling error shall pay the conveyance dues relating to the whole distance flown in accordance with article 78, paragraph 1, a.

**Article 84**

**Air conveyance dues for mail lost or destroyed**

In case of loss or destruction of mail as the result of an accident occurring to the aircraft or through any other cause involving the liability of the air carrier, the administration of origin shall be exempt from any payment in respect of the air conveyance of the mail lost or destroyed, for any part of the flight of the route used.

**Part IV**

**Final provisions**

**Article 85**

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

- 1 To become effective, proposals submitted to Congress relating to this Convention and its Detailed Regulations must be approved by a majority of the member countries present and voting. At least half of the member countries represented at Congress shall be present at the time of voting.

## Convention

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

- a unanimity of votes if they involve amendments to articles 1 to 17 (part I), 18 to 23, 24, paragraph 1, h, p, q, r and s, 27, 30, 36, paragraphs 2, 3 and 5, 43 to 48, 50 to 66 (part II), 85 and 86 (part IV) of the Convention, to any of the articles of its Final Protocol or to articles 102 to 104, 106, paragraph 1, 126, 150, 151, paragraphs 1 and 3, 170, 182 to 184 and 220 of its Detailed Regulations;
- b two-thirds of the votes if they involve amendments of substance to provisions other than those mentioned under a;
- c a majority of the votes if they involve:
  - i drafting amendments to the provisions of the Convention and its Detailed Regulations other than those mentioned under a;
  - ii interpretation of the provisions of the Convention, its Final Protocol and its Detailed Regulations, except in case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

### Article 86

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

This Convention shall come into force on 1 July 1981 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 member countries have signed this Convention in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Rio de Janeiro, 28 October 1979

*Signatures: same as on pages 49 to 79.*

**Notes by the International Bureau**

In application of the Convention, article 8, paragraph 1, the amounts shown in gold francs are convertible into Special Drawing Rights (SDRs) by applying the linking coefficient of 3.061 gold francs = 1 SDR ratified by resolution C 29 of the 1979 Rio de Janeiro Congress.

**FINAL PROTOCOL TO THE UNIVERSAL POSTAL CONVENTION**

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

**Article I**

**Ownership of postal items**

1 Article 5 shall not apply to Australia, the State of Bahrain, Barbados, the Republic of Botswana, Canada, the Arab Republic of Egypt, Fiji, the Republic of the Gambia, Ghana, the United Kingdom of Great Britain and Northern Ireland, the Overseas Territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible, Grenada, Guyana, Ireland, Jamaica, the Republic of Kenya, Kuwait, the Kingdom of Lesotho, Malawi, Malaysia, Malta, Mauritius, the Republic of Nauru, the Federal Republic of Nigeria, New Zealand, Papua New Guinea, the State of Qatar, the Republic of Seychelles, the Republic of Sierra Leone, Singapore, the Kingdom of Swaziland, the United Republic of Tanzania, the Republic of Trinidad and Tobago, Uganda, the Yemen Arab Republic and the Republic of Zambia.

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

**Article II**

**Exceptions to the exemption of literature for the blind from postal charges**

1 Notwithstanding article 17, the postal administrations of the Overseas Territory of St Vincent for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible, the Philippines, Portugal and Turkey, which do not concede exemption from postal charges to literature for the blind in their internal service, may collect the postage and special charges mentioned in article 17 which may not, however, exceed those in their internal service.

2 Notwithstanding article 17, the administrations of Canada, the Federal Republic of Germany, the United Kingdom of Great Britain and Northern Ireland, Japan and the United States of America may collect the special charges listed in article 24, paragraph 1, and the charge for cash-on-delivery which are applied to literature for the blind in their internal service.

**Article III**

**Equivalents. Maximum limits**

Exceptionally, member countries shall be authorized to exceed the upper limits shown in article 19, paragraph 1, if this is necessary to bring their rates into relation with the costs of operating their services. Member countries wishing to take advantage of this provision must notify the International Bureau of their intentions as soon as possible.



Convention, Final Protocol

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Article IV

Ounce and pound avoirdupois

Notwithstanding the table in article 19, paragraph 1, member countries which by reason of their internal system are unable to adopt the metric-decimal system of weight may substitute for the weight steps specified in article 19, paragraph 1, the following equivalents:

up to	20 g	1 oz
up to	50 g	2 oz
up to	100 g	4 oz
up to	250 g	8 oz
up to	500 g	1 lb
up to	1000 g	2 lb
per additional	1000 g	2 lb.

Article V

Exception concerning the dimensions of items in envelopes

The administrations of Canada, Kenya, Tanzania, Uganda, and the United States of America shall not be obliged to discourage the use of envelopes whose format exceeds the recommended dimensions when those envelopes are widely used in their countries.

Article VI

Small packets

The obligation to participate in the exchange of small packets exceeding 500 g in weight shall not apply to the administrations of Australia, Bhutan, Bolivia, Burma, Canada, Colombia, Cuba and Papua New Guinea which find it impossible to operate such an exchange.

Article VII

Posting abroad of letter-post items

The postal administration of Great Britain reserves the right to impose a charge, equivalent to the cost of the work it incurs, on any administration which, under the provisions of article 33, paragraph 4, sends to it items for disposal which were not originally dispatched as postal items by the postal administration of Great Britain.

Article VIII

International reply coupons issued before 1 January 1975

From 1 January 1978, international reply coupons issued before 1 January 1975 shall not, in the absence of a special agreement, give rise to a settlement between administrations.

**Article IX**

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

Article 33 shall not apply to Australia, the Commonwealth of the Bahamas, the State of Bahrain, Barbados, the Republic of Botswana, the Socialist Republic of the Union of Burma, Canada, the Republic of Ecuador, Fiji, the Republic of the Gambia, the United Kingdom of Great Britain and Northern Ireland, to those of the Overseas Territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible, Grenada, Guyana, Ireland, Jamaica, the Republic of Kenya, Kuwait, the Kingdom of Lesotho, Malawi, Malaysia, Malta, the Republic of Nauru, New Zealand, Papua New Guinea, the Federal Republic of Nigeria, the State of Qatar, the Republic of Seychelles, the Republic of Sierra Leone, Singapore, the Kingdom of Swaziland, the United Republic of Tanzania, the Republic of Trinidad and Tobago, Uganda and the Republic of Zambia, whose legislation does not permit withdrawal from the post or alteration of address of letter-post items at the sender's request.

**Article X**

**Special charges**

In place of the registration charge laid down in article 47, paragraph 1, b, member countries may apply for insured letters, the corresponding charge of their internal service or, exceptionally, a charge of 10 francs at most.

**Article XI**

**Articles subject to customs duty**

1 With reference to article 36, the postal administrations of the People's Republic of Bangladesh, the People's Republic of China and the Republic of El Salvador do not accept insured letters containing articles subject to customs duty.

2 With reference to article 36, the postal administrations of the Democratic Republic of Afghanistan, the People's Socialist Republic of Albania, the Federative Republic of Brazil, the People's Republic of Bulgaria, the Byelorussian Soviet Socialist Republic, Central Africa, Chile, the Republic of Colombia, Democratic Kampuchea, the Democratic People's Republic of Korea, the Republic of El Salvador, Ethiopia, the German Democratic Republic, Italy, Nepal, the Republic of Panama, the Republic of Peru, the Socialist Republic of Romania, the Republic of San Marino, the Kingdom of Saudi Arabia, the Ukrainian Soviet Socialist Republic, the Union of Soviet Socialist Republics and the Republic of Venezuela do not accept ordinary and registered letters containing articles subject to customs duty.

3 With reference to article 36, the postal administrations of the People's Republic of Benin, the Republic of the Ivory Coast, the Republic of Mali, the Republic of the Niger, the Sultanate of Oman, the Republic of Senegal, the Republic of Upper Volta and the Yemen Arab Republic do not accept ordinary letters containing articles subject to customs duty.

4 Notwithstanding paragraphs 1 to 3, the sending of serums, vaccines and urgently required medicaments which are difficult to procure shall be permitted in all cases.

**Article XII**

**Extent of liability of postal administrations**

1 The postal administrations of Bangladesh, Belgium, Benin, India, Ivory Coast (Rep), Madagascar, Mali, Mauritania, Mexico, Niger, Senegal, Togo, Turkey and Upper Volta shall be authorized not to apply article 50, paragraph 2.

2 The postal administration of Brazil shall be authorized not to apply article 50 with respect to liability in cases of damage.

Convention, Final Protocol

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Article XIII

Payment of indemnity

The postal administrations of Bangladesh and Mexico shall not be obliged to comply with article 57, paragraph 4, of the Convention, in so far as concerns finally settling the matter within a period of five months or informing the administration of origin or destination, as the case may be, when a postal item has been detained, confiscated or destroyed by the competent authorities because of the contents, or has been seized by virtue of its domestic legislation.

Article XIV

Special transit charges for conveyance in transit by the Trans-Siberian and via Lake Nasser

1 The postal administration of the Union of Soviet Socialist Republics shall be authorized to collect a supplement of 50 centimes in addition to the transit charges indicated in article 61, paragraph 1, i, (distances traversed by land) for each kilogramme of letter-post items conveyed in transit over the Trans-Siberian route.

2 The postal administrations of the Arab Republic of Egypt and the Democratic Republic of the Sudan shall be authorized to collect a supplement of 50 centimes in addition to the transit charges indicated in article 61, paragraph 1, for each bag of letter-post in transit via Lake Nasser between Shallal (Egypt) and Wedi Halfa (Sudan).

Article XV

Special transit conditions for Panama (Rep)

The postal administration of the Republic of Panama shall be authorized to collect a supplement of 2 francs to the transit charges mentioned in article 61, paragraph 1, for each bag of letter post in transit through the Isthmus of Panama between the ports of Balboa on the Pacific Ocean and Cristobal on the Atlantic Ocean.

Article XVI

Special transit conditions for Afghanistan

Notwithstanding article 61, paragraph 1, the postal administration of Afghanistan shall be authorized provisionally, because of its special difficulties as regards means of conveyance and communication, to effect the transit of closed mails and à découvert correspondence across its territory on terms specially agreed with the postal administrations concerned.

Article XVII

Special storage charges at Panama

Exceptionally, the postal administration of the Republic of Panama shall be authorized to collect a charge of 1 franc per bag for all mails stored or transhipped in the port of Balboa or Cristobal, provided that that administration does not receive any payment in respect of land or sea transit for those mails.

**Article XVIII**

**Exceptional air surcharge**

By reason of the special geographical situation of the Union of Soviet Socialist Republics, the postal administration of that country shall reserve the right to apply a uniform air surcharge throughout the whole of its territory for all the countries of the world. This surcharge shall not exceed the actual costs occasioned by the conveyance of letter-post items by air.

**Article XIX**

**Extraordinary services**

The only services considered as extraordinary services giving rise to the collection of special transit charges shall be the Syria-Iraq motor services.

**Article XX**

**Compulsory routing indicated by the country of origin**

The postal administrations of the Byelorussian Soviet Socialist Republic, the Socialist Republic of Romania, the Ukrainian Soviet Socialist Republic and the Union of Soviet Socialist Republics will recognize only the costs of the conveyance effected in accordance with the provision concerning the line shown on the bag labels (AV B) of airmail dispatches and on the AV 7 delivery bills.

**Article XXI**

**Routing of closed airmails**

Having regard to article XX the postal administrations of Greece, Italy and Senegal will forward closed airmails only on the conditions laid down in article 74, paragraph 3.

**Article XXII**

**Date of application of the new monetary unit for the general liquidation accounts**

Notwithstanding article 86, the monetary unit stipulated in article 8, namely the SDR, shall be used from 1 January 1981 for the preparation of the annual general liquidation account of transit charges and terminal dues (article 181 of the Detailed Regulations of the Convention) and the biennial general liquidation account of international reply coupons (article 191 of the Detailed Regulations of the Convention).

**Article XXIII**

**Application of the transit charges and terminal dues rates**

Notwithstanding article 86 of the Convention, the rates relating to transit charges and terminal dues shall come into force on 1 January 1981.

Convention, Final Protocol

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Article XXIV

Application of postage rates

Notwithstanding article 86, in the event of the transit charges and terminal dues specified in articles 61 and 62 being introduced on a date earlier than the entry into force of the Convention specified in article 86, the administrations of France, Great Britain, the United States of America and Yugoslavia reserve the right to apply, as from the same date, the provisions of article 19 relating to postage rates.

Article XXV

Application of air conveyance rates

Notwithstanding article 86, in the event of the transit charges and terminal dues specified in articles 61 and 62 being introduced on a date earlier than the entry into force of the Convention specified in article 86, the administration of the United States of America reserves the right to apply, as from the same date, the provisions of article 79 relating to air conveyance rates.

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

Done at Rio de Janeiro, 26 October 1979

*Signatures: same as on pages 49 to 79.*

**DETAILED REGULATIONS OF THE UNIVERSAL POSTAL CONVENTION**

**CONTENTS**

**Part I**

**General provisions**

**Chapter I**

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

**Art**

- 101 Preparation and settlement of accounts
- 102 Payment of debts expressed in SDRs. General provisions
- 103 Rules for payment
- 104 Fixing of equivalents
- 105 Postage stamps. Notification of issues and exchange between administrations
- 106 Postal identity cards
- 107 Period of retention of documents
- 108 Telegraphic addresses

**Chapter II**

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

- 109 Communications and information to be forwarded to the International Bureau
- 110 Mutual information between administrations
- 111 Publications
- 112 Distribution of publications

**Part II**

**Provisions concerning the letter post**

**Section I**

**Conditions of acceptance of letter-post items**

**Convention, Detailed Regulations**

---

**Chapter I**

**Provisions applicable to all categories of items**

**Art**

- 113 Address. Make-up
- 114 Poste restante items
- 115 Items sent free of postal charges
- 116 Items subject to customs control
- 117 Items for delivery free of charges and fees

**Chapter II**

**Rules relating to the packing of items**

- 118 Make-up. Packing
- 119 Make-up. Perishable infectious biological substances
- 120 Make-up. Perishable non-infectious biological substances
- 121 Make-up. Radioactive materials
- 122 Make-up. Verification of contents
- 123 Items in panel envelopes

**Chapter III**

**Special provisions applicable to each category of items**

- 124 Letters
- 125 Postcards
- 126 Printed papers
- 127 Printed papers. Authorized annotations and enclosures
- 128 Printed papers in the form of cards
- 129 Literature for the blind
- 130 Small packets

**Section II**

**Registered items and insured letters**

**Chapter I**

**Registered items**

- 131 Registered items

144

**Chapter II**

**Insured letters**

**Art**

- 132 Make-up of insured letters
- 133 Insured letters. Insured value
- 134 Insured letters. Functions of the office of origin

**Chapter III**

**Advice of delivery and delivery to the addressee in person**

- 135 Advice of delivery
- 136 Delivery to the addressee in person

**Section III**

**Operations on departure and arrival**

**Chapter I**

- 137 Application of the date-stamp
- 138 Express items
- 139 Unpaid or underpaid items
- 140 Return of part A of franking notes. Recovery of charges and fees
- 141 Redirected items
- 142 Collective redirection of letter-post items
- 143 Undeliverable items
- 144 Withdrawal from the post. Alteration of address
- 145 Withdrawal from the post. Alteration of address. Items posted in a country other than that which receives the request
- 146 Inquiries. Unregistered items
- 147 Inquiries. Registered items and insured letters
- 148 Inquiries concerning items posted in another country
- 149 Delivery of a rifled or damaged insured letter



Convention, Detailed Regulations

---

Section IV

Exchange of items. Mails

Chapter I

Art

- 150 Exchange of items
- 151 Exchange in closed mails
- 152 Land transit without the participation of the country crossed
- 153 Routes and methods of transmission of insured letters
- 154 Transit à découvert
- 155 Make-up of mails
- 156 Letter bills
- 157 Transmission of registered items
- 158 Transmission of insured letters
- 159 Transmission of money orders
- 160 Transmission of express items and airmail correspondence sent in surface mails
- 161 Transmission of printed papers for a single address
- 162 Labelling of mails
- 163 Routing of mails and preparation of trial notes
- 164 Transfer of mails
- 165 Checking of mails and use of verification notes
- 166 Misent items
- 167 Steps to be taken in the event of an accident occurring to surface conveyance facilities
- 168 Return of empty bags
- 169 Mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft

Section V

Provisions concerning transit charges and terminal dues

Chapter I

Statistical operations

- 170 Incidence, duration and application of the statistics
- 171 Airmails
- 172 Make-up and labelling of closed mails during the statistical period
- 173 Special letter bill
- 174 Checking of closed mails and preparation, transmission and acceptance of the relevant statistical statements
- 175 Closed mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft
- 176 Transit bulletin
- 177 Transmission of C 16, C 17, C 17bis and C 19 forms. Exceptions

Chapter II

Preparation, transmission and acceptance of statements of weight of airmails for the calculation of terminal dues

Art

- 178 Preparation, transmission and acceptance of statements of weight of airmails for the calculation of terminal dues

Chapter II

Preparation, settlement and revision of accounts

- 179 Preparation, transmission and approval of transit charges and surface-mail terminal dues accounts
- 180 Preparation, transmission and approval of the annual terminal dues accounts
- 181 Annual general liquidation account. Role of the International Bureau
- 182 Payment of transit charges and surface-mail terminal dues
- 183 Payment of airmail terminal dues
- 184 Revision of transit charges accounts
- 185 Revision of surface-mail terminal dues accounts

Section VI

Miscellaneous provisions

Chapter I

- 186 Routine correspondence between administrations
- 187 Characteristics of postage stamps
- 188 Characteristics of the impressions of franking machines
- 189 Characteristics of franking impressions (printing press, etc)
- 190 Suspected fraudulent use of postage stamps or franking impressions
- 191 International reply coupons
- 192 Accounting for customs, etc, charges with the administrations of origin of items sent free of charges and fees
- 193 Accounting for amounts due in respect of indemnity for letter-post items
- 194 Forms for the use of the public

Part III

Provisions concerning air conveyance

Chapter I

Rules for dispatch and routing

Art

- 195 Marking of surcharged airmail correspondence
- 196 Deletion of the indications "Par avion" (By airmail) and "Aerogramme"
- 197 Make-up of airmails
- 198 Establishing and checking the weight of airmails
- 199 *Sacs collecteurs*
- 200 AV 7 and C 18bis delivery bills
- 201 Preparation and checking of AV 7 delivery bills
- 202 Missing AV 7 delivery bill
- 203 Transhipment of airmails
- 204 Steps to be taken when direct transhipment of airmails cannot take place as scheduled
- 205 Steps to be taken in the event of an interrupted flight, or of diversion or misrouting of mails
- 206 Steps to be taken in the event of an accident
- 207 Airmail correspondence sent in surface mails
- 208 Sending of airmail correspondence in transit à découvert
- 209 Preparation and checking of AV 2 bills
- 210 Airmail correspondence in transit à découvert. Statistical operations
- 211 Airmail correspondence in transit à découvert which is excluded from statistical operations
- 212 Return of empty airmail bags

Chapter II

Accounting. Settlement of accounts

- 213 Accounting for air conveyance dues
- 214 Accounting for surface transit charges relating to airmails
- 215 Preparation of AV 3 and AV 4 statements of weight
- 216 Preparation of AV 5 detailed accounts
- 217 Submission and acceptance of AV 3 and AV 4 statements of weight and of AV 5 detailed accounts

Chapter III

Information to be supplied by administrations and by the International Bureau

- 218 Information to be supplied by administrations
- 219 Documents to be supplied by the International Bureau

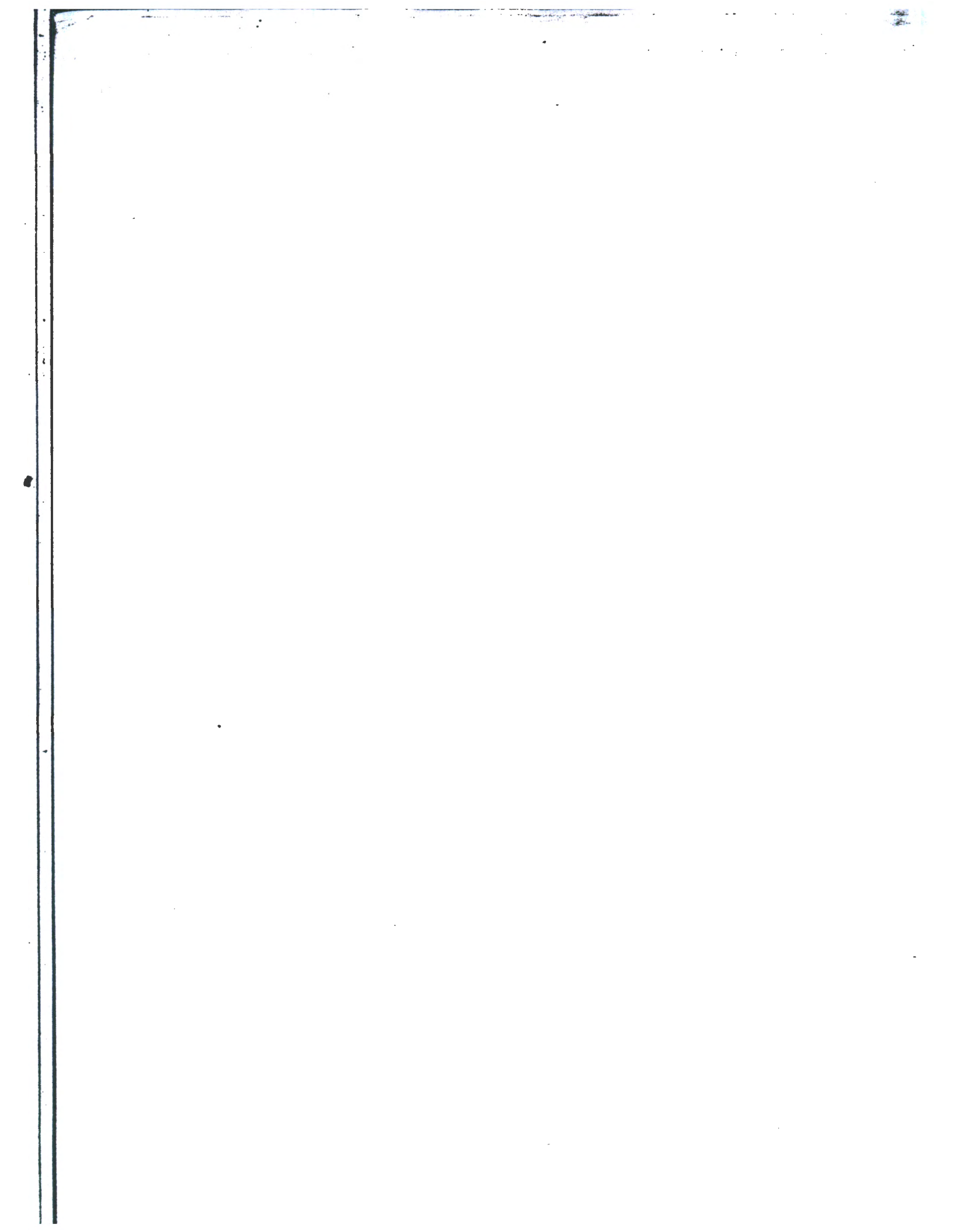
**Part IV**

**Final provisions**

**Art**

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

**ANNEXES: FORMS**



**Note by the International Bureau**

In view of the provisions of articles 8 of the Convention and 101, 102 and 103 of its Detailed Regulations, administrations may replace, in the accounting forms, all indications in gold francs by indications in Special Drawing Rights (SDRs), or they may simply insert an additional heading for converting the final result (expressed in gold francs) into SDRs using the linking coefficient of 3.061 gold francs = 1 SDR.

**DETAILED REGULATIONS OF THE UNIVERSAL POSTAL CONVENTION**

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Universal Postal Convention.

**Part I**

**General provisions**

**Chapter I**

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

**Article 101**

**Preparation and settlement of accounts**

1 Each administration shall draw up its accounts and refer them in duplicates to the others concerned. One accepted copy, if necessary amended or accompanied by a statement of discrepancies, shall be returned to the creditor administration. This account shall serve as a basis for the preparation, as necessary, of the final liquidation account between the two administrations.

2 In the total of each account made out in gold francs on C 20bis, C 21, C 21bis, C 23, C 24, C 31, CP 16, CP 18, AV 5, AV 11 and AV 12 forms, centimes shall be ignored in the total or the balance.

3 In accordance with article 113, paragraph 5, of the General Regulations the International Bureau shall arrange the settlement of accounts of all kinds relating to the international postal service. To this end the administrations concerned shall consult with each other and with the Bureau and decide upon the method of settlement. Accounts of telecommunications services may also be included in these special liquidation accounts.

**Article 102**

**Payment of debts expressed in SDRs. General provisions**

1 Subject to article 12 of the Convention, the rules for payment set out below shall apply to all debts expressed in SDRs and arising out of a postal transaction, whether they result from general accounts or statements drawn up by the International Bureau or from liquidation accounts or statements not drawn up by the Bureau; they shall also relate to the settlement of discrepancies, of interest or, where applicable, of payments on account.

2 Any administration may discharge its liabilities by payments on account, from which its debts shall be deducted when these have been established.

## Convention, Detailed Regulations

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3 Provided the periods for payment are observed, any administration may settle postal debts of the same or different kinds, expressed in SDRs by offsetting credits and debits in its relations with another administration. The offsetting may be extended by mutual agreement to debts arising from telecommunications services when both administrations operate postal and telecommunications services. Offsetting may not be effected with debts in respect of transactions contracted out to an organization or company under the control of a postal administration if that administration objects.

### Article 103

#### Rules for payment

1 Debts shall be paid in the currency selected by the creditor administration after consultation with the debtor administration. If there is disagreement, the choice of the creditor administration shall prevail in all cases. If the creditor administration does not specify a currency, the choice shall rest with the debtor administration.

2 The amount of the payment, as determined hereafter in the selected currency, shall be equivalent in value to the balance of the account expressed in SDRs.

3 Subject to paragraph 4, the amount to be paid in the selected currency (which is equivalent in value to the balance of the account expressed in SDRs) shall be determined by converting the SDR into currencies of payment in accordance with the following provisions:

- for currencies for which the SDR exchange rate is published by the International Monetary Fund (IMF): use the exchange rate in force on the day prior to payment or the most recent rate published;
- for other currencies of payment: convert, as a first stage, the amount in SDRs into an intermediate currency for which the value is published daily by the IMF in terms of the SDR, using the most recent exchange rate published, then convert, as a second stage, the result thus obtained into the currency of payment, applying the latest rate of exchange quoted on the exchange market of the debtor country.

4 If, by mutual agreement, the creditor administration and the debtor administration have chosen the currency of a country which is not a member of the IMF and whose laws do not permit the application of paragraph 3, the administrations concerned shall agree on the relationship between the SDR and the value of the selected currency.

5 For the purpose of determining the official or generally accepted foreign exchange market equivalent of a currency, the rate used shall be the closing rate for currency which can be used in the majority of merchandise trade transactions for spot delivery cable transfers in the official or generally accepted foreign exchange market of the main financial centre of the debtor country on the day prior to payment or the most recent rate quoted.

6 The debtor administration shall transmit, on the date of payment, the amount of the selected currency as computed above by a bank cheque, transfer or any other means, acceptable to both administrations. If the creditor administration expresses no preference, the choice shall fall to the debtor administration.

7 The payment charges (fees, clearing charges, deposits, commission, etc) collected in the debtor country shall be borne by the debtor administration. The charges collected in the creditor country, including payment charges collected by banks in intermediate countries, shall be borne by the creditor administration. When the postal giro transfer system, with exemption from charges, is used, exemption shall also be granted by the office of exchange in the third country or countries acting as intermediary between the debtor administration and the creditor administration when there are no direct exchanges between these.

8 If, between the dispatch of the remittance (cheque, for example) and its receipt by the creditor administration, a variation occurs in the equivalent value of the selected currency calculated as described in paragraphs 3, 4 or 5, and if the difference resulting from such variation exceeds 5 percent of the amount due (as calculated following such variation), the total difference shall be shared equally between the two administrations.

9 Payment shall be made as quickly as possible and at the latest within six weeks from the date of receipt of the general or special liquidation accounts, accounts or statements drawn up by common consent, notifications, requests for payments on account, etc, indicating the amounts or balances to be settled; after that period the amounts due shall be chargeable with interest at the rate of 6 percent per annum reckoned from the day following the day of expiry of the said period. By payment is meant the dispatch of funds or of the instrument of payment (cheque, draft, etc) or the signing of the order for transfer or deposit by the organization responsible for the transfer in the debtor country.

10 When payment is made, the cheque, draft or document of transfer shall be accompanied by particulars of the title, period and amount in SDRs of each account included in the total sum remitted. If it is not possible for details to accompany the remittance, an explanatory letter shall be provided by airmail on the day that payment is made. The detailed explanation shall be in French or in a language understood in the administration to which payment is made.

#### Article 104

##### Fixing of equivalents

1 Administrations shall fix the equivalents of the postal charges prescribed in the Convention, the Agreements and their Final Protocols and the selling price of international reply coupons. They shall notify them to the International Bureau for them to be announced to postal administrations. To this end each administration shall be required to notify the International Bureau of the average value of the SDR in the currency of its country under the provisions of paragraph 2.

2 The average value of the SDR which will be operative from 1 January each year, for the purposes only of the fixing of charges, will be determined as follows:

- a for a currency for which daily exchange rates with the SDR of the IMF are published: calculate to four places of decimals the average value of the SDR in that currency, based on the day-to-day values applying over a period of at least 12 months ended on the preceding 30 September;
- b for a currency for which daily exchange rates with the SDR are not published: calculate to four places of decimals an average value of the SDR in that currency, as in a, but through the medium of conversion to another currency for which daily rates are quoted both for the currency in question and for the SDR;
- c for a currency of a country which is not a member of the IMF, for which daily exchange rates with the SDR are not published, and which unilaterally declares an equivalence in accordance with the Convention, article 8, paragraph 4: calculate the average of the daily rates thus unilaterally declared applying over a period of at least 12 months ended on the preceding 30 September;
- d as an alternative to b and c, for any currency for which an exchange rate with the SDR is not published daily, the average value of the SDR over a period of not less than 12 months ended in the preceding September may first be calculated for another currency for which daily equivalents in SDRs are published, as in method a, and the resulting average value converted to the currency in question by the closing market exchange rate between the two currencies applying on 30 September; the calculation will be to four places of decimals. The period over which the average is taken should be that also used by the country whose currency is used as the intermediates.

3 Postal administrations shall communicate equivalents or changes of equivalents of postal charges to the International Bureau as soon as possible, giving the date of their entry into force.

4 The International Bureau shall publish a compendium showing, for each country, the equivalents of the charges, the average value of the SDR and the selling price of the international reply coupons mentioned in paragraph 1 and indicating, where applicable, the percentage increase or reduction in postage applied under articles 19, paragraph 1, of the Convention and III of its Final Protocol.

5 Each administration shall notify the International Bureau direct of the equivalent it has adopted for the indemnities prescribed in article 50, paragraph 4, of the Convention.

#### Article 105

##### Postage stamps. Notification of issues and exchange between administrations

1 Each new issue of postage stamps shall be notified by the administration concerned to all other administrations, with the necessary information, through the intermediary of the International Bureau.

2 Administrations shall exchange through the intermediary of the International Bureau three sets of each of their new issues of postage stamps.



## Convention, Detailed Regulations

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### Article 106

#### Postal identity cards

- 1 Each administration shall appoint the offices or departments which issue postal identity cards.
- 2 These cards shall be made out on forms conforming to the annexed specimen C 25 which are supplied by the International Bureau.
- 3 Upon application the applicant shall hand in his photograph and prove his identity. Administrations shall issue the necessary instructions to ensure that cards are issued only after careful inquiry into the identity of the applicant.
- 4 The official shall enter the application in a register; he shall fill up in ink and in roman characters by hand or by typewriter, without erasure or alteration, all the particulars required by the form and affix the photograph to it in the space indicated; then he shall affix a postage stamp representing the charge collected, partly on the photograph and partly on the card. He shall then make, in the space reserved for the purpose, a clear impression of the date-stamp or of an official seal, in such a way that it appears partly on the postage stamp, the photograph and the card. Finally, he shall sign the card and issue it to the applicant after having obtained his signature.
- 5 Administrations may issue identity cards without affixing a postage stamp thereto and record in some other way the amount of the charge collected.
- 6 Each administration shall retain the right to issue the cards for the international service in accordance with the rules applied to the cards in use in its internal service.
- 7 Postal identity cards may after they have been made out be laminated in plastic material as desired by each administration.

### Article 107

#### Period of retention of documents

- 1 Documents of the international service shall be kept for a minimum period of 18 months from the day following the date to which they refer.
- 2 Documents concerning a dispute or inquiry shall be kept until the matter has been settled. If the initiating administration, being duly informed of the result of the inquiry, allows six months to pass from the date of the communication without raising any objections, the matter shall be regarded as closed.

### Article 108

#### Telegraphic addresses

- 1 For telegraphic communications exchanged between one another, administrations shall use the following telegraphic addresses:
  - a "Postgen" for telegrams intended for central administrations;
  - b "Postbur" for telegrams intended for post offices;
  - c "Postax" for telegrams intended for offices of exchange.
- 2 These telegraphic addresses shall be followed by the indication of the place of destination and, where appropriate, any other details considered necessary.
- 3 The telegraphic address of the International Bureau shall be "UPU Berne".
- 4 The telegraphic addresses indicated in paragraphs 1 and 3, completed as necessary by the indication of the dispatching office, shall also serve as the signature to telegraphic communications.

Chapter II

International Bureau. Information to be supplied. Publications

Article 109

Communications and information to be forwarded to the International Bureau

- 1 Administrations shall communicate to the International Bureau:
  - a their decision on the optional application of certain general provisions of the Convention and of its Detailed Regulations;
  - b the expression they have adopted, under articles 188, paragraph 1, and 189, to indicate that the postage has been paid;
  - c the reduced charges they have adopted under article 8 of the Constitution and details of the services to which the charges apply;
  - d the extraordinary conveyance dues collected under article 64 of the Convention together with the names of the countries to which the dues apply and, where appropriate, particulars of the services for which the dues are payable;
  - e the scale of insurance charges applicable in their service to insured letters in accordance with article 47, paragraph 1, c;
  - f the maximum amount up to which they admit insurance by surface and air routes;
  - g where necessary, a list of their offices which participate in the insured letters service;
  - h where necessary, those of their regular sea or air services used for the conveyance of ordinary items by letter post which may be used, with a guarantee of liability, for the conveyance of insured letters;
  - i the necessary information concerning customs or other regulations, as well as the prohibitions or restrictions governing the entry and transit of postal items in their services;
  - j the number of customs declarations required for items subject to customs control addressed to their country and the languages in which declarations or customs labels may be completed;
  - k a list of kilometric distances for land sectors followed in their countries by mails in transit;
  - l a list of the shipping lines operating from their ports and used for the conveyance of mails, with details of the voyages, the distance and duration of the voyage between the port of embarkation and each of the successive ports of call, the frequency of the service and the countries to which the sea transit charges shall be paid if the ships are used;
  - m any useful information about their organization and internal services;
  - n their internal postal charges.
- 2 Any amendment to the information mentioned in paragraph 1 shall be notified without delay.
- 3 Administrations shall supply the International Bureau with two copies of the documents which they publish, whether relating to the internal or international service. They shall also furnish, as far as possible, other works published in their country concerning the postal service.

Article 110

Mutual information between administrations

The administrations of countries which participate in the insured letters service and which provide direct exchanges shall communicate to one another, by means of tables in the form of the annexed specimen VD 1, information concerning the exchange of insured letters.

## Convention, Detailed Regulations

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### Article 111

#### Publications

1 The International Bureau shall publish, on the basis of information supplied in accordance with article 109, an official compendium of information of general interest relating to the implementation of the Convention and of its Detailed Regulations in each member country. It shall also publish similar compendia relating to the implementation of the Agreements and their Detailed Regulations, on the basis of the information supplied by the administrations concerned in accordance with the relative provisions in the Detailed Regulations of each of the Agreements.

2 It shall also publish, from information supplied by administrations and, if appropriate by the Restricted Unions as regards subparagraph a, or the United Nations as regards subparagraph g:

- a a list of addresses, of heads and senior officials of postal administrations and the Restricted Unions;
- b an international list of post offices;
- c a list of kilometric distances relating to land sectors of mails in transit;
- d a list of shipping lines;
- e a list of equivalents;
- f a list of prohibited articles; this list shall also include narcotics prohibited under the multilateral treaties on narcotics;
- g a compendium of information about the organization and internal services of postal administrations;
- h a compendium of postal administrations' internal charges;
- i statistical data relating to the postal services (internal and international);
- j studies, opinions, reports and other statements relating to the postal service;
- k a general catalogue of information of every kind concerning the postal service and of the documents in the landing service (UPU Catalogue).

3 Lastly, it shall publish a multilingual vocabulary of the international postal service.

4 Amendments to the various documents listed in paragraphs 1 to 3 shall be notified by circular, bulletin, supplement or other appropriate means.

### Article 112

#### Distribution of publications

1 The documents published by the International Bureau shall be distributed to administrations in accordance with the following rules:

- a all documents excepting those specified in subparagraph b: three copies of which one copy shall be in the official language and the two others either in the official language or in the other language requested in accordance with article 107 of the General Regulations;
- b the journal "Union Postale" and the International List of Post Offices: according to the number of contribution units assigned to each administration under article 125 of the General Regulations. However, where administrations so request, the International List of Post Offices may be distributed at the maximum rate of ten copies per contribution unit.

2 Over and above the number of copies distributed free of charge by virtue of paragraph 1, administrations may purchase International Bureau documents at cost price.

3 Documents published by the International Bureau shall also be sent to Restricted Unions.

## Part II

### Provisions concerning the letter post

#### Section I

##### Conditions of acceptance of letter-post items

Chapter I

Provisions applicable to all categories of items

Article 113

Address. Make-up

- 1 Administrations shall recommend users:
  - a to use envelopes which are adapted to their contents;
  - b to write the address on the envelope, on the plain side which is not provided with the closing flap;
  - c to reserve the right-hand half at least of the address side for the address of the addressee and for postage stamps, franking marks and impressions or indications in lieu thereof;
  - d to write the address very legibly in roman letters and in arabic figures setting it out on the right-hand side lengthwise. If other letters and figures are used in the country of destination, it shall be recommended that the address be given also in these letters and figures;
  - e to write the name of the place with the correct postcode number or delivery zone number, if any, and country of destination in capital letters;
  - f to show the address precisely and completely, giving the correct postcode number or delivery zone number, if any, so that the forwarding of the item and its delivery to the addressee may be effected without inquiry or misunderstanding;
  - g to show the name and address, with the postcode number or delivery zone number, if any, of the sender. When they appear on the address side of the envelope, these indications shall be placed in the top left-hand corner;
  - h to place service instructions and labels on the address side of the envelope in the top left-hand corner, beneath the sender's name and address where these are given;
  - i to add the word "Letter" to the address side of letters which, because of their volume or make-up, might be confused with items prepaid at a reduced rate;
  - j to show the addresses of the sender and the addressee inside the item and as far as possible on the contents, or, where applicable, on a tie-on label made of a sturdy material, securely attached to the item, particularly in the case of unsealed items;
  - k to show also the addressee's address on each packet of printed papers included in a special bag and sent to the same addressee at the same address.
- 2 No manner of item shall be admitted of which the whole or part of the address side has been marked off into several divisions intended to provide for successive addresses.
- 3 In all cases in which the item is under wrapper, the addressee's address shall be written on it except for articles sent in accordance with article 122, paragraph 3.
- 4 Postage stamps or postal franking impressions shall be applied to the address side, and as far as possible, at the upper right-hand corner. However, it shall be up to the administration of origin to treat items whose payment does not conform to this condition, according to its internal legislation.
- 5 Non-postal stamps and charity or other labels as well as designs, likely to be mistaken for postage stamps or service labels may not be affixed to or printed on the address side. This shall also apply to stamp impressions which could be mistaken for franking impressions.
- 6 Envelopes, the edges of which are provided with coloured bars shall be reserved for airmail correspondence.

Article 114

Poste restante items

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

Convention, Detailed Regulations

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Article 115

Items sent free of postal charges

Items exempt from postal charges shall bear, on the address side in the top right-hand corner, the following indications, which may be followed by a translation:

- a "Service des postes" (Postal Service) or a similar indication for the items mentioned in article 15 of the Convention;
- b "Service des prisonniers de guerre" (Prisoners-of-war service) or "Service des internés" (Civilian Internees Service) for the items mentioned in article 16, of the Convention and the forms relating to them;
- c "Cécogrammes" (Literature for the blind) for the items mentioned in article 17 of the Convention.

Article 116

Items subject to customs control

1 Items to be submitted to customs control shall bear on the front an adhesive green label in the form of the annexed specimen C 1, or be provided with a tie-on label in the same form. The C 1 adhesive label shall be affixed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given. With the authorization of the administration of origin, users may use envelopes or wrapping bearing, in the place provided for affixing the C 1 label, a preprinted facsimile of that label having the same dimensions and colour. If the value of the contents declared by the sender exceeds 300 francs, or if the sender prefers, the items shall also be accompanied by the prescribed number of separate customs declarations in the form of the annexed specimen C 2/CP 3; in this case, only the upper part of the C 1 label shall be affixed to the item.

2 C 2/CP 3 customs declarations shall be securely attached to the outside of the item by a string tied cross-wise or, if the administration of the country of destination so requests, inserted in the item itself. Exceptionally, these declarations may, if the sender prefers, also be inserted in registered letters in a closed envelope containing valuable articles as mentioned in article 43, paragraph 3, of the Convention, or in insured letters.

3 For small packets, the formalities prescribed in paragraph 1 shall be compulsory in every case.

4 The absence of a C 1 label shall not, in any circumstances, involve the return to the office of origin of consignments of printed papers, serums, vaccines, perishable biological substances, radioactive materials and urgently required medicines which are difficult to obtain.

5 The contents of the item shall be shown in detail on the customs declaration. Descriptions of a general character shall not be admitted.

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

Article 117

Items for delivery free of charges and fees

1 Items for delivery to addressees free of charges and fees shall bear in bold letters the heading "*Franc de taxes et de droits*" (Free of charges and fees) or a similar indication in the language of the country of origin. These items shall be provided with a yellow label also bearing in bold letters the indication "*Franc de taxes et de droits*". The heading and the label shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given.

2 Every item sent free of charges and fees shall be accompanied by a franking note on yellow paper in the form of the annexed specimen C 3/CP 4. The sender of the item and, as regards the postal service indications, the dispatching office, shall complete the text of the right-hand side of the front of parts A and B of the franking note. The sender's entries may be made with the use of carbon paper. The text shall include the undertaking prescribed in article 40, paragraph 2, of the Convention. The franking note, duly completed, shall be securely attached to the item.

3 When the sender asks after posting for the item to be delivered free of charges and fees, the procedure shall be as follows:

- a if the request is to be forwarded by post, the office of origin shall inform the office of destination in an explanatory note. This letter, bearing the prepayment of the charge due, shall be forwarded as a registered item by the quickest route (air or surface) to the office of destination accompanied by a franking note duly completed. The office of destination shall affix the label prescribed in paragraph 1 to the item;
- b if the request is to be forwarded by telegraph, the office of origin shall inform the office of destination by telegraph and at the same time advise the relative particulars of the posting of the item. The office of destination shall automatically make out a franking note.

## Chapter II

### Rules relating to the packing of items

#### Article 118

##### Make-up. Packing

1 Letter-post items shall be made up securely and in such a way that there is no risk of other items getting trapped in them. The packing shall be adapted to the shape and nature of the item and the conditions of transport. Every item shall be made up in such a way as not to affect the health of officials and so as not to present any danger if it contains articles of a kind likely to injure officials called upon to handle it or soil or damage other items or postal equipment.

2 Items containing articles of glass or other fragile materials, liquids, fatty substances, dry powders, whether colouring or not, live bees, leeches, silk-worm eggs or the parasites referred to in article 38, paragraph 4, c, ii, of the Convention shall be packed in the following manner:

- a articles of glass or other fragile objects shall be packed in a box of metal, wood, strong plastic material or strong cardboard, filled with paper, wood shavings or any other appropriate protective material, to prevent any friction or knocks during transport either between the objects themselves or between the objects and the sides of the box;
- b liquids and substances which easily liquefy shall be enclosed in perfectly leak-proof containers. Each container shall be placed in a special box of metal, wood, strong plastic material or strong corrugated cardboard, containing enough sawdust, cotton wool or any other appropriate protective material to absorb the liquid should the container break. The lid of the box shall be fixed so that it cannot easily work loose;

#### Convention, Detailed Regulations

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- c fatty substances which do not easily liquefy, such as ointments, soft-soap, resins, etc, and silk-worm eggs, the conveyance of which presents few difficulties, shall be enclosed in a first packing (box, bag of cloth, plastic, etc) which is itself placed in a box of wood, metal or any other material stout enough to prevent the contents from leaking;
  - d dry colouring powders, such as aniline blue, etc, shall be admitted only in perfectly leak-proof metal boxes, placed in turn in boxes of wood, strong plastic material or good quality corrugated cardboard with sawdust or any other appropriate absorbent and protective material between the two containers;
  - e dry non-colouring powders shall be placed in containers (box, bag) of metal, wood, strong plastic material or cardboard; these containers shall themselves be enclosed in a box made of one of those materials;
  - f live bees, leeches and parasites shall be enclosed in boxes so constructed as to avoid any danger.
- 3 Packing shall not be required for articles in one piece, such as pieces of wood, metal, etc, which it is not the custom of the trade to pack. In this case, the address of the addressee should be given on the article itself.

#### Article 119

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

- 1 Perishable biological substances which are infectious or reasonably suspected to be infectious for man and animals shall be declared "infectious substances". Letters containing such substances shall be subject to the special packing conditions laid down in the following paragraphs.
- 2 Senders of infectious substances should ensure that shipments are prepared in such a manner that they arrive at their destination in good condition and that they present no hazard to persons or animals during shipment. Elements of such packaging include such essentials as:
- a a watertight primary receptacle;
  - b a watertight secondary packaging;
  - c absorbent material should be placed between the primary receptacle and the secondary packaging. If multiple primary receptacles are placed in a single secondary packaging they shall be wrapped individually to ensure that contact between them is prevented. The absorbent material, such as cotton wool, should be sufficient to take up the entire contents. A non-hygroscopic material which does not evaporate under shipping conditions and is in fact non-toxic for man may be added;
  - d an outer packaging of sufficient strength to meet performance tests equivalent to those laid down in the regulations of the international bodies competent in the matter.
- 3 Although exceptional items, such as whole organs, may require special packaging, the great majority of infectious substances can and should be packaged according to the following guidelines:
- a substances shipped at ambient temperatures or higher. Primary receptacles include those of glass, metal or plastic. Positive means of ensuring a leak-proof seal must be provided such as heat seal, skirted stopper or metal crimp seal. If screw caps are used these should be reinforced with tape;
  - b substances shipped refrigerated or frozen (wet ice, "cold dogs", dry ice). Primary receptacles closed by screw caps should not be used. Ice or dry ice must be placed outside the secondary packaging(s). Interior supports must be provided to secure the secondary packaging(s) in the original position after the ice or dry ice has been dissipated. If ice is used the packaging must be leak-proof. If dry ice is used the outer packaging must permit the release of carbon dioxide gas.

4 The outer box and the outer wrapping, if any, shall be furnished, on the side which bears the addresses of the duly authorized laboratories sending and receiving it, with a standardized diamond-shaped label, 10 cm x 10 cm or 5 cm x 5 cm, with black letters on a white ground. The top half shall bear the approved symbol for infectious substances and the bottom half the following words: "Infectious substance. In case of damage or leakage immediately notify public health authority." This label is as follows:



Article 120

Make-up. Perishable non-infectious biological substances

Letters containing perishable non-infectious biological substances shall be subject to the following special packing conditions: Perishable biological substances which contain neither living pathogenic micro-organisms nor living pathogenic viruses shall be packed in an inner non-porous container with an outer protective container and with absorbent material placed either in the inner container or between the outer and inner container; this material shall be of sufficient quantity to absorb, in case of breakage, all the liquid contained, or capable of being formed, in the inner container. Moreover, the contents of the inner as well as of the outer container shall be packed in such a way as to prevent any movement. Special provision, such as drying by freezing and packing in ice, shall be made to ensure the preservation of substances sensitive to high temperatures. Air transmission, which entails changes of atmospheric pressure, makes it necessary, if the substances are packed in sealed phials or well-stoppered bottles, that these containers be strong enough to withstand variations in pressure. The outer container, as well as the outer wrapping of the item, shall be furnished, on the side which bears the addresses of the laboratories sending and receiving it, with a violet coloured label with the following text and symbol:

PERISHABLE BIOLOGICAL SUBSTANCES



(Dimensions 62 x 44 mm)



Convention, Detailed Regulations

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Article 121

Make-up. Radioactive materials

- 1 Items containing radioactive materials, whose contents and make-up comply with the regulations of the International Atomic Energy Agency providing special exemptions for certain categories of items, shall be admitted for conveyance by post subject to prior consent from the competent authorities of the country of origin.
- 2 Items containing radioactive materials shall be provided by the sender with a special white label bearing the words "*Matières radioactives*" (Radioactive materials), which label shall be officially crossed out should the packing be returned to the place of origin. These items shall also bear in addition to the name and address of the sender, a request in bold letters for the return of the items in the event of non-delivery.
- 3 The sender shall give his name and address and the contents of the item on the inner wrapping.
- 4 Administrations may designate special post offices for the posting of items containing radioactive materials.

Article 122

Make-up. Verification of contents

- 1 Printed papers and literature for the blind shall be made up in such a way that their contents are sufficiently protected while permitting quick and easy verification. They shall be placed in a wrapper, on a roller or between cardboard, in open envelopes or containers, in closed unsealed envelopes or containers, but which can be easily and safely opened and reclosed or tied with a string which is easy to unknot. The administration of origin shall determine whether the closing of these items allows for quick and easy verification of the contents. Printed papers containing books and brochures may be admitted under sealed, transparent wrapper. The administrations concerned may require the sender or addressee to facilitate verification of the contents either by opening some of the items picked out by them or in some other satisfactory manner.
- 2 Administrations may authorize the closing of bulk-posted printed papers, issuing for that purpose a permit to users who make a request for one. To be admitted at the printed papers rate, items closed on these conditions shall bear in bold letters on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, the indication "*Imprimé*" (Printed papers) or "*Imprimé à taxe réduite*" (Reduced-rate printed papers), as appropriate or the equivalent in a language known in the country of destination, and the number of the relevant permit. These indications shall constitute proper authority for verification of the contents.
- 3 Printed papers posted in bulk as specified in paragraph 2 may, notwithstanding paragraph 1, be inserted in closed plastic wrapping, either transparent or opaque. The address of the addressee, set out in the direction of the greatest dimension, the address of the sender and the postage paid imprint prescribed in article 189, may be placed under the plastic film in such a way that they are perfectly legible through the transparent panel or panels provided for that purpose. The wrapping shall include, on the address side, a sufficiently wide part on which service instructions, any reasons for non-delivery or, when applicable, the addressee's new address can be written by hand, or shown by means of a label or by any other process, as on paper; a sufficiently wide part of the wrapping on the address side must have the properties of paper. Items wrapped in plastic may also be prepaid by means of franking-machine impressions made on a self-adhesive label or, in some indelible way, on the actual wrapping.
- 4 No special conditions of closing shall be required for small packets; items designated as such may be opened for verification of their contents. However, by analogy with the conditions laid down in paragraph 2 for printed papers, administrations of origin may restrict the option of closing small packets to items posted in bulk. Articles which would be spoilt if packed according to the general rules and items of merchandise packed in a transparent packing permitting verification of their contents, shall be admitted in a hermetically sealed packing. The same shall apply to industrial and vegetable products posted in a packing sealed by the manufacturer or by an examining authority in the country of origin. In those cases, the administrations concerned may require the sender or the addressee to assist in checking the contents, either by opening certain of the items indicated by them or in some other satisfactory manner.

Article 123

Items in panel envelopes

- 1 Items in envelopes with a transparent address panel shall be admissible on the following conditions:
  - a the panel shall be situated on the plain side of the envelope which is not provided with the closing flap;
  - b the panel shall be made of such a material and in such a way that the address can be easily read through it;
  - c the panel shall be rectangular, its greatest dimension parallel to the length of the envelope, so that the address of the addressee appears in the same direction and the application of the date-stamp is not interfered with;
  - d all the edges of the panel shall be precisely stuck down on the inside edges of the opening in the envelope. For this purpose there shall be an adequate space between the side and bottom edges of the envelope and those of the panel;
  - e the addressee's address shall be the only thing visible through the panel or, at the very least, shall stand out clearly from any other indications visible through the panel;
  - f the contents of the item shall be folded in such a way that the address remains fully visible through the panel even if the contents shift inside the envelope.
- 2 Items in envelopes which are wholly transparent, even if an address label is affixed to them, items in envelopes which have an open panel and items in envelopes with more than one panel shall not be admitted.
- 3 Items in envelopes with a transparent address panel shall be considered as standardized items if they conform to the conditions laid down in article 20, paragraph 1, a, ii, of the Convention.

Chapter III

Special provisions applicable to each category of items

Article 124

Letters

Subject to the provisions relating to standardized items and the packing of items, no conditions shall be laid down for the form or closing of letters. However, letters in envelopes must be rectangular to ensure that they do not cause difficulties during their handling. Letters with the consistency, but not the shape, of postcards shall also be placed in rectangular envelopes. The space on the address side necessary for the address, the postage and the service instructions or labels shall be left completely clear.

Article 125

Postcards

- 1 Postcards shall be rectangular and be made of cardboard or of paper stiff enough not to make mail handling difficult. They shall not have projecting or raised relief parts.
- 2 Postcards shall bear on the front the heading "Carte postale" (Postcard) in French or its equivalent in another language. This heading shall not be compulsory for picture postcards.
- 3 Postcards shall be sent unenclosed that is to say, without wrapper or envelope.
- 4 The right-hand half at least of the front shall be reserved for the address of the addressee, for prepayment and for service instructions or labels. The sender may make use of the back and of the left-hand half of the front, subject to paragraph 5.

#### Convention, Detailed Regulations

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5 It shall be forbidden to affix or attach samples of merchandise or similar articles to postcards or to embellish them with cloth, embroidery, spangles or similar materials. Such cards may be sent only in closed envelopes. Nevertheless, illustrations, photographs, stamps of every kind, labels and cuttings of every kind, of paper or other very thin substance, as well as address slips or fold-back sheets may be affixed to them, provided that these articles are not such as to alter the nature of postcards and that they adhere completely to the card. These articles may be affixed only to the back or to the left-hand half of the front of postcards, with the exception of address slips, tabs or labels which may occupy the whole of the front.

6 Postcards not complying with the regulations for that category shall be treated as letters, except when the irregularity derives only from showing the prepayment on the back. Notwithstanding article 113, paragraph 4, such cards shall be regarded in all cases as unpaid and treated accordingly.

#### Article 126

##### Printed papers

1 Reproductions on paper, cardboard or other materials commonly used in printing produced in several identical copies by means of a mechanical or photographic process, involving the use of a block, stencil or negative, may be sent as printed papers. The administration of origin shall decide whether the object in question has been reproduced on an admissible material and by an admissible process; it shall not be bound to admit as printed paper any items which are not admitted as such in the domestic service.

2 Administrations of origin may admit at the printed paper rate:

- a letters and postcards exchanged between pupils of schools, provided that these items are sent through the principals of the schools concerned;
- b correspondence courses sent by schools to their pupils and pupils' exercises in the original or with corrections but without any note which does not relate directly to the performance of the work;
- c manuscripts of work or for newspapers;
- d musical scores in manuscript;
- e photocopies;
- f impressions obtained by means of computer printers.

3 The items mentioned in paragraph 2 shall also be subject to article 122 as regards form and make-up.

4 Printed papers shall bear in bold letters on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, the expression "*Imprimé*" or "*Imprimé à taxe réduite*" as appropriate or their equivalents in a language known in the country of destination.

5 The following may not be sent as printed papers:

- a documents produced on a typewriter of any type;
- b copies obtained by means of tracing and any kind of handwritten or typewritten copies;
- c copies obtained by means of stamps with or without moveable type;
- d articles of stationery proper, bearing reproductions, when it is clearly shown that the printed part is not the essential part of the article;
- e films and sound, or video recordings;
- f punched paper tapes and ADP cards bearing perforations, marks or signs which could constitute annotations.

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

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

## Article 127

## Printed papers. Authorized annotations and enclosures

- 1 The following may be shown on printed papers, by any process:
  - a the name and address of the sender and the addressee with or without showing the title, profession and style;
  - b the place and date of dispatch of the item;
  - c serial or registration numbers.
- 2 In addition to these particulars it shall be permitted:
  - a to delete, mark or underline certain words or certain parts of the printed text;
  - b to correct printing errors.
- 3 The additions and corrections specified in paragraphs 1 and 2 should have a direct bearing on the content of the reproduction; they should not be of such a nature as to constitute a code.
- 4 It shall also be permissible to show or to add:
  - a on order forms, subscription forms or offers in respect of published works, books, pamphlets, newspapers, engravings, musical scores: the works and the number of copies asked for or offered, the price of the works and notes giving essential elements of the price, the method of payment, the edition, the names of the authors and of the publishers, the catalogue number and the words "paper-backed", "stiff-backed" or "bound";
  - b on the forms used by the lending services of libraries: the titles of the works, the number of copies asked for or sent, the names of the authors and of the publishers, the catalogue numbers, the number of days allowed for reading, the name of the person wishing to consult the work in question;
  - c on picture postcards, on printed visiting cards and on printed cards expressing felicitations or condolences: conventional formulas of courtesy expressed in five words or five initials at the most;
  - d on printed literary and artistic productions: a dedication consisting of a simple conventional tribute;
  - e on cuttings from newspapers and periodicals: the title, date, number and address of the publication from which the article is taken;
  - f On printing proofs: alterations and additions concerned with the correction, layout and printing, as well as notes such as "Passed for press", "Read - Passed for press" or any similar notes concerned with the production of the work. In case of lack of space the additions may be made on special sheets;
  - g on advices of change of address: the old and the new address and the date of the change.
- 5 Finally, it shall be permitted to enclose:
  - a with all printed papers: a card, envelope or wrapper bearing the printed address of the sender of the item or his agent in the country in which the original item was posted. The enclosure may be prepaid for return by means of postage stamps of the country of destination of the original item;
  - b with literary or artistic printed works: the relative open invoice, reduced to its essential elements together with copies of the invoice, deposit notes or international or internal money order forms of the country of destination of the item on which it shall be permissible, after agreement between the administrations concerned, to show by any means whatever the amount to be deposited or paid and the particulars of the postal giro account or the address of the payee of the order;
  - c with fashion papers: cut-out patterns forming, according to the indications appearing on them, an integral part of the copy of the paper with which they are sent.

## Article 128

## Printed papers in the form of cards

- 1 Printed papers of the form, consistency and size of a postcard may be sent unenclosed.
- 2 The right-hand half at least of the front of printed papers sent as cards, including picture postcards benefiting from the reduced charge, shall be reserved for the address of the addressee, for prepayment and for service instructions or labels.
- 3 Printed papers sent as cards not complying with the regulations in paragraphs 1 and 2 shall be treated as letters, except when the irregularity derives only from showing the prepayment on the back. Notwithstanding article 113, paragraph 4, such items shall be regarded in all cases as unpaid and treated accordingly.

## Convention, Detailed Regulations

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### Article 129

#### Literature for the blind

Letters bearing writing used by the blind posted unsealed and plates bearing the characters of writing used by the blind may be sent as literature for the blind. The same shall apply to sound records and to the special paper intended solely for the use of the blind, provided that they are sent by or addressed to an officially recognized institute for the blind.

### Article 130

#### Small packets

1 Small packets shall bear in bold letters on the address side, in so far as possible in the top left-hand corner, if applicable beneath the sender's name and address, indication of which on the outside of the item shall be obligatory, the expression "*petit paquet*" (small packet) or its equivalent in a language known in the country of destination.

2 It shall be permitted to enclose therein an open invoice reduced to its essential elements and to show on the outside or on the inside of items and, in the letter case, on the article itself or on a special sheet, the address of the sender and the addressee with the indications in use in commercial traffic, a manufacturer's or trade mark, a reference to correspondence exchanged between the sender and the addressee, a short note referring to the manufacturer and to the person supplying the goods or concerning the person for whom they are intended, as well as serial or registration numbers, prices and any other notes giving essential elements of the prices, particulars relating to the weight, volume and size, the quantity available and such particulars as are necessary to determine the source and the character of the goods.

3 It shall also be permitted to enclose therein any other document not having the character of current and personal correspondence, provided that its addressee and sender are those of the small packet. The administration of origin shall decide whether the document or documents enclosed fulfil these conditions. The same shall apply to the enclosure in small packets of gramophone records, tapes and wires whether or not bearing a sound or video recording, ADP (automatic data processing) cards, magnetic tapes or similar means as well as OSL cards.

## Section II

### Registered items and insured letters

#### Chapter I

#### Registered items

### Article 131

#### Registered items

1 Registered items shall bear clearly and in bold letters the heading "*Recommandé*" (Registered), accompanied, if necessary, by a similar indication in the language of the country of origin.

- 2 Apart from the exceptions below, no special condition as to form, closing or method of address shall be prescribed for registered items.
- 3 Items bearing an address written in pencil or composed of initials shall not be admitted for registration. However, the address of items other than those which are sent in an envelope with a transparent panel may be written in copying-ink pencil.
- 4 Registered items shall bear a label in the form of the annexed specimen C 4, which must adhere properly.
- 5 Administrations which find it impossible to produce labels in the form of that specimen on which the indications are printed in full shall be permitted to use framed labels with the dimensions of the C 4 specimen in which only the letter R has been printed and on which the other indications in accordance with that specimen have been added in a sharp, clear and indelible form by any process whatsoever. Administrations whose internal regulations at present forbid the use of C 4 labels shall also be permitted to postpone the introduction of this measure and to distinguish registered items by the use of a stamp clearly reproducing the particulars on the C 4 label.
- 6 The label or stamp, and the heading "*Recommandé*" (Registered), shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, or, in the case of items in the form of cards, above the address in such a way as not to affect its legibility. In the case of the special registered bags mentioned in article 24, paragraph 1, p, column 3, l, of the Convention, the C 4 label shall be affixed properly to the address labels supplied by the sender.
- 7 Administrations which have adopted in their internal service the system of mechanical acceptance of registered items may, instead of using the C 4 label, print directly on these items, on the address side, the same service indications as appear on the aforesaid label or, if applicable, affix in the same place the machine-printed strip with the same indications.
- 8 With the authorization of the administration of origin, users may use for their registered items envelopes, bearing, in the place provided for affixing the C 4 label, a preprinted facsimile of that label, the dimensions of which may not be less than those of the C 4 label. If need be, the serial number may be indicated therein by any process whatsoever, as long as it is added in sharp, clear and indelible form. A facsimile of the C 4 label may also be printed on address labels or direct onto the contents of items dispatched in envelopes with transparent panels, as long as such facsimile is placed in all cases at the left-hand side of the panel.
- 9 No serial number shall be placed on the front of registered items by the intermediate administrations.
- 10 Any adhesive tapes used to close registered items shall bear the name, mark, stamp or signature of the sender.

## Chapter II

### Insured letters

#### Article 132

##### Make-up of insured letters

- 1 Insured letters shall fulfil the following conditions to be admitted to the post:
  - a they must be sealed, either by identical wax seals, or by lead seals, or by another effective means, with a special uniform design or mark of the sender;
  - b the envelopes or the packing must be strong and shall permit the seals to adhere or to be attached completely, as the case may be; the envelopes must be made in one piece; the use of envelopes or packing which are wholly transparent or which have a transparent panel, shall be prohibited;

Convention, Detailed Regulations

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- c the make-up shall be such that the contents cannot be tampered with without obvious damage to the envelope, the packing or the seals;
  - d the seals, the postage stamps representing the prepaid postage, and the postal service and other official service labels shall be spaced out so that they cannot serve to hide damage to the envelope or to the packing; the postage stamps and the labels shall not be folded over the two sides of the envelope or the packing so as to cover an edge. It shall be forbidden to affix to insured letters labels other than those relating either to the postal service or to official services whose intervention may be required under the national legislation of the country of origin;
  - e if they are tied with string and sealed as described in a, the string itself need not be sealed.
- 2 Insured letters which have the exterior appearance of a box must fulfil the following additional conditions:
- a they shall be of wood, metal or plastic and sufficiently strong;
  - b the walls of wooden boxes shall have a minimum thickness of 8 millimetres;
  - c the top and bottom shall be covered with white paper to take the address of the addressee, the declaration of the insured value and the impression of the official stamps; they shall be sealed on the four sides in the manner described in paragraph 1, a; if required for insuring inviolability, the boxes shall be tied round crosswise with strong string without knots, the two ends being joined under a wax seal bearing a special uniform design or mark of the sender.
- 3 In addition, the following provisions shall apply:
- a the prepaid postage may be denoted by an indication showing that the postage has been paid in full, for example: "*Taxe perçue*" (Charge collected); this indication shall appear in the top right-hand part of the address side and be authenticated by an impression of the date-stamp of the office which prepaid the item or made up the postage on it;
  - b items addressed to initials or the address of which is shown in pencil and those which have erasures or corrections in their address shall not be admitted; such items which have been wrongly admitted shall be returned to the office of origin.

Article 133

Insured letters. Insured value

- 1 The insured value shall be expressed in the currency of the country of origin and written by the sender or his representative above the address of the item in words with roman lettering and in arabic figures, without erasure or alteration, even if certified; the amount of the insured value shall not be written in pencil or indelible pencil.
- 2 The amount of the insured value shall be converted into gold francs by the sender or by the office of origin. The result of the conversion, rounded up where appropriate to the nearest franc, shall be shown in figures at the side of or below those representing the value in the currency of the country of origin; the amount in gold francs shall be boldly underlined in coloured pencil. Conversion shall not be carried out in direct services between countries which have a common currency.
- 3 When circumstances of any kind or statements made by the interested parties bring to light a fraudulent insurance for a value greater than the actual value enclosed in a letter, the administration of origin shall be advised promptly, with any documents in support of the investigation. If the letter has not yet been delivered to the addressee, the administration of origin may ask for its return.

Article 134

Insured letters. Functions of the office of origin

- 1 Once the office of origin has accepted an insured letter as eligible, it shall:
  - a affix a pink label in the form of the annexed specimen VD 2 and bearing in roman letters the letter V, the name of the office of origin and the serial number of the item. It shall mark the exact weight in grammes on the item. The VD 2 label and the indication of the weight shall be placed on the address side and, in so far as possible, in the top left-hand corner, beneath the sender's name and address where these are given. Administrations may however replace the VD 2 label by the C 4 label prescribed in article 131, paragraph 4, and a small pink label bearing in bold letters the words "*Valeur déclarée*" (Insured);
  - b add to the address side a stamp impression showing the office and date of posting.

Chapter III

Advice of delivery and delivery to the addressee in person

Article 135

Advice of delivery

- 1 Items for which the sender requests an advice of delivery shall bear in bold letters on the address side the indication "*Avis de réception*" (Advice of delivery) or the stamp impression "A.R.". The sender shall give his name and address in roman letters on the outside of the item. The latter indication, when it appears on the address side, shall be placed in the top left-hand corner. This position shall as far as possible also be assigned to the indication "*Avis de réception*" (Advice of delivery) or stamp impression "A.R.", which may be located beneath the sender's name and address where these are given.
- 2 The items mentioned in paragraph 1 shall be accompanied by a light red form, of the consistency of a postcard, conforming to the annexed specimen C 5. The sender shall enter his name and address in roman letters on the front of the form, using means other than ordinary pencil, and particulars relating to the item and the addressee on the back, as indicated by the form's layout. The front of the form shall be completed by the office of origin or by any other office appointed by the dispatching administration and be securely attached to the item; if the form does not reach the office of destination that office shall automatically make out a new advice of delivery.
- 3 In calculating the postage on an advice of delivery item, including where applicable calculation of the air surcharge, the weight of the form C 5 shall be taken into account. The advice of delivery charge shall be represented on the item with the other charges.
- 4 The office of destination shall return the C 5 form, duly completed, to the address shown by the sender; this form shall be sent à découvert and post free by the quickest route (air or surface).
- 5 At the sender's request, an advice of delivery which has not been returned within a normal time shall be the subject of an inquiry made free of charge on form C 9 provided for in article 147. A duplicate of the advice of delivery, bearing on the front in bold letters the word "*Duplicate*" (Duplicate), shall be attached to the C 9 inquiry form. The latter shall be dealt with in accordance with article 147. The C 5 form shall remain attached to the inquiry form C 9, unless the item has been duly delivered, in which case the office of destination shall detach this form in order to return it as prescribed in paragraph 4 above.



## Convention, Detailed Regulations

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### Article 136

#### Delivery to the addressee in person

Registered items and insured letters for delivery to the addressee in person shall bear in bold letters the words "*A remettre en main propre*" (For delivery to the addressee in person) or the equivalent in a language known in the country of destination. This indication shall appear on the address side and, in so far as possible, in the top left-hand corner, beneath the sender's name and address where these are given.

## Section III

### Operations on departure and arrival

#### Chapter I

### Article 137

#### Application of the date-stamp

- 1 The imprint of a date-stamp showing, in roman letters, the name of the office responsible for cancelling and the date of that operation shall be applied to the address side of letter-post items. Equivalent particulars in the characters of the country of origin may be added.
- 2 The application of the date-stamp prescribed in paragraph 1 shall not be compulsory:
  - a for items franked by means of impressions of postal franking machines if the name of the place of origin and the date of posting appear on these impressions;
  - b for items franked by means of impressions obtained by a printing press or by any other printing or stamping process;
  - c for unregistered reduced rate items, provided that the place of origin is shown on these items;
  - d for letter-post items relating to the postal service as listed in article 15 of the Convention.
- 3 All postage stamps valid for prepayment shall be cancelled.
- 4 Unless administrations have prescribed cancellation by means of a special stamp impression, postage stamps left uncanceled through error or omission in the service of origin shall be:
  - a struck through with a thick line in ink or in indelible pencil by the office which detects the irregularity, or
  - b cancelled, by that same office, using the edge of the date-stamp in such a way that the name of the post office is not identifiable.
- 5 Missent items, except for unregistered reduced rate items, shall be impressed with the date-stamp of the office which they have reached in error. This shall apply to both stationery offices, and, as far as possible, travelling post offices. The impression shall be made on the back of the items in the case of letters and on the front in the case of postcards.
- 6 The stamping of items posted on ships shall be the responsibility of the postal official or the officer on board charged with the duty, or, failing those, with the post office at the port of call at which these items are handed over. In that case, the office shall impress the correspondence with its date-stamp and add the word "*Navire*", "*Paquebot*" or any other similar note.
- 7 The office of destination shall apply to the back of each insured letter an impression of its stamp showing the date of receipt.

Article 138

Express items

Items for express delivery shall be provided with either a special bright red printed label or a stamp impression in the same colour bearing the word "Expre" (Express) in bold letters. In the absence of a label or a stamp impression, the word "Expre" (Express) shall be written in very bold capital letters, in red ink or red pencil. The "Expre" (Express) label, impression or indication shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given.

Article 139

Unpaid or underpaid items

1 When the administration of origin undertakes to prepay automatically unpaid items or make up automatically the postage on underpaid items in order to collect the missing amount from the sender afterwards, the postage or the remainder of the postage may be denoted:

- either by one of the methods of prepayment laid down in article 28, paragraph 1, of the Convention,
- or by an indication showing that the postage has been paid in full, for example: "Taxe perue" (Charge collected).

This indication shall appear in the top right-hand part of the address side and be authenticated by an impression of the date-stamp of the office which prepaid the item or made up the postage on it.

2 Items on which the special charge laid down in article 24, paragraph 1, h, of the Convention is to be collected in accordance with article 30, paragraph 2, either from the addressee or, in the case of undeliverable items, from the sender, shall be marked with the T stamp (postage due) in the middle of the upper part of the front; beside the impression of this stamp the administration of origin shall write very legibly in the currency of its country the amount of the under-payment, and under a fraction line, that of its charge valid for the first weight step for letters dispatched by surface mail.

3 In the case of reforwarding or return, applying the T stamp and giving in accordance with paragraph 2, the amounts in the form of a fraction shall be the responsibility of the reforwarding administration. The same shall apply in the case of items originating in countries which apply reduced charges in the service with the reforwarding administration. In such a case, the fraction shall be established according to the charges laid down in the Convention and valid in the country of origin of the item.

4 The delivering administration shall mark the item with the charge to be collected. It shall determine this charge by multiplying the fraction resulting from the data mentioned in paragraph 2 by the amount, in its national currency, of the charge applied in the international service to the first weight step for letters dispatched by surface mail. To this charge, it shall add the handling charge prescribed in article 24, paragraph 1, h, of the Convention.

5 Every item not bearing the T stamp impression shall be considered as duly prepaid and treated accordingly.

6 If the fraction laid down in paragraph 2 has not been shown beside the T stamp by the administration of origin or the reforwarding administration in the case of non-delivery, the administration of destination may deliver the underpaid item without collecting a charge.

7 Postage stamps and postal franking impressions not valid for prepayment of postage shall not be taken into account. In that case, the figure nought (0) shall be placed beside such postage stamps or impressions, which shall be marked around in pencil.

Convention, Detailed Regulations

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Article 140

Return of part A of franking notes. Recovery of charges and fees

- 1 After delivery to the addressee of an item for delivery free of charges and fees, the office which has advanced the customs or other charges on behalf of the sender shall complete, so far as it is concerned, with the use of carbon paper, the details appearing on the back of parts A and B of the franking note. It shall send part A, accompanied by the supporting vouchers, to the office of origin of the item; these shall be sent in a closed envelope, without indication of the contents. Part B shall be retained by the administration of destination of the item for settlement with the debtor administration.
- 2 However, any administration may arrange for part A of franking notes on which charges have been levied to be returned by specially appointed offices and request that this part be forwarded to a specified office.
- 3 The name of the office to which part A of the franking notes are to be returned shall be entered in every case on the front of this part by the office dispatching the item.
- 4 When an item bearing the words "*Franc de taxes et de droits*" (Free of charges and fees) reaches the service of destination without a franking note, the office responsible for customs clearance shall prepare a duplicate note; on parts A and B of this note it shall show the name of the country of origin and, as far as possible, the date of posting of the item.
- 5 When the franking note is lost after delivery of an item, a duplicate shall be prepared under the same conditions.
- 6 Parts A and B of the franking notes relating to items which for any reason are returned to origin shall be cancelled by the administration of destination.
- 7 On receipt of part A of a franking note showing the charges paid out by the service of destination, the administration of origin shall convert the amount of those charges into its own currency at a rate which shall not be higher than the rate fixed for the issue of postal money orders intended for the country concerned. The result of the conversion shall be shown in the body of the form and on the coupon at the side. After recovering the amount of the charges, the office appointed for that purpose shall hand to the sender the coupon from the note and any supporting vouchers.

Article 141

Redirected items

- 1 Items addressed to addressees who have changed their address shall be considered as addressed direct from the place of origin to the place of new destination.
- 2 Any insured letter the addressee of which has left for another country may be redirected if that country operates the service in its relations with the country of the first destination. If it does not, the item shall be sent back forthwith to the administration of origin for return to the sender.
- 3 Items unpaid or underpaid for their first transmission shall be subject to the charge which would have been applied to them if they had been addressed direct from the point of origin to the place of the new destination.
- 4 Items properly prepaid for their first transmission, but on which the additional charge for the further transmission has not been paid before their redirection, shall be subject, in accordance with articles 24, paragraph 1, h, and 30, paragraph 2, of the Convention, to a charge representing the difference between the postage already paid and that which would have been charged if the items had been dispatched originally to their new destination. To this charge shall be added the handling charge. If reforwarded by air, the items for their further transmission, shall be in addition, subject to the air surcharge, combined charge or special fee prescribed in article 78, paragraph 3.
- 5 Items originally for an address within a country shall not be redirected to another country unless they satisfy the condition for the further conveyance.

6 Items having originally circulated free of postal charges within a country shall be subject, in accordance with articles 24, paragraph 1, h, and 30, paragraphs 1 and 2, of the Convention, to the postage charge which would have been payable if these items had been addressed direct from the place of origin to the place of the new destination. To this charge shall be added the handling charge.

7 On redirection, the reforwarding office shall apply its date-stamp to the front of items in the form of cards and on the back of all other categories of items.

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

9 The customs duty and other fees of which it has not been possible to secure cancellation on redirection or on return to origin (article 143), shall be collected COD from the administration of the new destination. In that case, the administration of the original destination shall attach to the item an explanatory note and a COD money order (R 3, R 6 or R 8 forms of the Cash-on-Delivery Agreement). If there is no cash-on-delivery service between the administrations concerned, the charges in question shall be recovered by correspondence.

10 If the attempt to deliver an express item at the place of address by a special messenger has failed, the reforwarding office shall strike through the label or the indication "*Express*" (Express) with two thick horizontal lines.

#### Article 142

##### Collective redirection of letter-post items

1 Unregistered items to be redirected to the same person at a new address may be enclosed in special envelopes in the form of the annexed specimen C 8 supplied by administrations and on which only the name and the new address of the addressee shall be written. Moreover, when the number of items to be collectively reforwarded justifies it, a bag may be used. In this case the details required shall be entered on a special label provided by the administration and printed, generally, on the pattern of the C 8 envelope.

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

3 The envelope or bag shall be presented open at the redirecting office to enable that office to collect, if necessary, the additional charges to which the items it contains may be subject or to mark on the items the charge to be collected on arrival when the additional charge has not been paid. After checking it, the forwarding office shall close the envelope or bag and apply to the envelope or label, where necessary, the T stamp indicating that charges are to be collected for all or some of the items included in the envelope or bag.

4 On arrival at its destination, the envelope or bag may be opened and its contents checked by the delivering office which shall collect, where necessary, the unpaid additional charges. The handling charge provided for in article 24, paragraph 1, h, of the Convention shall be collected only once for all items inserted in the envelopes or bags.

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

#### Article 143

##### Undeliverable items

1 Before returning to the administration of origin items which for any reason have not been delivered, the office of destination shall show clearly and concisely, in French, as far as possible on the front of these items, the reason for non-delivery, in the following form: "*inconnu*" (not known), "*refusé*" (refused), "*en voyage*" (travelling), "*parti*" (gone away), "*non réclamé*" (not claimed), "*décédé*" (deceased), etc. As regards postcards and printed papers in the form of cards the reason for non-delivery shall be shown on the right-hand half of the front.

#### Convention, Detailed Regulations

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2 This information shall be shown by the application of a stamp or by affixing a label. Each administration may add the translation, in its own language, of the reason for non-delivery and other appropriate particulars. In the service with administrations which have so agreed the indications may be made in a single agreed language. Manuscript notes regarding the non-delivery made by officials or by post offices may also be regarded as sufficient in that case.

3 The office of destination shall strike out the address particulars with which it is concerned while leaving them legible and write "*Retour*" (Return) on the front of the item beside the name of the office of origin. It shall also apply its date-stamp on the back of letters and on the front of postcards.

4 Undeliverable items shall be returned to the office of exchange of the country of origin, either individually or in a special bundle labelled "*Envois non distribuables*" (Undeliverable items), as if they were items addressed to that country. Undeliverable and unregistered items which bear adequate return details shall be returned direct to the sender.

5 Undeliverable internal items which have to be sent abroad to be returned to the senders shall be dealt with in accordance with article 141. The same shall apply to international correspondence when the sender has moved to another country.

6 Items for third persons, addressed care of diplomatic and consular services and returned by them to the post office as unclaimed, as well as items for individuals, addressed to hotels, lodgings or agencies of air or maritime companies and returned to the post office because they cannot be delivered to the addressees, shall be treated as undeliverable items. In no case shall they be considered as new items subject to payment of postage.

7 Insured letters which have not been delivered shall be sent back as soon as possible, and at the latest within the period fixed by article 35 of the Convention; these items shall be entered on the VD 3 list and included in the packet, envelope or bag labelled "*Valeurs déclarées*" (Insured items).

#### Article 144

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

1 Every request for withdrawal of items from the post or for alteration of address shall entail completion by the sender of a form conforming to the annexed specimen C 7; one form may be used for several items posted at the same time at the same office by the same sender to the address of the same addressees. In handing in this request at the post office the sender shall prove his identity and produce the certificate of posting, if any. After the proof of identity, for which the administration of the country of origin shall assume responsibility, the procedure shall be as follows:

- a If the request is to be sent by post, the form, accompanied if possible, by a perfect facsimile of the envelope or of the address of the item, shall be sent direct to the office of destination, under registered cover and by the quickest route (air or surface);
- b If the request is to be made by telegraph, the form shall be handed over to the telegraph service which shall be instructed to transmit its terms to the post office of destination.

2 Any request for alteration of address concerning an insured letter made by telegraph shall be confirmed by post, by the first mail, as prescribed in paragraph 1, a; the C 7 form shall then bear at the head, in bold letters, the note "*Confirmation de la demande télégraphique du ...*" (Confirmation of the telegraph request dated ...); pending this confirmation the office of destination shall merely retain the item. However, the administration of destination may, on its own responsibility, act on the telegraphic request without waiting for confirmation by post.

3 On receipt of the C 7 form or of the telegram sent instead, the office of destination shall search for the item in question and take the necessary action.

4 The action taken by the office of destination on every request for withdrawal from the post or alteration of the address shall be communicated immediately to the office of origin by the quickest route (air or surface), by means of the reply portion of the C 7 form, which shall be automatically prepared if the request has been made by telegraph. The office of origin shall inform the applicant. The same shall apply in the following circumstances:

- fruitless searches;
- items already delivered to the addressee;
- request by telegraphic means not sufficiently explicit to permit the item to be identified with certainty;
- item confiscated, destroyed or seized.

If the sender of a request sent by telegraphic means, has asked to be notified by telegram, the reply shall be sent by this means to the office of origin, which shall inform the applicant as quickly as possible.

5 Any administration may ask through notification of the International Bureau, for requests concerning it to be exchanged through its central administration or through a specially appointed office; this notification shall include the name of this office.

6 If requests are exchanged through the central administrations, a copy of the request may, in an emergency, be sent direct to the office of origin by the office of destination. Requests sent direct shall be acted on in that the items concerned shall be withheld from delivery until the arrival of the request from the central administration.

7 Administrations which exercise the option allowed by paragraph 5 shall bear the charges which may result from the transmission in their internal service by post or telegraph of the communications to be exchanged with the office of destination. Recourse to telegraphic means shall be compulsory when the sender has himself used this means and the office of destination cannot be advised in time by post.

#### Article 145

Withdrawal from the post. Alteration of address. Items posted in a country other than that which receives the request

1 Any office which receives a request for withdrawal from the post or alteration of address, made in accordance with article 33, paragraph 3, of the Convention, shall verify the identity of the sender of the item. It shall send the C 7 form to the office of origin or destination of the item. It shall ascertain, in particular, that the address of the sender appears clearly in the place provided for this purpose on the C 7 form, so as to be able at the right time, to inform the sender how his request was dealt with, or return to him the item which is the subject of withdrawal, as the case may be.

2 If the withdrawal concerns a registered item or an insured letter, the certificate of posting must be produced by the sender but shall not be attached to the C 7 form; the letter shall bear the notation: "*Vu récépissé de dépôt No ... délivré le ... par le bureau de ...*" (Seen, certificate of posting No ... issued on ... by the office of ...). The certificate of posting shall bear the following notation: "*Demande de retrait (ou de modification d'adresse) déposée le ... au bureau de ...*" (Request for withdrawal from the post [or for alteration of address] made on ... at the office of ...). This note shall be accompanied by an impression of the date-stamp of the office receiving the request.

3 Any telegraphic request made under the conditions laid down in paragraph 1 shall be sent direct to the office of destination of the item. If, however, it refers to a registered item or an insured letter, a C 7 form accompanied if possible by the receipt of posting and clearly marked "*Demande télégraphique déposée le ... au bureau de ...*" (Telegraphic request made on ... at the office of ...) shall, in addition, be sent to the office of origin of the item. After verifying the details, the office of origin shall write at the top of the C 7 form, in coloured pencil, the note: "*Confirmation de la demande télégraphique du ...*" (Confirmation of the telegraphic request of ...) and shall send it to the office of destination. The office of destination shall hold the registered item, or the insured letter until receipt of this confirmation.

4 So that it can inform the sender, the office of destination of the item shall inform the office which receives the request how it has been dealt with. However, when a registered item or an insured letter is concerned, this information shall pass through the office of origin of the item. In the case of withdrawal, the withdrawn item shall be attached to this information.

5 Article 144 shall apply, by analogy, to the office which receives the request and to its administration.

Convention, Detailed Regulations

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Article 146

Inquiries. Unregistered items

- 1 Every inquiry about an unregistered item shall involve the preparation of a form conforming to the annexed specimen C 8 which shall be accompanied, as far as possible, by a facsimile of the address of the item on a small sheet of thin paper. The inquiry form shall be completed with all the details called for and very legibly, preferably in roman capital letters and arabic figures. Whenever possible this form shall be completed by typewriter.
- 2 The office which receives the inquiry shall automatically forward the form direct, preferably by registered mail and by the quickest route (air or surface), without a covering letter and in an envelope, to the corresponding office. The letter, after obtaining the necessary information from the addressee or the sender, as the case may be, shall automatically return the form, preferably by registered mail and in an envelope, by the quickest route (air or surface) to the office which prepared it.
- 3 If the inquiry is acknowledged to be justified the letter office shall forward the form to its central administration for further investigation.
- 4 A single form may be used for several items posted at the same time by the same sender to the address of the same addressee.
- 5 Any administration may ask through notification of the International Bureau for inquiries concerning its service to be forwarded to its central administration or to a specially appointed office.
- 6 The C 8 form shall be returned to the administration of origin of the item under inquiry in accordance with the conditions prescribed in article 147, paragraph 12.
- 7 If a request is made for transmission of an inquiry by telegraph, a telegram shall be sent, instead of a C 8 form, direct to the office of destination or, where applicable, either to the central administration of the country of destination or to a specially appointed office. If the sender has asked to be advised by telegraph, the reply shall be thus transmitted to the service which initiated the telegraph inquiry; if not, the reply can be given by post.

Article 147

Inquiries. Registered items and insured letters

- 1 Every inquiry about a registered item or an insured letter shall be made on a form conforming to the annexed specimen C 9 which shall be accompanied, as far as possible, by a facsimile of the address of the item on a small sheet of thin paper. The inquiry form shall be completed with all the details called for and very legibly, preferably in roman capital letters and arabic figures. Whenever possible this form shall be completed by typewriter. In the case of an inquiry about registered items exchanged under the system of bulk advice, the number and the date of dispatch of the mail must be entered on the C 9 inquiry form.
- 2 If the inquiry concerns a cash-on-delivery item, it shall also be accompanied by a duplicate R 3, R 6 or R 8 money order form of the Cash-on-Delivery Agreement or by a deposit note, as the case may be.
- 3 One form may be used for several items posted at the same time at the same office by the same sender and sent by the same route to the address of the same addressee.
- 4 The inquiry, furnished with the forwarding data, shall be sent from office to office following the same route as the item; it shall be sent automatically without a covering letter and in a closed envelope, and always by the quickest route (air or surface). However, an administration of destination may prescribe that all inquiries be sent to it by registered post.

- 5 Any administration may, by notifying the International Bureau, ask for inquiries concerning its service to be forwarded duly furnished with the forwarding data, to its central administration or to a specially appointed office.
- 6 If the administration of origin or the administration of destination so requests, the inquiry shall be forwarded direct from the office of origin to the office of destination.
- 7 If, upon receipt of the inquiry, the office of destination or the central administration of the country of destination or the specially appointed office, as the case may be, is able to say what finally happened to the item, it shall complete part 3 of the form. In cases of delayed delivery, retention or return to origin the reason shall be shown briefly on the C 9 form.
- 8 An administration which is unable to establish either delivery to the addressee or correct transmission to another administration shall immediately order the necessary inquiry. It shall record in part 4 of the C 9 form its decision on liability.
- 9 The form, duly completed as prescribed in paragraphs 7 and 8, shall be returned by the quickest route (air or surface) to the address given at the end of it or, if no address is given, to the office which prepared it.
- 10 Any intermediate administration which forwards a C 9 form to the next administration shall be responsible for informing the administration of origin of the fact by means of a form conforming to the annexed specimen C 9bis.
- 11 If an inquiry has not been returned within a period of two months a duplicate of the C 9 form, furnished with the forwarding data, shall be sent to the central administration of the country of destination. The word "*Duplicate*" (Duplicate) and the date of dispatch of the original inquiry shall be written very conspicuously on the duplicate.
- 12 The C 9 form and the documents which are attached to it, including the addressee's declaration made out on a form conforming to the annexed specimen C 32, and certifying the non-receipt of the item under inquiry shall invariably be returned to the administration of origin of the item under inquiry as soon as possible and at the latest within five months from the date of the original inquiry.
- 13 The foregoing provisions shall not apply to cases of theft from a mail, loss of a mail or to other similar cases, which necessitate a more detailed exchange of correspondence between administrations.
- 14 If a request is made for transmission of an inquiry by telegraph, a telegram shall be sent, instead of a C 9 form, direct to the office of destination or, where applicable, either to the central administration of the country of destination or to a specially appointed office. If the sender has asked to be advised by telegraph, the reply shall be thus transmitted to the service which initiated the telegraph inquiry; if not, the reply can be given by post. If the telegraphic inquiry does not establish what happened to the item concerned, the inquiry shall be made again by post using form C 9 before indemnity is considered.

#### Article 148

##### Inquiries concerning items posted in another country

- 1 In the cases provided for in article 42, paragraph 3, of the Convention, C 8 and C 9 forms concerning inquiries shall be forwarded to the office of origin of the item, unless the administration concerned has requested that these forms be sent to its central administration or a specially appointed office. The certificate of posting must be produced but shall not be attached to the C 9 form; the latter shall be endorsed "*Vu récépissé de dépôt No ... délivré le ... par le bureau de ...*" (Seen, certificate of posting No ... issued on ... by the office of ...).
- 2 The form must reach the administration of origin within the period prescribed in article 107, paragraph 1.



## Convention, Detailed Regulations

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### Article 149

#### Delivery of a rifled or damaged insured letter

1 In the cases specified in article 53, paragraph 1, a and b, of the Convention, the delivering office shall prepare a VD 4 report on the joint inspection and have it countersigned, whenever possible, by the addressee. One copy of the report shall be handed to the addressee or, if the item is refused or redirected, attached to it. One copy shall be retained by the administration which prepared the report.

2 If the item is delivered, the copy of the VD 4 report prepared in accordance with article 165, paragraph 10, b, shall be attached to the item and dealt with in accordance with the regulations of the country of destination; if the item is refused, the said copy shall remain attached to the item.

3 When internal regulations so require, an item subjected to the treatment specified in paragraph 1 shall be returned to the sender if the addressee refuses to countersign the VD 4 report.

## Section IV

### Exchange of items. Mails

#### Chapter I

### Article 150

#### Exchange of items

Administrations may exchange, via one or more of their number, both closed mails and à découvert items according to needs and service requirements.

### Article 151

#### Exchange in closed mails

1 It shall be obligatory to make up closed mails whenever one of the intermediate administrations so asks on grounds that the amount or the weight of à découvert items is such as to hinder its work. Dispatches of à découvert items with an average weight exceeding 5 kilogrammes per mail or per day (when several dispatches are made in a day) can be considered as being likely to hinder work as regards weight.

2 The exchange of items in closed mails shall be regulated by common consent between the administrations concerned.

3 Administrations via which closed mails are to be forwarded shall be given suitable notice.

4 In cases where an exceptionally large number of unregistered items have to be sent to a country to which mail is normally sent in transit à découvert, administrations may agree to the country of origin making up closed mails without a letter bill for the country of destination.

5 The administration of the country of origin shall advise administrations concerned of the dispatch of the extraordinary closed mails mentioned in paragraph 4 and shall, to that effect, use the C 16 verification note referred to in article 174, paragraph 1, which it shall send direct to them by the quickest route (air or surface).

Article 152

Land transit without the participation of the country crossed

When an administration wishes to use a transport service conveying mails in transit across another country without the participation of the services of that country in accordance with article 3 of the Convention, it shall make a request to that effect to the postal administration of the country crossed; in addition it must provide that administration, if the latter so requests, with any desired information about the mail thus forwarded.

Article 153

Routes and methods of transmission of insured letters

- 1 By means of the VD 1 tables received from the others concerned, each administration shall decide on the routes to be used for the transmission of its insured letters;
- 2 The transmission of insured letters between adjacent countries or between countries connected by a direct sea or air service shall be effected by the offices of exchange which the two administrations concerned appoint by mutual agreement.
- 3 In the relations between countries separated by one or more intermediate services, insured letters shall follow the most direct route. Nevertheless, the administrations concerned may also arrange with one another to provide for transmission à découvert by circuitous routes where the transmission by the most direct route would not carry with it a guarantee of liability over the whole distance.
- 4 Subject to service requirements and article 151, paragraph 1, insured letters may be dispatched in closed mails or be handed over à découvert to the first intermediate administration if that administration is able to arrange for their transmission under the conditions prescribed in the VD 1 tables.
- 5 Administrations of origin and destination may agree among themselves to exchange insured letters in closed mails by means of the services of one or more intermediate countries, whether these participate in the insured letters service or not. The intermediate administrations shall be advised in good time.

Article 154

Transit à découvert

- 1 The transmission of à découvert items to an intermediate administration shall be strictly limited to cases where the making up of closed mails for the country of destination is not justified, as defined in article 151, paragraph 1. The dispatching administration shall consult the intermediate administrations as to the suitability of the route by which it is proposed to send its à découvert items.
- 2 In the absence of a special agreement, all items posted on board a ship and not included in a closed bag mentioned in article 68 of the Convention shall be handed over à découvert by the ship's agent direct to the post office at the port of call, whether these items have been stamped on board or not.
- 3 When their number and make-up permit, items sent à découvert to an administration shall be made up in separate labelled bundles for each country of destination.

Convention, Detailed Regulations

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Article 155

Make-up of mails

1 Ordinary items which can be bundled shall be classified by size (standardized items and other items) and bundled according to categories, letters and postcards being included in the same bundle and newspapers and periodicals mentioned in article 162, paragraph 1, b, iii, being made up in bundles separate from other AO items. The bundles shall be distinguished by labels in the form of the annexed C 30 specimens and showing the indication of the office of destination or of the reforwarding office of the items enclosed in the bundles. Items which can be bundled shall be arranged with the addresses facing the same way. Prepaid items shall be separated from those which are unpaid or underpaid and the labels of bundles of unpaid or underpaid items shall be impressed with the T stamp. The bundles of unpaid or underpaid items shall be placed in the bag containing the letter bill. The thickness of the bundles of standardized items shall be limited to 150 mm after bundling. The weight of bundles of non-standardized items may not exceed 5 kilogrammes.

2 If letters show signs of opening, deterioration or damage, a note of the fact shall be made on them and they shall be marked with the date-stamp of the office which discovered it. In addition, when the security of the contents so requires the items shall be placed if possible in a transparent envelope or in a fresh packing on which the details appearing on the envelope shall be reproduced.

3 Mails, including those made up solely of empty bags, shall be contained in bags the number of which shall be kept to the strict minimum. The bags shall be in good condition to protect their contents; they shall also be suitably closed, sealed preferably with lead and labelled. The seals may also be made of light metal or plastic provided the sealing is so done that it cannot be tampered with without bearing signs of tampering. However, when administrations are in agreement on this subject, bags containing unregistered AO items only and empty bags need not be sealed with lead; the same applies to bags containing unregistered LC or AO items if they are conveyed in a sealed container by a direct service or if they are forwarded by a country of embarkation that puts them into such a container for the country of destination. When string is used it shall be passed twice round the neck of the bag in such a way that one of the two ends is drawn under the loops and then tied. The impressions of the seals shall reproduce, in very legible roman letters, the name of the office of origin or an indication sufficient to identify that office.

4 The bags shall show legibly in roman letters the office or country of origin and bear the word "Postas" (Post) or any other similar expression distinguishing them as postal dispatches.

5 In the absence of special agreement small mails shall simply be wrapped in strong paper so as to prevent any damage to the contents, then tied with string and sealed with lead, light metal or plastic seals. If lead, light metal or plastic seals are used, these mails shall be made up so that the string cannot be detached. When they contain only unregistered items they may be closed by means of gummed seals bearing the printed indication of the dispatching office of administration. Subject to article 158, administrations may agree to use the same means of closing for mails containing registered items which, because of their small number are transported in packets or envelopes. In that case, the addresses of the packets and envelopes shall conform, as regards the printed details and the colours, to the provisions prescribed in article 162 for the labels of bags of mails. However closing by means of gummed seals shall not be permitted for bags containing insured letters.

6 When the number or volume of the items necessitates the use of more than one bag, separate bags shall, as far as possible, be used:

- a for letters and postcards and, where applicable, for the newspapers and periodicals mentioned in article 162, paragraph 1, b, iii;
- b for the periodicals mentioned in article 162, paragraph 1, c; and for other items; in addition, as applicable, separate bags shall be used for small packets; the labels on those bags shall bear the words "Petits paquets".

7 The packet or bag of registered items or insured letters shall be placed in one of the bags of letters or in a separate bag; the outer bag shall invariably bear the red label prescribed in article 162, paragraph 1, a. When there are several bags of registered items or insured letters, all the bags must bear a red label.

8 The special envelope containing the letter bill shall be dealt with in accordance with article 158, paragraph 1.

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

10 As far as possible, offices of exchange shall include in their own mails for a particular office all the small mails (packets or bags) which reach them for that office.

11 For conveyance purposes, mails may be placed in containers, subject to special agreement between the administrations concerned on the methods of using the containers.

#### Article 156

##### Letter bills

1 A letter bill in the form of the annexed specimen C 12 shall accompany each mail. It shall be placed in a pink envelope, if the mail contains insured letters, and in a blue envelope, if it does not, marked in bold letters "*Feuille d'avis*" (Letter bill). This envelope shall be fastened to the outside of the packet or bag of registered items; if there are no registered items, the envelope shall whenever possible be attached to a bundle of ordinary items. In relations between countries whose administrations have reached agreement, the dispatching office of exchange shall send one copy of the C 12 by air to the office of exchange of destination. Administrations may, by means of special agreements, decide that mails containing exclusively ordinary letter-post items or empty bags shall not be accompanied by a letter bill.

2 The dispatching office shall complete the letter bill with all the details called for, taking into account this article and articles 157, 158, 160 and 168:

- a Heading: in the absence of special agreement, dispatching offices shall not number the letter bills when mails are made up only once every day. In every other case they shall number them according to an annual series for each office of destination. Each mail shall in that event bear a separate number. In the case of the first dispatch of each year the bill shall bear, in addition to the serial number of the mail, that of the last mail of the preceding year. If a mail is suppressed, the dispatching office shall enter beside the number of the mail, the indication "Last mail". The name of the ship transporting the mail or the official abbreviation of the flight used shall be shown when the dispatching office knows it;
- b Table I: the presence of unregistered express or airmail items shall be shown by a cross (x) in the corresponding box;
- c Table II: the number of bags, broken down by category, shall be entered in this table. Administrations may agree that only red label bags shall be entered on the letter bills;
- d Table III: the number of bags and packets of registered items or insured letters shall be entered in this table, as shall be the number of special lists of registered items (article 157), VD 3 dispatch lists (article 158) and AV 2 bills (article 209); when the mail does not contain envelopes, packets or bags of insured items the indication "*Néant*" (Nil) shall be entered into the "insured" column of that table;
- e Table IV: this table is intended for the entry of small transit mails which are placed in the bag of the office of exchange reforwarding the mail;
- f Table V: the number of bags used by the dispatching administration and the number of empty bags returned to the administration of destination shall be entered in this table; where applicable, the number of empty bags belonging to an administration other than that to which the mail is addressed shall be shown separately with a reference to that administration. When two administrations have agreed to enter red label bags only (subparagraph c), the number of bags used for the make-up of the mail or the number of empty bags belonging to the administration of destination shall not be given in table V. Unclosed official letters and the various communications or recommendations from the dispatching office relating to the service shall also be mentioned in this table;

#### Convention, Detailed Regulations

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- g Table VI: this table is intended for the entry of registered items when special lists are not used exclusively. If the administrations concerned have agreed to the bulk advice of registered items, the number of these items inserted in the bag containing the letter bills shall be shown in words and in figures (article 157, paragraph 2). When the mail does not contain registered items the indication "Nul" (Nil) shall be entered in table VI.
- 3 Administrations may arrange with each other to include additional tables or headings in the letter bill or modify the tables to suit their needs when they consider it necessary.
- 4 When an office of exchange has no item to pass forward to a corresponding office and when, in the service between the administrations concerned, the letter bills are not numbered in accordance with paragraph 2, a, that office shall merely send a "Nil" letter bill in the next mail; in the case of annually numbered mails no "Nil" letter bill shall be sent.

#### Article 157

##### Transmission of registered items

- 1 Except where paragraph 2 applies, registered items shall be transmitted entered individually in table VI of the letter bill. One or more special lists in the form of the annexed specimen C 13 may be used, either in place of table VI or as a supplement to the letter bill. The use of special lists shall be compulsory if the administration of destination so requests. The lists in question shall show the same serial number as that shown on the letter bill of the corresponding mail. When several special lists are used they shall also be numbered in their own series for each mail. The number of registered items which can be entered on a single special list or in table VI of the letter bill shall be restricted to the number for which the layout of the respective form provides.
- 2 Administrations may agree to the bulk advice of registered items. The total number of items shall be entered in table III of the letter bill. When the mail comprises several bags of registered items, every bag except the one in which the letter bill is inserted shall contain a special list showing, in words and figures in the space provided, the total number of registered items it contains. The number of items inserted in the bag containing the letter bill shall be mentioned thereon in the box in table VI reserved for that purpose.
- 3 Administrations may agree among themselves that paragraph 2 shall not apply to MP 1 money orders subject to automatic registration.
- 4 Registered items and, where applicable, the special lists provided for in paragraph 1 shall be made up in one or more separate packets or bags which shall be suitably wrapped or closed and sealed with or without lead so as to protect the contents. The seals may also be made of light metal or plastic. The impressions of the seals whether of lead or other material, shall reproduce, in very legible roman letters, the name of the office of origin or an indication sufficient to identify that office. Bags and packets made up in this way may be replaced by heat-sealed plastic bags. The registered items shall be arranged in each packet according to their order of entry. When one or more special lists are used each of them shall be tied up with the registered items to which it refers and placed on top of the first item in the bundle. When several bags are used each of them shall contain a special list detailing the items which it contains.
- 5 Subject to agreement between the administrations concerned and when their volume permits, registered items may be enclosed in the special envelope containing the letter bill. This envelope shall be sealed.
- 6 In no case may registered items be included in the same bundle as unregistered items.
- 7 As far as possible a single bag shall not contain more than 600 registered items.
- 8 If there is more than one packet or bag of registered items each of the additional packets or bags shall bear a red label showing the nature of its contents.

## Article 158

## Transmission of insured letters

- 1 The dispatching office of exchange shall enter the insured letters on special dispatch lists in the form of the annexed specimen VD 3 with all the details for which the form provides.
- 2 Insured letters shall be made up with the dispatch list or lists into one or more special packets tied to one another, wrapped in strong paper, tied on the outside and sealed with fine wax on every fold by means of the seal of the dispatching office of exchange; these packets shall be endorsed "*Valeurs déclarées*" (Insured items).
- 3 Instead of being made up in a packet, the insured letters may be placed in a strong paper envelope, closed by means of wax seals.
- 4 The packets or envelopes of insured letters may also be closed by means of gummed seals bearing the printed indication of the administration of origin of the mail, unless the administration of destination of the mail requires that they shall be sealed with wax or lead. An impression of the date-stamp of the dispatching office shall be added to the gummed seal in such a way that it appears partly on the seal and partly on the wrapping.
- 5 If their number or volume makes it necessary insured letters may be placed in a bag suitably closed and sealed with wax or lead.
- 6 The packet, envelope or bag of insured letters shall be enclosed in the packet or bag containing registered items or, failing those, in the packet or bag which would normally contain registered items; when the registered items are enclosed in more than one bag, the packet, envelope or bag of insured letters shall be placed in the bag to the neck of which the special envelope containing the letter bill is attached.
- 7 The outer bag containing insured letters must be in perfect condition and the edge of its mouth shall be provided, if possible, with piping which makes it impossible to open the bag illicitly without leaving visible traces.

## Article 159

## Transmission of money orders

Postal money orders sent unenclosed shall be made up in a separate bundle and placed in a packet or bag containing registered items or, if there is one, in the packet or bag with insured items. The same shall apply to unregistered COD items exchanged in accordance with article 2, paragraph 1, of the Cash-on-Delivery Agreement. If the mail contains neither registered nor insured items, the money orders and, if any, the unregistered COD items shall be placed in the envelope containing the letter bill or bundled with the letter.

## Article 160

## Transmission of express items and airmail correspondence sent in surface mails

- 1 The presence of unregistered express or airmail items shall be shown by a cross (x) in the corresponding box of table I on the letter bill (article 156, paragraph 2, b).
- 2 Unregistered express items and unregistered airmail correspondence shall be made up in separate bundles bearing labels marked in bold letters either "*Express*" (Express) or "*Par avion*" (By airmail). These bundles shall be enclosed by the offices of exchange in the envelope containing the letter bill which accompanies the mail.
- 3 If, however, this envelope has to be fixed to the packet or the bag of registered items (article 156, paragraph 1), the bundles of express items and airmail correspondence shall be placed in the outer bag.
- 4 Registered express items and registered airmail correspondence shall be arranged in their order among the other registered items and the word "*Express*" (Express) or "*Par avion*" (By airmail) written opposite the appropriate entries in the "*Observations*" column of table VI of the letter bill or the C 13 special lists. In the case of bulk advice, the presence of these registered items shall be shown simply by the words "*Express*" (Express) or "*Par avion*" (By airmail) in table VI of the letter bill. Similar indications shall be made in the "*Observations*" column on the VD 3 dispatch lists opposite the entries of insured letters for delivery by express or to be sent by air.

Article 161

Transmission of printed papers for a single addressee

Every special bag containing printed papers for the same addressee at the same address shall, in addition to the C 28 or AV 8 label which in this case bears the letter "M", be furnished with a rectangular address label provided by the sender and giving all the information concerning the addressee. The address label shall be made of sufficiently rigid canvas, a strong cardboard, plastic material or paper glued to wood and shall be provided with an eyelet; it shall not be smaller than 140 x 90 mm with a tolerance of 2 mm. In the absence of any advice to the contrary, these bags may be sent registered. In the letter case they shall be entered in table VI of the C 12 letter bill or on a C 13 special list as a single registered item and the letter "M" shall be added in the "Observations" column. If the special bags contain printed papers to be submitted to customs examination, the address label shall compulsorily bear the green C 1 label specified in article 116, paragraph 1.

Article 162

Labelling of mails

1 The labels of the bags shall be made of sufficiently rigid canvas, plastic, strong cardboard parchment or of paper glued to wood and shall be provided with an eyelet. Their layout and text shall conform to the annexed specimen C 28. In the service between neighbouring offices, strong paper labels may be used; these shall, however, be strong enough to withstand the various handling processes the mails undergo during transmission. Labels are made in the following colours:

- a in vermillion red, for bags containing registered items, insured letters and/or the letter bill;
- b in white, for bags containing only ordinary items of the following categories:
  - i letters and postcards dispatched by surface and air,
  - ii mixed items (letters, postcards, newspapers and periodicals and other items),
  - iii newspapers posted in bulk by publishers or their agents and dispatched by surface only, except those returned to sender; the reference "Newspapers" or the reference "Jx" shall be written on the white label, when the bags contain only items of this category. Administrations of origin may also insert in the bags with white labels bearing the reference "Newspapers" or the reference "Jx" news periodicals published at least once a week and posted in bulk to which they give in their domestic service the priority treatment given to newspapers;
- c in light blue, for bags containing only printed papers, literature for the blind, ordinary small packets and periodicals other than those mentioned in subparagraph b, iii. The reference "Periodicals" may be written on the blue label when the bags contain only items of this category;
- d in green for bags containing only empty bags returned to origin.

2 The label of the bag or packet containing the letter bill (article 156) shall always bear a bold letter "F" and the number of bags comprised in the mail may be written on it.

3 A white label may also be used in conjunction with a tab 5 x 3 cm in one of the colours mentioned in paragraph 1: a blue label may also be used in conjunction with a similar tab in red.

4 Letters containing perishable infectious biological substances as defined in article 119 shall be placed in separate bags. Each bag shall be provided with an identification label, similar in colour and form to the label provided for in article 119 but made bigger to make room for affixing an eyelet. Besides the special symbol for items containing infectious substances, this label shall bear the phrase: "Infectious substance" and "In case of damage or leakage immediately notify public health authority".

5 In the case of mails not accompanied by a letter bill, the label of the outer bag containing express items shall bear either the red "Expres" (Express) label or the word "Expres" (Express) written in red.

6 The labels shall bear the name of the dispatching office printed in small roman letters and the name of the office of destination in large roman letters, preceded respectively by the words "de" (from) and "pour" (to), as well as, as far as possible, an indication of the transmission route, and, if the mails are going by sea, the name of the vessel. The name of the office of destination shall also be printed in small letters, vertically, on either side of the eyelet of the label. In exchanges between countries by sea not made by direct services, and in exchanges with other countries which expressly request it, the date of dispatch, the number of the mail and the port of disembarkation shall also be given.

7 Intermediate offices shall not enter any serial number on the labels of bags or packets of closed mails in transit.

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

#### Article 163

##### Routing of mails and preparation of trial notes

1 When a mail consists of several bags, these shall as far as possible remain together and be forwarded by the same post.

2 The administration of the country of origin may prescribe the route to be followed by the closed mails which it dispatches, provided that the use of that route does not entail special costs for an intermediate administration. Information about the routing shall be entered on the C 18 bills and the C 28 labels.

3 To determine the most favourable route and the time of transmission of a mail, the office of exchange of origin may send to the office of destination of the mail a trial note in the form of the annexed specimen C 27. This note shall be included in the mail and attached to the letter bill, the indication "C 27" being entered in table V. If the C 27 form is missing when the mail arrives, the office of destination shall make out a duplicate. The trial note, duly completed by the office of destination, shall be returned by the quickest route (air or surface).

4 In the event of a change in a service for the exchange of closed mails established between two administrations via one or more third party countries, the administration of origin of the mail shall inform the administrations of those countries of the fact.

5 If it is a question of an alteration in the routing of mails, the new route to be followed shall be reported to the administrations which previously provided the transit, while the old route shall be reported, for information, to the administrations which will provide the transit in the future.

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#### Article 164

##### Transfer of mails

1 In the absence of special agreement between the administrations concerned, the transfer of mails between two corresponding offices shall be carried out by means of a delivery bill in the form of the annexed specimen C 18. Two copies of the bill shall be prepared. The first shall be for the receiving office and the second for the dispatching office. The receiving office shall acknowledge receipt on the second copy of the delivery bill and return that copy immediately by the quickest route (air or surface).

2 The delivery bill may be prepared in triplicate in the following cases:

- a when the transfer of mails between two corresponding offices is made through a transport service. In that case, the first copy shall be for the receiving office and shall accompany the mail; the second shall receive the acknowledgement of receipt by the transport service and shall be given to the dispatching office; the third shall be retained by the transport service after being signed by the receiving office;



#### Convention, Detailed Regulations

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- b when the transmission of mails is effected by a means of transport without accompanying staff, the first two copies shall be sent with the mail and the third retained by the dispatching office. The first copy shall be for the receiving office and the second shall be returned by the quickest route, duly signed by the latter, to the dispatching office.
- 3 Because of their internal organization, certain administrations may request that separate C 18 bills be made out for letter-post mails on the one hand, and for parcels on the other.
- 4 When the transfer of mails between two corresponding offices involves a sea service, the dispatching office of exchange may prepare a fourth copy which the receiving office of exchange shall return after certifying it. In this case the third and fourth copies shall accompany the mail. In relations between countries whose administrations have reached agreement in this respect, one copy of the C 18 bill shall be sent by air either to the receiving office of exchange or to its central administration.
- 5 Only the bags and packets distinguished by red labels shall be detailed on the C 18 delivery bill. Other bags and packets shall be entered in bulk by category on the C 18 delivery bill and each category shall be transferred *en bloc*. The administrations concerned may, however, agree that only bags and packets distinguished by red labels shall be entered on the delivery bill.
- 6 For delivery of airlifted surface mails the C 18 bill shall be replaced by the annexed C 18bis bill.
- 7 The mails shall be handed over in good condition. However, a mail may not be refused because of damage or theft.
- 8 In the absence of the C 18 delivery bill, the receiving office shall prepare one in triplicate in accordance with the load received. Two copies accompanied by a C 14 verification note shall be sent to the dispatching office, which shall return one copy after examination and signature.

#### Article 165

##### Checking of mails and use of verification notes

- 1 Every office receiving a mail shall check not only the origin and destination of the bags making up the mail and entered on the delivery bill, but also the sealing and make-up of the bags bearing red labels.
- 2 When an intermediate office receives a mail in bad condition, it shall check the contents if it thinks that these have not remained intact and put it in new packing just as it is. This office shall copy the particulars from the original label on to the new one and apply to the latter an impression of its date-stamp, preceded by the endorsement "*Remballé à ...*" (Repacked at ...). It shall make out a verification note in the form of the annexed specimen C 14, in accordance with paragraphs 6, 8 and 11 and shall insert one copy thereof in the repacked mail.
- 3 Upon receipt of a mail, the office of exchange of destination shall check whether it is complete and whether the entries on the letter bill and, where applicable, on the VD 3 dispatch lists and the special lists of registered items are correct. It shall satisfy itself that there is no irregularity in the external condition of the outer bag and of the packet, envelope or inner bag containing insured letters and that they have been made up in accordance with article 158; it shall check the number of insured letters and inspect them individually. It shall check whether the mail has arrived in the sequence in which it was dispatched. If a mail or one or more bags thereof, insured letters, registered items, a letter bill, a dispatch list or a special list of registered items are missing or when there is any other irregularity, the facts shall be immediately established by two officials. These shall make the necessary corrections on the bills or lists, taking care to cross out, where necessary, the incorrect entries in such a way as to leave the original entries legible. Unless there is an obvious error the corrections shall be accepted in preference to the original statement. If the letter bill, dispatch list or a special list is missing the inward office shall, in addition, prepare a fresh letter bill, dispatch list or special list or make a precise note of the insured letters or registered items received.

4 When the mails are opened, the constituent parts of the fastening (lead and other seals, string, labels) shall be kept together as far as possible; to achieve this the string shall be cut in one place only.

5 When an office receives letter bills, dispatch lists or special lists which are not intended for it, it shall send them or, if its internal regulations so require, certified true copies to the office of destination by the quickest route (air or surface).

6 The irregularities established shall be reported immediately by means of a verification note in duplicate, to the office of origin of the mail and, where transit is involved, to the last intermediate office which transmitted the mail in bad condition, by the quickest route (air or surface) after the complete check of the mail. If the mail contains bundles provided with the C 30 and AV 10 labels specified in article 155, paragraph 1, and article 197, paragraph 1, respectively, such labels shall, in case of irregularity, be attached to the verification note. The details on the note shall specify as precisely as possible the bag, cover, packet or item concerned. In the case of service irregularities which gave grounds for presuming loss or theft, the condition in which the packing of the mail was found shall be indicated in as much detail as possible on the verification note.

7 Irregularities established upon receipt of a mail containing insured letters shall immediately be made the subject of reservations to the transferring service. Notification of a missing item, alteration or any other irregularity for which administrations may be liable in respect of insured letters shall be sent immediately by telex or telegram to the dispatching office of exchange or to the intermediate service. In addition, a formal report in the form of the annexed specimen VD 4 shall be made out. The condition in which the packing of the mail was found shall be indicated therein. The formal report shall be sent under registered cover to the central administration of the country to which the dispatching office of exchange belongs independently of the verification note, which shall be sent to that office immediately. A duplicate of the report shall be sent at the same time either to the central administration to which the receiving office of exchange belongs or to any other controlling authority appointed by that administration.

8 In the case of the irregularities mentioned in paragraphs 6 and 7, unless this is impossible for a stated reason, the bag, or envelope, with the string, labels and lead or other seals as well as all the inner and outer packets or bags in which the insured letters and registered items were enclosed as well as the packing of any damaged items which can be recovered from the addressees, shall be kept intact for a period of six weeks from the date of verification and shall be sent to the administration of origin if the letter so requests.

9 When the mails are transmitted through the intermediery of a carrier, the C 18, C 18bis or AV 7 delivery bill mentioning the irregularities established by the intermediate administration or administration of destination on taking over the mails shall where possible be countersigned by the carrier or his representative. The copies of the C 18, C 18bis or AV 7 delivery bill – the third and fourth copies of the C 18 bill provided for in article 164 and the fourth and fifth copies of the AV 7 and C 18bis bills provided for in article 200 – must indicate the reservations made with respect to the carrier service. Where the mails are transported in containers, these reservations shall relate solely to the condition of the container and of its fastening and seals.

10 Without prejudice to the application of the provisions of paragraphs 7 and 8, the office of exchange which receives from a corresponding office a damaged or an insufficiently packed insured letter shall send it on after observing the following rules:

- a If it is a matter of slight damage or of partial destruction of the seals it is sufficient to re-seal the insured letter to safeguard the contents, on condition, however, that it is obvious that the contents are not damaged nor, according to a check of the weight, short. The existing seals shall be preserved; if necessary, the insured letters shall be repacked, retaining the original packing as far as possible; repacking may also be done by placing the damaged letter in a bag labelled and sealed with lead. In such cases, it is unnecessary to re-seal the damaged letter. The bag label shall be marked "*Lettre avec valeur déclarée endommagée*" (Damaged insured letter) and show the following information: registration number, office of origin, amount of the insured value, name and address of addressee, the date-stamp impression and the signature of the official who bagged the item;
- b If the state of the insured letter is such that the contents could have been removed, the office shall automatically open it and check the contents; the result of this check shall be given in a formal VD 4 report, a copy of which shall be attached to the insured letter; the item shall be repacked;

Convention, Detailed Regulations

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c in all these cases, the weight of the insured letter on arrival and the weight after repacking shall be checked and noted on the cover; this note shall be followed by the words "*Scellé d'office à ...*" (Sealed at ...) or "*Remballé à ...*" (Repacked at ...), by an impression of the date-stamp and by the signature of the officials who have affixed the seals or done the repacking.

11 In the cases provided for in paragraphs 2, 3 and 5, the office of origin and, where appropriate, the last intermediate office of exchange may, in addition, be advised by telegram at the expense of the administration which sends it. A telegraphic advice shall be sent whenever the mail shows obvious traces of having been tampered with, so that the dispatching or intermediate office may investigate the matter without delay and, where necessary, advise the preceding administration also by telegram for the continuation of the inquiry.

12 When the absence of a mail is the result of a missed mail connection or when it is duly explained on the waybill, the preparation of a verification note shall be necessary only if the mail does not reach the office of destination by the next post.

13 As soon as a mail which had been reported as missing to the office of origin and, where appropriate, to the last intermediate office arrives, a second verification note announcing the receipt of the mail shall be sent to these offices by the quickest route (air or surface).

14 When a receiving office responsible for checking a mail has not sent a note reporting irregularities of any kind to the office of origin and, where appropriate, to the last intermediate office of exchange by the quickest route (air or surface), it shall be considered, until the contrary is proved, as having received the mail and its contents. The same assumption shall be made in respect of irregularities to which no reference has been made or which have been incompletely reported in the verification note; the same shall apply when the provisions of the present article regarding the formalities to be fulfilled have not been observed.

15 Verification notes and any associated evidence shall be sent under registered cover by the quickest route (air or surface). If the administration of origin has asked to be sent the articles mentioned in paragraph 8, these, together with a copy of the verification note, may be sent by registered surface mail, unless the two administrations concerned have agreed on their being sent by air.

16 Verification notes shall be forwarded in envelopes marked in bold letters "*Bulletin de vérification*" (Verification note). These envelopes may either be pre-printed or distinguished by a stamp impression clearly reproducing the indication.

17 The offices to which the verification notes are sent shall return them as promptly as possible, after having examined them and indicated thereon their observations, if any. If the notes are not returned to the administration of origin within a period of two months from the date of their dispatch, they shall be considered, until the contrary is proved, as duly accepted by the offices to which they were sent.

Article 166

Missent items

Missent items of all kinds shall be redirected to their destination without delay by the quickest route.