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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, for newspapers and periodicals published in its country, a reduction of not more than 50 percent of the tariff for printed papers, 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 20 percent for printed papers sent in special bags independently of the reductions provided for in paragraphs 6 and 7. 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 in 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;
 - 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 for the address of the addressee 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 Except as otherwise provided 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. If, in addition, the weight of the items exceeds the maximum limits laid down in article 19, paragraph 1, the administration of destination may charge for them according to their actual weight by applying a supplementary charge equal to the charge for an item in the international service of the same category and of the weight corresponding to the excess noted.

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.

Convention

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	
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 (0.20 SDR) at most	This charge may be increased by 30 centimes (0.10 SDR) at most when the item is delivered to the place of address
g Storage charge (article 26)	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 (0.33 SDR) 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 prepayable on an unregistered single rate letter and not more than 5 francs (1.63 SDR)	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 (1.31 SDR) 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	

Description of charge	Amount	Observations
1	2	3
m Presentation to customs charge (article 38)	8 francs (2.61 SDR) 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 (3.27 SDR)
n Charge collected for delivery of an item free of charges and fees (article 40, paragraphs 3, 4 and 5)	<ul style="list-style-type: none"> i Charge not exceeding 3 francs (0.98 SDR) collected by the administration of origin ii Additional charge not exceeding 4 francs (1.31 SDR) per request made after posting collected by the administration of origin iii Commission charge not exceeding 3 francs (0.98 SDR) collected for the benefit of the administration of destination 	
o Inquiry charge (article 42, paragraph 4)	2 francs (0.65 SDR) at most	
p Registration charge (article 44, paragraphs 1, b, and 2, and article 47, paragraphs 1, b, and 2)	4 francs (1.31 SDR) at most	<ul style="list-style-type: none"> 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 (0.33 SDR) for each 200 francs (65.34 SDR) 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 majeure (article 44, paragraph 3)	40 centimes (0.13 SDR) at most for each registered item	
s Advice of delivery charge (article 48, paragraph 1)	3 francs (0.98 SDR) at most	
t Charge for delivery to the addressee in person (article 49, paragraph 1)	50 centimes (0.16 SDR) 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.

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, the 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 latter to make up the postage himself.
- 3 The administration of origin may also itself undertake to prepay unpaid 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 one of the following methods:
 - a postage stamps printed on or affixed to the items and valid in the country of origin;
 - b postal prepayment impressions dispensed by automatic vending machines installed by postal administrations;
 - c impressions of officially approved franking machines operating under the direct supervision of the postal administration;
 - d impressions made by a printing press or other printing or stamping process when such a system is authorized by the regulations of the administration of origin;
 - e inscription "*Abonnement-poste*" and prepayment according to one of the methods laid down in subparagraphs a to d for newspapers, packets of newspapers and periodicals sent under the Subscriptions to Newspapers and Periodicals Agreement.
- 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 the same as the upper limit given in article 19, paragraph 1, for the charge for a letter of 20 grammes. 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 at one of the weight steps up to but not exceeding 20 grammes for dispatch by air as a surcharged or unsurcharged 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.

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 administration 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, in relations between two countries which admit this procedure, 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 onward conveyance. In the case of redirection by air, articles 80, paragraphs 2 to 5, of the Convention and 200 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 onward 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 81 of the Convention and 200 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.

Article 36

Prohibitions

- 1 Letter-post items which, by their packing, may expose officials to danger or may 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, whether manufactured or not, precious stones, jewels or other valuable articles.
- 3 Except as otherwise provided 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 Every administration shall ensure to the fullest extent possible that the information concerning the prohibitions of its country referred to in paragraph 4, f, and communicated to the International Bureau in accordance with the Detailed Regulations is stated in a clear, specific and detailed manner and is kept up to date.
- 6 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.
- 7 Nevertheless, items containing articles mentioned in paragraph 4, b, d and e, shall in no circumstances be forwarded to their destination, delivered to the addressees 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.
- 8 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. This notification shall clearly indicate the prohibition under which the item falls and the articles which gave rise to seizure.
- 9 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.

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.

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, in relations between two countries which admit this procedure, that for transmitting 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 items

- 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, whether manufactured or not, precious stones, jewels and other valuable articles.

Article 44

Charges on registered items

- 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, column 3, ii.
- 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 7000 francs (2286.83 SDR), or to the amount adopted in its internal service if that amount is less than 7000 francs (2286.83 SDR).
- 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.

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 and if the internal regulations so permit.

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.

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 60 francs (19.60 SDR) per item. This amount may be raised to 300 francs (98.01 SDR) 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; consequential losses 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 or SDRs. 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, or SDRs, 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 bases.

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. Liability shall, however, be maintained when total theft or total damage is discovered either prior to or at the time of delivery of the registered item or when, internal legislation permitting, the addressee, or the sender if it is returned to origin, makes reservations on taking delivery of a totally rifled or totally damaged item.

2 Postal administrations 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 50, 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;

- 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, or 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 to those set out in article 11, paragraph 3; liability shall, however, be maintained:
- a when theft or damage is discovered either prior to 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 on 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 theft or damage and furnishes proof that such 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 51, paragraph 2);
 - 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 such loss, theft or 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 shall nevertheless 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 or 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 4, 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 claimant;
 - 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 When the loss occurs in the service of an air carrier, the administration of the country which collects the conveyance dues in accordance with article 86, paragraph 1, shall reimburse the administration of origin for the indemnity paid to the sender. 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 accordance with article 86, paragraph 2, it shall itself seek reimbursement of the indemnity from the air carrier.
- 4 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.
- 5 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.
- 6 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.
- 7 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.

2 Until the contrary is proved, and subject to paragraphs 4, 7 and 8, 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 claimant.

3 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.

4 If the loss, theft, or damage occurs in course of conveyance without it being possible to establish in which country's territory or service it 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.

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

6 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.

7 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 article 1, paragraph 3, and paragraph 5 of this article.

8 The rule laid down in paragraph 7 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).

9 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.

10 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

Determination of liability between postal administrations and air carriers. Insured letters

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 86, paragraph 1, shall reimburse the administration of origin for the indemnity paid to the sender, subject to article 1, paragraph 3, and article 56, paragraph 5. 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 accordance with article 86, paragraph 2, it shall itself seek reimbursement of the indemnity from the air carrier.

Article 58

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 59

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 58 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 The creditor administration shall be reimbursed 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 58, paragraph 4, the amount of the indemnity may also be automatically recovered from the administration which is liable through a 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.

Article 60

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 58, paragraph 4, the indemnity paid shall continue to be borne by the intermediate 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 61

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 62

Transit charges

1 Subject to article 65, 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 payment of transit charges as remuneration for the services rendered in respect of land transit and sea transit.

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, mails thus forwarded shall not be subject to the payment of land 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 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.

Article 63

Transit charge scales

1 The transit charges provided for in article 62, paragraph 1, shall be calculated in accordance with the scales set out in the following table:

Distances traversed		Charge per kg gross	
1		2	
		g fr	SDR
i Distances traversed by land expressed in kilometres			
Up to 300 km		0.50	0.163
Above	300 up to 600	0.68	0.222
	600 1000	0.85	0.278
	1000 1500	1.03	0.336
	1500 2000	1.20	0.392
	2000 2500	1.37	0.448
	2500 3000	1.52	0.497
	3000 3800	1.70	0.555
	3800 4600	1.91	0.624
	4600 5500	2.12	0.693
	5500 6500	2.34	0.764
	6500 7500	2.57	0.840
	7500 for each additional 1000 km	0.19	0.062
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	0.47 0.154
Above	300 up to 600	Above 556 up to 1 111	0.59 0.193
	600 1000	1 111 1 852	0.67 0.219
	1000 1500	1 852 2 778	0.74 0.242
	1500 2000	2 778 3 704	0.81 0.265
	2000 2500	3 704 4 630	0.86 0.281
	2500 3000	4 630 5 556	0.91 0.297
	3000 3500	5 556 6 482	0.95 0.310
	3500 4000	6 482 7 408	0.99 0.323
	4000 5000	7 408 9 260	1.04 0.340
	5000 6000	9 260 11 112	1.10 0.359
	6000 7000	11 112 12 964	1.16 0.379
	7000 8000	12 964 14 816	1.20 0.392
	8000 for each additional 1000 n.m.	14 816 for each additional 1852 km	0.04 0.013

2 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;
- the "List of Shipping Lines" provided for in article 111, paragraph 2, d, of the Detailed Regulations, as regards distances traversed by sea.

Article 64

Terminal dues

- 1 Subject to article 65, 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 8 gold francs (2.614 SDR) for LC and AO items (excluding the printed papers sent by special bags referred to in article 19, paragraph 8);
 - b 2 gold francs (0.653 SDR) 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.

Article 65

Exemption from transit charges and terminal dues

Undelivered postal items returned to origin and 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 66

Extraordinary services

The transit charges specified in article 63 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 67

Accounting for transit charges and terminal dues

- 1 Accounting for transit charges and surface-mail terminal dues (including those relating to surface mails conveyed by air) shall be done for each administration according to the annual weight of each of the two categories LC/AO and M bags. These weights shall be calculated from the annual actual number of LC/AO bags and M bags and from the average weight of bags of both these categories as determined from their actual weight during a statistical period. The procedures for this statistical operation shall be laid down in the Detailed Regulations.
- 2 Accounting for airmail terminal dues shall be done for each administration according to the annual actual weight of each of the two categories LC/AO and M bags.
- 3 The administrations concerned may agree to account for surface mail or surface mail conveyed by air on the basis of the actual weight or in some other way. They may also agree on a different periodicity from that laid down in the Detailed Regulations for the statistical period. As regards airmail terminal dues, administrations may agree to apply in their reciprocal relations a simplified statistical method to determine such dues.

- 4 The debtor administration shall be exempted from any payment when the annual balance does not exceed:
 - 25 gold francs (8.17 SDR) for transit charges; and
 - 500 gold francs (163.35 SDR) for terminal dues for surface mail and airmail taken separately.
- 5 Every administration shall be authorized to submit for the consideration of a committee of arbitrators any annual results which in its opinion differ too much from reality. The arbitration shall be arranged as laid down in article 127 of the General Regulations.
- 6 The arbitrators shall be empowered to fix in a fair and reasonable manner the transit charges or terminal dues to be paid.

Article 68

Payment of transit charges

- 1 The transit charges shall be borne by the administration of origin of the mails and shall be payable, subject to paragraph 3, to the administrations of the countries which are crossed or whose services take part in the land or sea conveyance of the mails.
- 2 When the administration of the country which is crossed does not take part in the land or sea conveyance of the mails, the applicable transit charges shall be payable to the administration of destination if it bears the costs related to such transit.
- 3 The charges for the sea conveyance of mails in transit may be settled directly between the postal administrations of origin of the mails and the shipping companies or their agents, subject to the prior agreement of the postal administration of the port of embarkation concerned.

Article 69

Transit charges for diverted or missent mails

For the payment of transit charges, diverted or 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 postal administrations whose services they normally use.

Article 70

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 administrations concerned for the transit charges for the mails, calculated in accordance with article 63, for the terminal dues, calculated in accordance with article 64, and for air conveyance dues, calculated in accordance with article 83.

Part III

Air conveyance of letter-post items

Section I

Airmail correspondence

Chapter I

General provisions

Article 71

Airmail correspondence

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

Article 72

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 77. Administrations may, however, forward them in all cases by surface.

Article 73

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.

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 72, 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 74

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 route 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 75

Combined charges

1 Notwithstanding article 74, 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 77 and 80, the provisions relating to air surcharges shall apply by analogy to combined charges.

Article 76

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 77

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 duly prepaid and shall be dealt with accordingly.

Article 78

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 79

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 ensure that agreements concluded with the carriers concerning the priority due to airmails are respected;
- c speed up the operations relating to the customs control of airmail correspondence addressed to their countries;
- d 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 80

Redirection of airmail correspondence

1 Airmail letters and airmail postcards addressed to an addressee who has changed his address shall be redirected to their new destination by the quickest route (air or surface). Other airmail correspondence shall be redirected by the means of transport normally used for uncharged correspondence except in the cases referred to in paragraphs 2, 3 and 4. For this purpose, article 34, paragraphs 1 to 3, shall be applicable by analogy.

2 Items other than airmail letters and airmail postcards may be reforwarded by air at the express request of the addressee if the latter undertakes to pay the air surcharges or combined charges on the new air route or if such surcharges or combined charges are paid at the redirecting office by a third person; 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 of airmail letters and airmail postcards, including those dealt with in paragraph 4, shall be forwarded to the new destination by the quickest route (air or surface). Those containing other correspondence shall be forwarded by the means of transport normally used for uncharged 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 81

Return to origin of airmail correspondence

1 Undeliverable airmail letters and airmail postcards for return to origin shall be returned by the quickest route (air or surface).

2 Undeliverable airmail correspondence other than airmail letters and airmail postcards shall be returned to origin by the means of transport normally used for uncharged correspondence; however, in the event of interruption of those means of transport, the correspondence shall be returned to origin by air.

3 For the return of correspondence to origin by air at the request of the sender, article 80, paragraphs 2 to 4, shall be applicable by analogy.

Chapter II

Air conveyance dues

Article 82

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 missent 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 63 shall apply to airmail correspondence for any transit by land or by sea; nevertheless, no transit charges shall be payable for:
 - a the transshipment 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 83

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 gold franc (0.568 thousandth of an SDR) 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 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 to the gross weight of the mails; no account shall be taken of the weight of *sacs collecteurs*.
- 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 rate 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 rate actually paid for air conveyance of mail within the country of transit, 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 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 rate by the distance, which are used in calculating the dues mentioned in paragraphs 2, 3 and 4, shall be rounded up to the nearest 10 gold centimes when the number made up by the figure of hundredths and that of thousandths is equal to or greater than 50; they shall be rounded down to the nearest 10 gold centimes in other cases.

Article 84

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 83, 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. This period shall be extended to 28 days for mails which are made up less than five times a week or which use the services of the same intermediary country less than five times a week.

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 85

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 83, paragraph 3, and article 84 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 86

Payment of air conveyance dues

1 Air conveyance dues shall be payable, apart from the exceptions provided for in paragraphs 2 and 4, 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.

4 Unless other arrangements have been made, conveyance dues for airmail correspondence directly transhipped between two different airlines in accordance with article 78, paragraph 4, shall be settled by the administration of origin either directly with the first carrier, which shall then be responsible for paying the subsequent carrier, or directly with each carrier involved in the transhipment.

Article 87

Air conveyance dues for diverted or missent 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 relating to the ~~sectors~~ actually covered.
- 2 It shall settle the conveyance dues as far as ~~the~~ airport of offloading initially provided for on the delivery bill when:
 - the actual forwarding route is not known;
 - the dues for the sectors actually covered have not yet been claimed; or
 - the diversion is attributable to the airline which effected the conveyance.
- 3 The supplementary dues relating to the sectors actually covered by the diverted mail shall be reimbursed as follows:
 - a by the administration whose services have committed the error in the case of misrouteing;
 - b by the administration which has collected the conveyance dues paid to the airline when the latter 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 missent owing to a labelling error shall pay the conveyance dues relating to the whole distance flown in accordance with article 82, paragraph 1, a.

Article 88

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.

Section II

Surface airlifted (S.A.L.) mail

Article 89

Exchange of surface airlifted (S.A.L.) mail

- 1 Administrations may send surface mails by air, with reduced priority, subject to the agreement of the administrations which receive such mails at the airports of their country.
- 2 When surface mails from an administration are reforwarded by air by another administration, the conditions of such reforwarding shall be covered by a special agreement between the administrations concerned.
- 3 Surface airlifted mails may be transhipped directly between two different airlines on the conditions provided for in article 78, paragraph 4.

Article 90

Reduced air surcharges

Administrations shall have the option of collecting lower air surcharges for S.A.L. mail than they collect for airmail correspondence under article 73.

Part IV

Final provisions

Article 91

Conditions for 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.

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, 5 and 6; 43 to 48; 50 to 70 (part II); 91 and 92 (part IV) of the Convention, to any of the articles of its Final Protocol or to articles 102 to 104; 105, paragraph 1; 126; 150; 151, paragraphs 1 and 3; 173; 188 to 190 and 228 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 92

Entry into force and duration of the Convention

This Convention shall come into force on 1 January 1986 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 Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 29 to 61.



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, Bahrain, Barbados, Belize, Botswana, Canada, Dominica, Egypt, Fiji, Gambia, Ghana, the United Kingdom of Great Britain and Northern Ireland, the Overseas Dependent Territories of the United Kingdom, Grenada, Guyana, Ireland, Jamaica, Kenya, Kuwait, Lesotho, Malawi, Malaysia, Malta, Mauritius, Nauru, New Zealand, Nigeria, Papua New Guinea, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, the Solomon Islands, Swaziland, Tanzania (United Rep), Trinidad and Tobago, Tuvalu, Uganda, Vanuatu, Yemen Arab Rep, Zambia and Zimbabwe.

2 Nor shall that article apply to 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

Exception to the exemption of literature for the blind from postal charges

1 Notwithstanding article 17, the postal administrations of the Philippines, Portugal, Saint Vincent and the Grenadines, 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, Germany, Fed Rep of, 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.

3 Notwithstanding articles 17 and 19 of the Convention and article 129, paragraph 2, of the Detailed Regulations, the postal administrations of Byelorussia, India, Indonesia, Lebanon, Nepal, Ukraine, Union of Soviet Socialist Republics, Yemen Arab Rep and Zimbabwe, shall admit sound recordings as literature for the blind only if these are sent by, or addressed to, an officially recognized institute for the blind.

Article III

Equivalents and special charges. Maximum limits

1 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 apply this provision must notify the International Bureau of their intention as soon as possible.

2 Exceptionally, member countries shall be authorized to exceed the upper limits of the special charges shown in article 24, paragraph 1, whether applied in the internal service or not, if this is necessary to bring the charges into relation with the costs of operating their services. Member countries wishing to apply this provision must notify the International Bureau of their intention as soon as possible.

Article IV

Reduction of postage charges for letter-post items

Postal administrations may allow reduced charges based on their internal legislation for letter-post items posted in their country in accordance with the provisions of their internal legislation.

Article V

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 VI

Exception concerning the dimensions of items in envelopes

1 The administrations of Canada, Kenya, Tanzania (United Rep), 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.

2 The administration of India shall not be obliged to discourage the use of envelopes whose format is larger or smaller than the recommended dimensions when those envelopes are widely used in its country.

3 Notwithstanding article 20, paragraph 1, a, i, the administrations of Denmark, Finland, Iceland, Norway and Sweden shall have the option of considering as standardized items those items with maximum dimensions not exceeding 162 x 235 mm, with a tolerance of 2 mm.

Article VII

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 VIII

Posting abroad of letter-post items

The postal administration of the United Kingdom of Great Britain and Northern Ireland 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 23, paragraph 4, sends to it items for disposal which were not originally dispatched as postal items by the postal administration of the United Kingdom.

Article IX

International reply coupons issued before 1 January 1975

From 1 January 1979, 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 X

Withdrawal from the post. Alteration or correction of address

1 Article 33 shall not apply to the Bahamas, Bahrain, Barbados, Belize, Botswana, Burma, Canada, Czechoslovakia, Dem People's Rep of Korea, Dominica, Fiji, Gambia, the United Kingdom of Great Britain and Northern Ireland, the Overseas Dependent Territories of the United Kingdom, Grenada, Guyana, Ireland, Jamaica, Kenya, Kuwait, Lesotho, Malawi, Malaysia, Nauru, New Zealand, Nigeria, Papua New Guinea, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, the Solomon Islands, Swaziland, Tanzania (United Rep), Trinidad and Tobago, Tuvalu, Uganda, Vanuatu and Zambia, whose legislation does not permit withdrawal from the post or alteration of address of letter-post items at the sender's request.

2 Article 33 shall apply to Australia only in so far as that article is consistent with its domestic legislation.

Article XI

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 (3.27 SDR) at most.

Article XII

Prohibitions

1 The postal administrations of Afghanistan, Cuba, Mexico and Pakistan shall not be obliged to comply with the provisions laid down in the last sentence of article 36, paragraph 8, according to which "This notification shall clearly indicate the prohibition under which the item falls and the articles which gave rise to its seizure".

2 The delegations of Afghanistan, Bulgaria (People's Rep), Byelorussia, Cuba, Dem People's Rep of Korea, Polish People's Rep, Sudan, Ukraine, Union of Soviet Socialist Republics and Yemen (People's Dem Rep) reserve, for the postal administrations of their countries, the right to provide the information about the reasons for the seizure of a postal item only within the limits of the information provided by the customs authorities and in accordance with internal legislation.

Article XIII

Articles subject to customs duty

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

2 With reference to article 36, the postal administrations of Afghanistan, Albania, Brazil, Bulgaria (People's Rep), Byelorussia, Central African Rep, Chile, Colombia, Dem Kampuchea, Dem People's Rep of Korea, El Salvador, Ethiopia, German Dem Rep, Italy, Nepal, Panama (Rep), Peru, Romania, San Marino, Saudi Arabia, Ukraine, Union of Soviet Socialist Republics and Venezuela do not accept ordinary and registered letters containing articles subject to customs duty.

3 With reference to article 36, the postal administrations of Benin, Ivory Coast (Rep), Mali, Mauritania, Niger, Oman, Senegal, Upper Volta and Yemen Arab Rep 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.

5 With reference to article 36, the postal administration of Nepal does not accept registered or insured letters containing currency notes or coins except by special agreement to this effect.

Article XIV

Extent of liability of postal administrations

1 The postal administrations of Bangladesh, Belgium, Benin, India, Ivory Coast (Rep), Lebanon, Madagascar, Mali, Mauritania, Mexico, Nepal, 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.

Article XV

Non-liability of postal administrations. Registered items

The postal administrations of Indonesia and Mexico shall not be required to observe article 52, paragraph 1, of the Convention as regards maintenance of their liability in case of total theft or total damage.

Article XVI

Payment of indemnity

1 The postal administrations of Bangladesh, Gabon, Mexico, Nepal and Nigeria shall not be obliged to comply with article 58, 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.

2 The postal administrations of Gabon, Lebanon and Madagascar shall not be obliged to comply with article 58, paragraph 4, of the Convention in so far as concerns finally settling a claim within a period of five months. Nor do they agree to the rightful claimant's being indemnified, on their behalf, by another administration upon expiry of the above-mentioned period.

Article XVII

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 2 gold francs (0.65 SDR) in addition to the transit charges indicated in article 63, 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 Egypt and the Sudan shall be authorized to collect a supplement of 50 centimes (0.16 SDR) in addition to the transit charges indicated in article 63, paragraph 1, for each bag of letter post in transit via Lake Nasser between Shallal, Egypt, and Wadi Halfa, Sudan.

Article XVIII

Special transit conditions for Panama (Rep)

The postal administration of Panama (Rep) shall be authorized to collect a supplement of 2 gold francs (0.65 SDR) to the transit charges mentioned in article 63, 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 XIX

Special transit conditions for Afghanistan

Notwithstanding article 63, 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 XX

Special storage charges at Panama

Exceptionally, the postal administration of Panama (Rep) shall be authorized to collect a charge of 1 gold franc (0.33 SDR) 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 XXI

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 XXII

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 XXIII

Compulsory routing indicated by the country of origin

The postal administrations of Byelorussia, Romania, the Ukraine 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 8) of airmail dispatches and on the AV 7 delivery bills.

Article XXIV

Routing of closed airmails

Having regard to article XXIII, the postal administrations of France, Greece, Italy, Senegal and Thailand will forward closed airmails only on the conditions laid down in article 78, paragraph 3.

Article XXV

Characteristics of postage stamps

The postal administrations of Australia, the Bahamas, Bahrain, Bangladesh, Barbados, Chile, Dem People's Rep of Korea, Egypt, the United Kingdom of Great Britain and Northern Ireland, the Overseas Dependent Territories of the United Kingdom, India, Japan, Kenya, Malawi, Malaysia, Netherlands, New Zealand, Pakistan, Papua New Guinea, Singapore, the Solomon Islands, Sri Lanka, Sudan, Trinidad and Tobago, Vanuatu, Zambia and Zimbabwe shall not be obliged to respect the provisions of article 192, paragraph 4, of the Detailed Regulations of the Convention regarding the obligation to indicate the year of issue on commemorative or charity postage stamps.

Article XXVI

Transmission of printed papers for a single addressee

Notwithstanding article 161 of the Detailed Regulations of the Convention, the postal administrations of Canada and the United States of America shall be authorized not to accept registered special bags of printed papers for a single addressee and not to provide registered handling for such bags received from other countries.

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 Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 29 to 61.



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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 duplicate 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 or in SDRs on C 20, C 20bis, C 21, C 21bis, C 23, C 24, C 31, CP 16, CP 18, AV 5, AV 11 and AV 12 forms, decimals 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.

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.

4 The inclusion of an airmail account in a general account containing different debts shall not result in delaying the payment of the air conveyance dues owed to the airline concerned.

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 dispatch for general liquidation accounts prepared by the International Bureau and from the date of acceptance or the date of notification of official acceptance for other liquidation accounts and accounts 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, amount in SDRs, conversion rate used and applicable date of such rate for 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 intermediate.

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.

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 record the application in a register; he shall enter in ink or a similar substance 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. However, if the documents are reproduced on microfilm, microfiche or similar medium, they may be destroyed as soon as it is established that the reproduction is satisfactory.
- 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 "Postex" 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 193, paragraph 1, and 194, 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 66 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.

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 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 f:

- a a list of addresses, heads and senior officials of postal administrations and 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 in which are also mentioned narcotics prohibited under the multilateral treaties on narcotics and the definitions of dangerous goods prohibited from conveyance by post drawn up by the International Civil Aviation Organization;
- g a compendium of information on 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 the following three catalogues:
 - International Bureau library catalogue (listing the works acquired by the library);
 - International Bureau periodicals catalogue (listing the periodicals received at the International Bureau);
 - International Bureau film library catalogue (listing the films available for loan by the International Bureau to postal administrations);
- l a catalogue of postal equipment.

3 It shall also publish:

- the Acts of the UPU annotated by the International Bureau;
- the Genesis of the Acts of the UPU; and
- the 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, one of which shall be in the official language and the other two either in the official language or in the other language requested in accordance with article 107 of the General Regulations;
- b the periodical "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 the 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 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;
 - i 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;
 - j 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 Except as otherwise provided in these Regulations, service instructions and labels shall be placed on the address side of the item, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given.
- 3 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.
- 4 In all cases in which the item is under wrapper, the addressee's address shall be written on the latter, except in the case of articles sent in accordance with article 122, paragraph 3.
- 5 Postage stamps or postal franking impressions shall be applied to the address side, and as far as possible, in the top 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.
- 6 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.
- 7 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.

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 918.30 gold francs (300 SDR), 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 For special bags containing printed papers for the same addressee at the same address, the address label specified in article 161 shall bear the C 1 label if the country of destination so requests. If the value of the contents declared by the sender exceeds 918.30 gold francs (300 SDR), or if the sender prefers, the upper part of the C 1 label shall be affixed to the address label and the C 2/CP 3 customs declarations shall be affixed to that same label; if the administration of the country of destination so requests, they shall be attached to one of the items contained in the bag.

5 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.

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

7 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 latter, 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

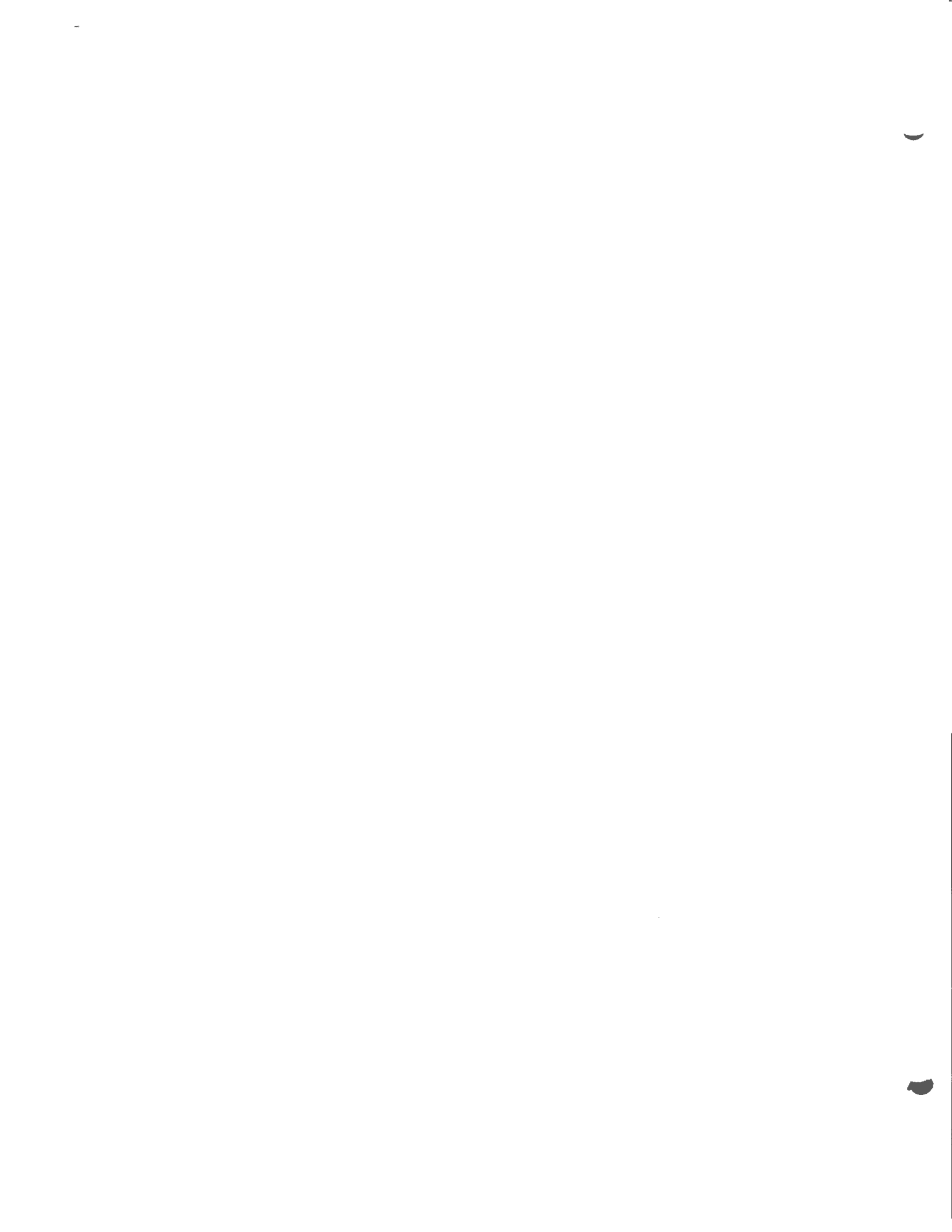
Article 118

Make-up. Packing

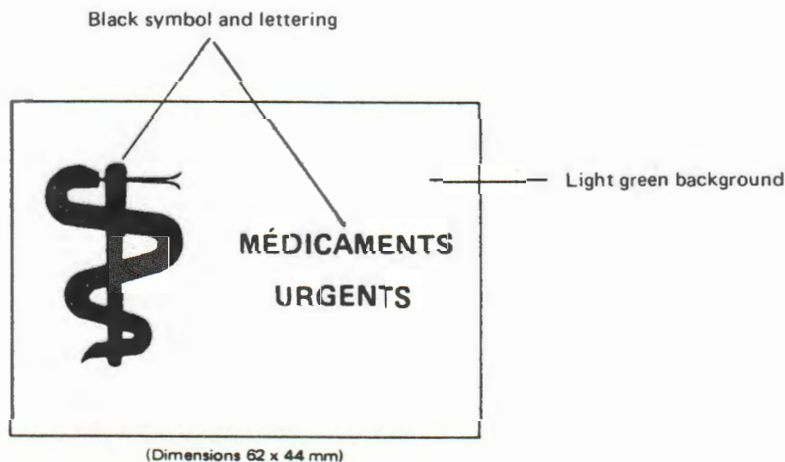
1 Letter-post items shall be made up securely and in such a way that there is no risk of other items getting trapped in them. The packing shall be adapted to the shape and nature of the item and the conditions of transport. Every item shall be made up in such a way as not to affect the health of officials 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 36, 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;



- 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 Items containing urgent medicines shall be furnished, on the side which bears the addressee's address, with a light green label with the following text and symbol:



- 4 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. Infectious perishable 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;



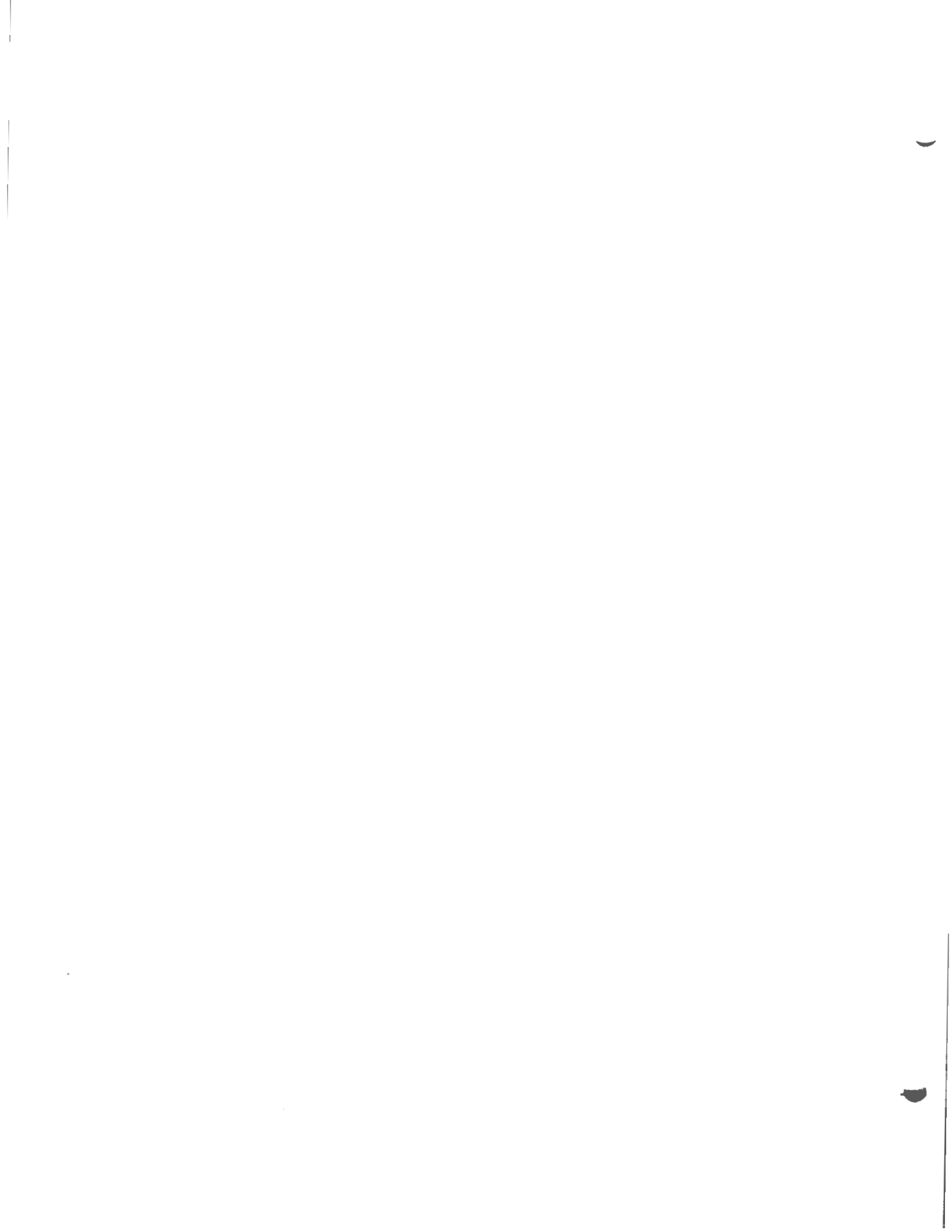
- c absorbent material should be placed between the primary receptacle and the secondary packaging. If multiple primary receptacles are placed in a single secondary packaging they shall be wrapped individually to ensure that contact between them is prevented. The absorbent material, such as cotton wool, 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. Non-infectious perishable biological substances

Letters containing non-infectious perishable 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)

Article 121

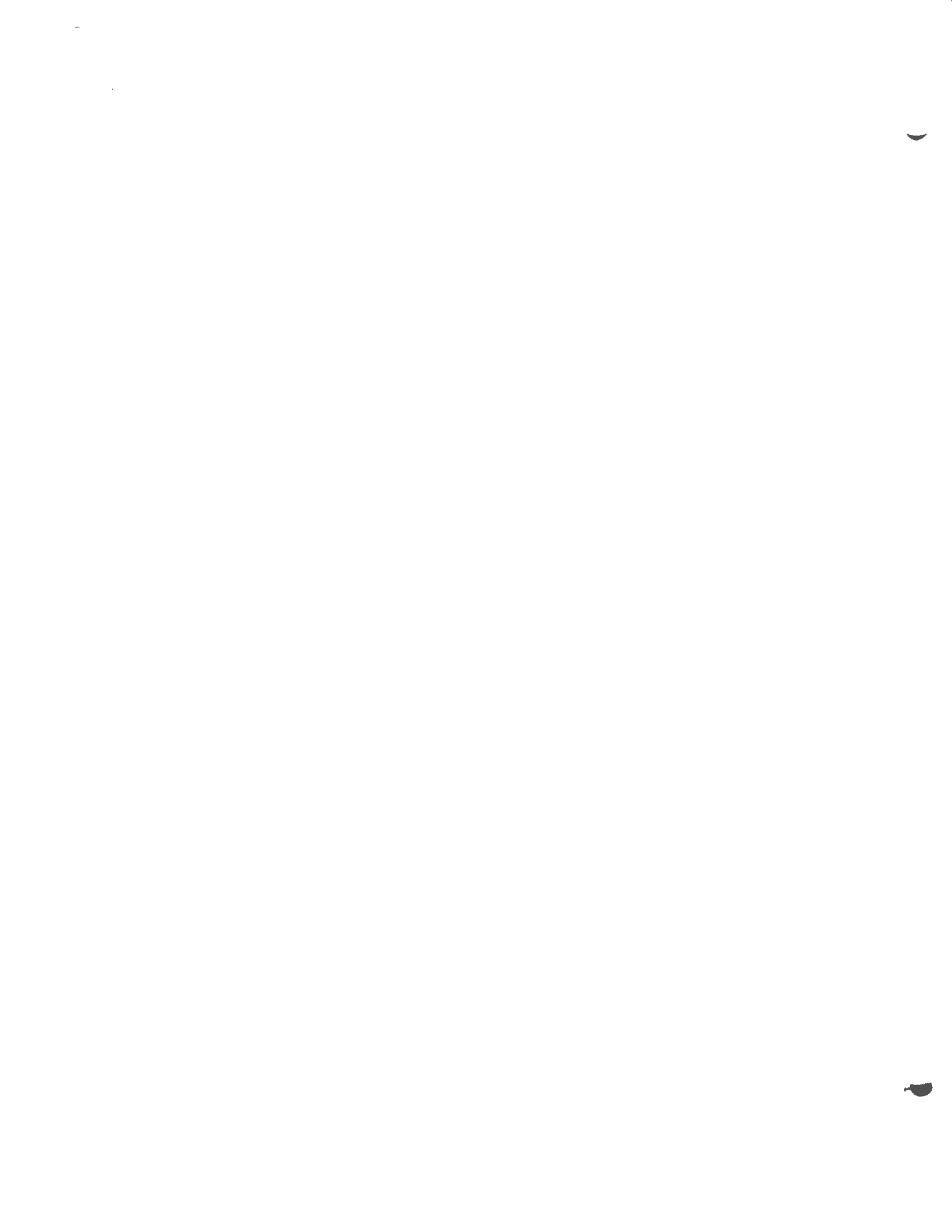
Make-up. Radioactive materials

- 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 The outside packing of items containing radioactive materials shall be plainly and durably marked by the sender with the words "*Matières radioactives. Quantités admises au transport par la poste*" (Radioactive materials. Quantities permitted for movement by post); these words shall be officially crossed out should the packing be returned to the place of origin. It 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 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 brochures may be admitted under sealed, transparent wrapper. No special conditions of closing shall be required for printed papers containing books; such items may be opened for verification of their contents. 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 franking-machine impression prescribed in article 193 or the postage paid imprint prescribed in article 194 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 panel shall be placed in such a way as not to interfere with the application of the date-stamp;
 - g 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, and items in envelopes which have an open 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.
- 4 Administrations of origin may admit envelopes which have two or more transparent panels. The panel reserved for the address of the addressee shall conform to the conditions laid down in paragraph 1. For the other panels, the conditions laid down in paragraph 1, b, d, f and g, shall apply by analogy.

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.
- 5 It shall be prohibited to affix or attach to postcards samples of merchandise or similar articles, photographs, cuttings of every kind or fold-back sheets. It shall also be prohibited to embellish them with cloth, embroidery, spangles or similar materials. Such cards, as well as those which are not rectangular, may be sent only in closed envelopes prepaid at the letter rate. Nevertheless, illustrations, stamps of every kind and labels, as well as address slips of paper or other very thin substance, 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 5, 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 papers 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 fulfil 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 congratulations 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 note 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 5, such items shall be regarded in all cases as unpaid and treated accordingly.

Article 129

Literature for the blind

- 1 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 recordings 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.
- 2 Administrations of origin shall have the option of admitting as literature for the blind sound recordings sent by a blind person or addressed to a blind person if this option exists in their internal service.

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 latter 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 QSL 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, i, 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 on to 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 The administration of origin shall ensure that registered items are correctly marked in conformity with the preceding paragraphs. It shall be required to correct any deficiencies noted before forwarding the items to the countries of destination.

10 No serial number shall be placed on the front of registered items by the intermediate administrations.

11 Any adhesive tapes used to close registered items shall bear the name, mark, stamp or signature of the sender. Where registered items are closed by means of an adhesive tape without an individual mark, the administration of origin may provide a mark or a date-stamp impression applied to both the tape and the wrapping.

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;
 - 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 of origin;
 - b items addressed to initials or the address of which is shown in pencil and those which have erasures or corrections in their address 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 or SDRs by the sender or by the office of origin. The result of the conversion, rounded up where appropriate to the nearest unit, 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 or SDRs 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.
- 2 No serial number shall be placed on the front of insured letters by the intermediate administrations.



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 C 5 form shall be taken into account. The advice of delivery charge shall be represented on the item with the other charges.

4 As a matter of priority the advice of delivery shall be signed by the addressee or, if that is not possible, by another person authorized to do so under the regulations of the country of destination, or, if those regulations so provide, by the official of the office of destination.

5 The office of destination shall return the duly completed C 5 form direct to the sender by the first mail; this form shall be sent à découvert and post-free by the quickest route (air or surface). If the advice of delivery is returned without having been duly completed, the irregularity shall be notified by means of the C 9 form provided for in article 147, to which the relevant advice of delivery shall be attached.

6 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. A duplicate of the advice of delivery, bearing on the front in bold letters the word "Duplicata" (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 C 9 inquiry form unless the item has been duly delivered, in which case the office of destination shall detach this form, have it completed with the signature of the addressee, if possible, and return it as prescribed in paragraph 5 above.

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. When the sender has requested an advice of delivery and delivery to the addressee in person, the C 5 form shall be signed by the addressee or, if that is not possible, by his duly authorized representative.



Section III

Operations on departure and arrival

Chapter I

Article 137

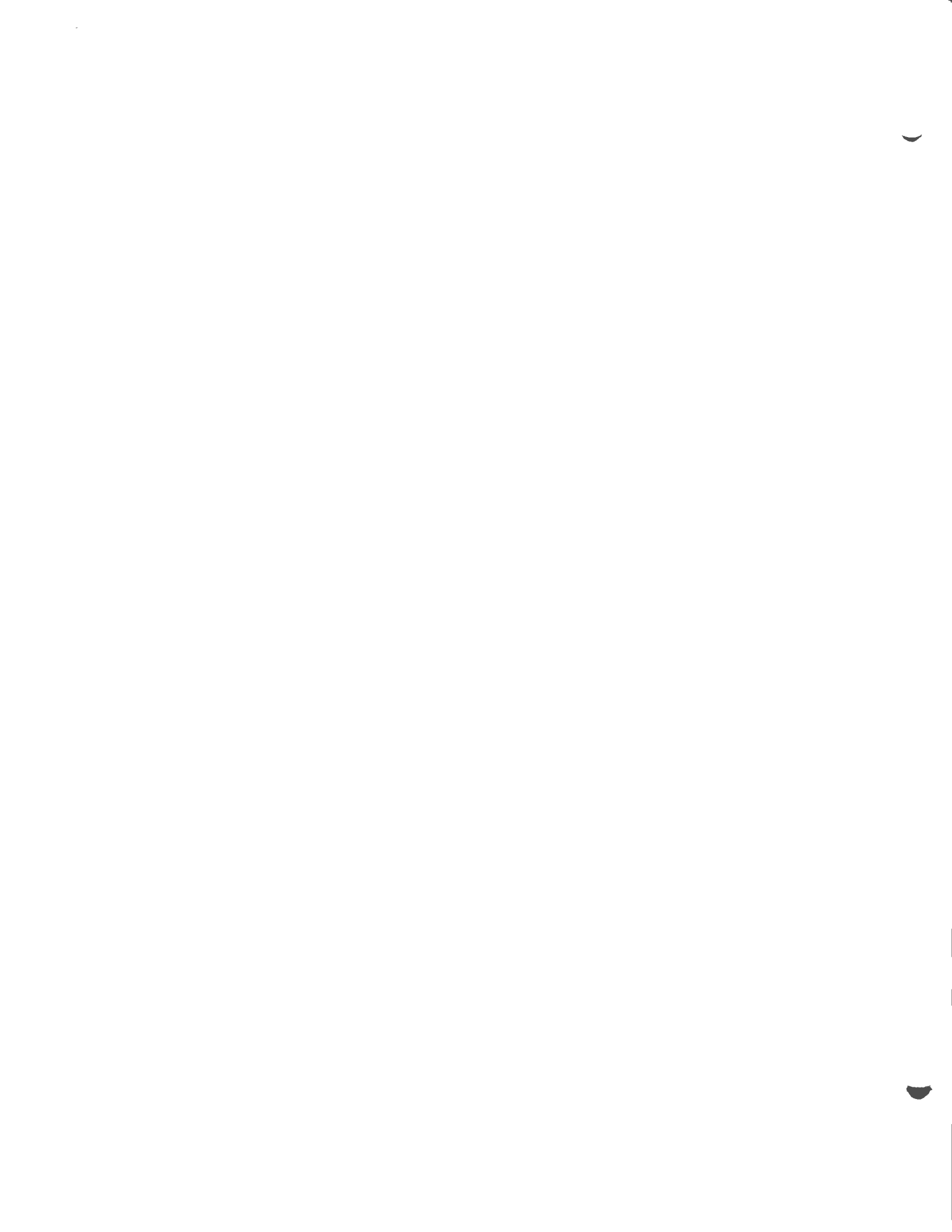
Application of the date-stamp

- 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 stationary 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 "*Exprès*" (Express) in bold letters. In the absence of a label or a stamp impression, the word "*Exprès*" (Express) shall be written in very bold capital letters, in red ink or red pencil. The "*Exprès*" (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 automatically to prepay 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 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.

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 underpayment, 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.

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.

