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- 4 When an item bearing the words "*Franc de taxes et de droits*" (Free of charges and fees) reaches the service of destination without a franking note, the office responsible for customs clearance shall prepare a duplicate note; on parts A and B of this note it shall show the name of the country of origin and, as far as possible, the date of posting of the item.
- 5 When the franking note is lost after delivery of an item, a duplicate shall be prepared under the same conditions.
- 6 Parts A and B of the franking notes relating to items which for any reason are returned to origin shall be cancelled by the administration of destination.
- 7 On receipt of part A of a franking note showing the charges paid out by the service of destination, the administration of origin shall convert the amount of those charges into its own currency at a rate which shall not be higher than the rate fixed for the issue of postal money orders intended for the country concerned. The result of the conversion shall be shown in the body of the form and on the coupon at the side. After recovering the amount of the charges, the office appointed for that purpose shall hand to the sender the coupon from the note and any supporting vouchers.

#### Article 141

##### Redirected items

- 1 Items addressed to addressees who have changed their address shall be considered as addressed direct from the place of origin to the place of new destination.
- 2 Any insured letter the addressee of which has left for another country may be redirected if that country operates the service in its relations with the country of the first destination. If it does not, the item shall be sent back forthwith to the administration of origin for return to the sender.
- 3 Items unpaid or underpaid for their first transmission shall be subject to the charge which would have been applied to them if they had been addressed direct from the point of origin to the place of the new destination.
- 4 Items properly prepaid for their first transmission, but on which the additional charge for the further transmission has not been paid before their redirection, shall be subject, in accordance with articles 24, paragraph 1, h, and 30, paragraph 2, of the Convention, to a charge representing the difference between the postage already paid and that which would have been charged if the items had been dispatched originally to their new destination. To this charge shall be added the handling charge. If reforwarded by air, the items shall in addition be subject, for their further transmission, to the air surcharge, combined charge or special fee prescribed in article 80, paragraph 3, of the Convention.
- 5 Items originally for an address within a country shall not be redirected to another country unless they satisfy the condition for the further conveyance.
- 6 Items having originally circulated free of postal charges within a country shall be subject, in accordance with articles 24, paragraph 1, h, and 30, paragraphs 1 and 2, of the Convention, to the postage charge which would have been payable if these items had been addressed direct from the place of origin to the place of the new destination. To this charge shall be added the handling charge.
- 7 On redirection, the reforwarding office shall apply its date-stamp to the front of items in the form of cards and on the back of all other categories of items.
- 8 Items, unregistered or registered, which are returned to senders for completion or correction of the address shall not be considered as redirected items on reposting; they shall be treated as new correspondence and consequently become liable to a new charge.
- 9 The customs duty and other fees of which it has not been possible to secure cancellation on redirection or on return to origin (article 143), shall be collected COD from the administration of the new destination. In that case, the administration of the original destination shall attach to the item an explanatory note and a COD money order (R 3, R 6 or R 8 forms of the Cash-on-Delivery Agreement). If there is no cash-on-delivery service between the administrations concerned, the charges in question shall be recovered by correspondence.
- 10 If the attempt to deliver an express item at the place of address by a special messenger has failed, the reforwarding office shall strike through the label or the indication "*Exprès*" (Express) with two thick horizontal lines.



## Article 142

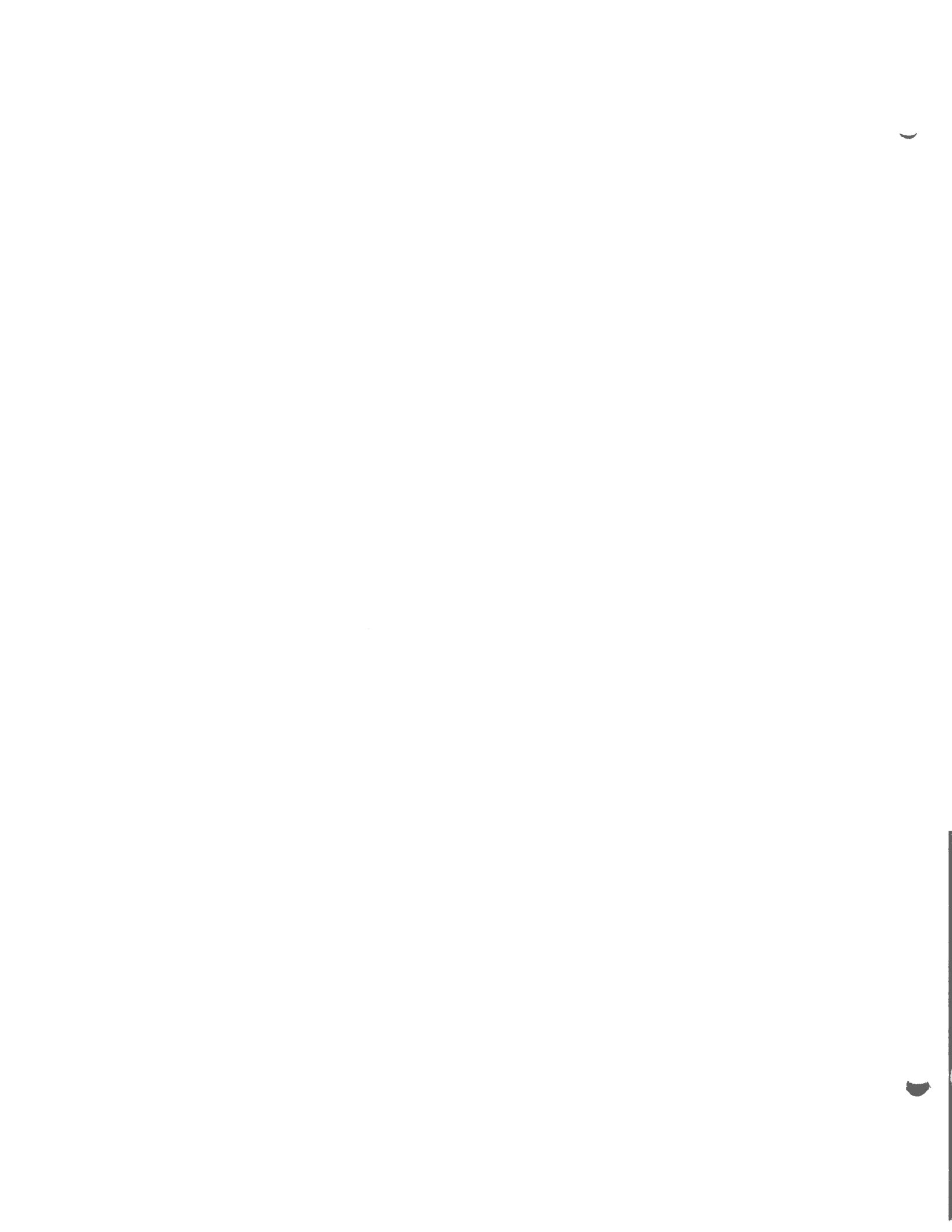
### Collective redirection of letter-post items

- 1 Unregistered items to be redirected to the same person at a new address may be enclosed in special envelopes in the form of the annexed specimen C 6 supplied by administrations and on which only the name and the new address of the addressee shall be written. Moreover, when the number of items to be collectively reforwarded justifies it, a bag may be used. In this case the details required shall be entered on a special label provided by the administration and printed, generally, on the pattern of the C 6 envelope.
- 2 Neither items to be submitted to customs control nor items of which the shape, volume and weight may cause tearing shall be enclosed in these envelopes or bags.
- 3 The envelope or bag shall be presented open at the redirecting office to enable that office to collect, if necessary, the additional charges to which the items it contains may be subject or to mark on the items the charge to be collected on arrival when the additional charge has not been paid. After checking it, the forwarding office shall close the envelope or bag and apply to the envelope or label, where necessary, the T stamp indicating that charges are to be collected for all or some of the items included in the envelope or bag.
- 4 On arrival at its destination, the envelope or bag may be opened and its contents checked by the delivering office which shall collect, where necessary, the unpaid additional charges. The handling charge provided for in article 24, paragraph 1, h, of the Convention shall be collected only once for all items inserted in the envelopes or bags.
- 5 Unregistered items addressed either to sailors and passengers aboard the same ship, or to persons travelling as a party, may also be treated as provided for in paragraphs 1 to 4. In that case, the envelopes or bag labels shall bear the address of the ship or of the shipping or travel agency, etc, to which the envelopes or bags shall be delivered.

## Article 143

### Undeliverable items

- 1 Before returning to the administration of origin items which for any reason have not been delivered, the office of destination shall show clearly and concisely, in French, as far as possible on the front of these items, the reason for non-delivery, in the following form: "*inconnu*" (unknown), "*refusé*" (refused), "*en voyage*" (travelling), "*parti*" (gone away), "*non réclamé*" (unclaimed), "*décédé*" (deceased), etc. As regards postcards and printed papers in the form of cards, the reason for non-delivery shall be shown on the right-hand half of the front.
- 2 This information shall be shown by the application of a stamp or affixing of a label conforming to the annexed specimen C 33/CP 10, to be completed as appropriate. Each administration may add the translation, in its own language, of the reason for non-delivery and other appropriate particulars. In the service with administrations which have so agreed the indications may be made in a single agreed language. Manuscript notes regarding the non-delivery made by officials or by post offices may also be regarded as sufficient in that case.
- 3 The office of destination shall strike out the address particulars with which it is concerned while leaving them legible and write "*Retour*" (Return) on the front of the item beside the name of the office of origin. It shall also apply its date-stamp on the back of letters and on the front of postcards.
- 4 Undeliverable items shall be returned to the office of exchange of the country of origin, either individually or in a special bundle labelled "*Envois non distribuables*" (Undeliverable items), as if they were items addressed to that country. Undeliverable and unregistered items which bear adequate return details shall be returned direct to the sender.
- 5 Undeliverable internal items which have to be sent abroad to be returned to the senders shall be dealt with in accordance with article 141. The same shall apply to international correspondence when the sender has moved to another country.



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

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

#### Article 144

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

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

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

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

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

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

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

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

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

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

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

Article 145

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

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

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

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

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

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

Article 146

Inquiries. Unregistered items

1 Every inquiry about an unregistered item shall involve the preparation of a form conforming to the annexed specimen C 8 which shall be accompanied, whenever possible, by a facsimile of the address of the item on a small sheet of thin paper. The inquiry form shall be completed with all the details called for and very legibly, preferably in roman capital letters and arabic figures. Whenever possible this form shall be completed by typewriter.

2 The office which receives the inquiry shall automatically forward the form direct, preferably by registered mail and by the quickest route (air or surface), without a covering letter and in an envelope, to the corresponding office. The latter, after obtaining the necessary information from the addressee or the sender, as the case may be, shall automatically return the form, preferably by registered mail and in an envelope, by the quickest route (air or surface) to the office which prepared it.

3 If the inquiry is acknowledged to be justified, the latter office shall forward the form to its central administration for further investigation.

4 A single form may be used for several items posted at the same time by the same sender to the same addressee.

5 Any administration may, by notifying the International Bureau, ask for inquiries concerning its service to be forwarded to its central administration or to a specially appointed office.

6 The C 8 form shall be returned to the administration of origin of the item under inquiry in accordance with the conditions prescribed in article 147, paragraph 12.

7 If a request is made for transmission of an inquiry by telegraph, a telegram shall be sent, instead of a C 8 form, direct to the office of destination or, where applicable, either to the central administration of the country of destination or to a specially appointed office. If the sender has asked to be advised by telegraph, the reply shall be thus transmitted to the service which initiated the telegraph inquiry; if not, the reply can be given by post.

#### Article 147

##### Inquiries. Registered items and insured letters

1 Every inquiry about a registered item or an insured letter shall be made on a form conforming to the annexed specimen C 9 which shall be accompanied, whenever possible, by a facsimile of the address of the item on a small sheet of thin paper. The inquiry form shall be completed with all the details called for and very legibly, preferably in roman capital letters and arabic figures. Whenever possible this form shall be completed by typewriter. In the case of an inquiry about registered items exchanged under the system of bulk advice, the number and the date of dispatch of the mail must be entered on the C 9 inquiry form.

2 If the inquiry concerns a cash-on-delivery item, it shall also be accompanied by a duplicate R 3, R 6 or R 8 money order form of the Cash-on-Delivery Agreement or by a deposit note, as the case may be.

3 One form may be used for several items posted at the same time at the same office by the same sender and sent by the same route to the same addressee.

4 The inquiry, furnished with the forwarding data, shall be sent from office to office following the same route as the item; it shall be sent automatically without a covering letter and in a closed envelope, and always by the quickest route (air or surface) and by registered post.

5 Any administration may, by notifying the International Bureau, ask for inquiries concerning its service to be forwarded, duly furnished with the forwarding data, to its central administration or to a specially appointed office.

6 If the administration of origin or the administration of destination so requests, the inquiry shall be forwarded direct from the office of origin to the office of destination.

7 If, upon receipt of the inquiry, the office of destination or the central administration of the country of destination or the specially appointed office, as the case may be, is able to say what finally happened to the item, it shall complete part 3 of the form. In cases of delayed delivery, retention or return to origin the reason shall be shown briefly on the C 9 form.

8 An administration which is unable to establish either delivery to the addressee or correct transmission to another administration shall immediately order the necessary inquiry. It shall record in part 4 of the C 9 form its decision on liability.

9 The form, duly completed as prescribed in paragraphs 7 and 8, shall be returned by the quickest route (air or surface) and by registered post to the address given at the end of it or, if no address is given, to the office which prepared it.

10 Any intermediate administration which forwards a C 9 form to the next administration shall be responsible for informing the administration of origin of the fact by means of a form conforming to the annexed specimen C 9bis. If within a period of one month the administration of origin has not received the C 9bis form, it shall send the administration concerned a reminder supported by a copy of the C 9 form.

11 If an inquiry has not been returned within a period of two months, a duplicate of the C 9 form, furnished with the forwarding data, shall be sent to the central administration of the country of destination. The word "*Duplicata*" (Duplicate) and the date of dispatch of the original inquiry shall be written very conspicuously on the duplicate.

12 The C 9 form and the documents which are attached to it, including the addressee's declaration made out on a form conforming to the annexed specimen C 32 and certifying the non-receipt of the item under inquiry, shall invariably be returned to the administration of origin of the item under inquiry as soon as possible and at the latest within five months from the date of the original inquiry.



13 The foregoing provisions shall not apply to cases of theft from a mail, loss of a mail or to other similar cases which necessitate a more detailed exchange of correspondence between administrations.

14 If a request is made for transmission of an inquiry by telegraph, a telegram shall be sent, instead of a C 9 form, direct to the office of destination or, where applicable, either to the central administration of the country of destination or to a specially appointed office. If the sender has asked to be advised by telegraph, the reply shall be thus transmitted to the service which initiated the telegraph inquiry; if not, the reply can be given by post. If the telegraph inquiry does not establish what happened to the item concerned, the inquiry shall be made again by post using form C 9 before indemnity is considered.

#### Article 148

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

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

2 The form must reach the administration of origin within the period prescribed in article 107; paragraph 1.

#### Article 149

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

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

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

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

## Section IV

### Exchange of items. Mails

#### Chapter I

##### Article 150

##### Exchange of items

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

Article 151

Exchange in closed mails

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

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

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

4 In cases where an exceptionally large number of ordinary or registered items has to be sent to a country to which mail is normally sent in transit à découvert, the administration of origin shall be authorized to make up closed mails for the offices of exchange of the country of destination. It shall advise the countries of transit and destination by means of a C 16 verification note as provided for in article 176. If necessary, this form may be used as a basis for accounting for these mails.

Article 152

Land transit without the participation of the country crossed

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

Article 153

Routes and methods of transmission of insured letters

1 By means of the VD 1 tables received from the others concerned, each administration shall decide on the routes to be used for the transmission of its insured letters.

2 The transmission of insured letters between adjacent countries or between countries connected by a direct sea or air service shall be effected by the offices of exchange which the two administrations concerned appoint by mutual agreement.

3 In the relations between countries separated by one or more intermediate services, insured letters shall follow the most direct route. Nevertheless, the administrations concerned may also arrange with one another to provide for transmission à découvert by circuitous routes where the transmission by the most direct route would not carry with it a guarantee of liability over the whole distance.

4 Subject to service requirements and article 151, paragraph 1, insured letters may be dispatched in closed mails or be handed over à découvert to the first intermediate administration if that administration is able to arrange for their transmission under the conditions prescribed in the VD 1 tables.

5 Administrations of origin and destination may agree among themselves to exchange insured letters in closed mails by means of the services of one or more intermediate countries, whether these participate in the insured letters service or not. The intermediate administrations shall be advised at least one month prior to commencement of the service.

Article 154

Transit à découvert

1 The transmission of à découvert items to an intermediate administration shall be strictly limited to cases where the making up of closed mails for the country of destination is not justified, as defined in article 151, paragraph 1. The dispatching administration shall consult the intermediate administrations as to the suitability of the route by which it is proposed to send its à découvert items.

2 In the absence of a special agreement, all items posted on board a ship and not included in a closed bag mentioned in article 70 of the Convention shall be handed over à découvert by the ship's agent direct to the post office at the port of call, whether these items have been stamped on board or not.

3 When their number and make-up permit, and in all cases where their average weight exceeds 1 kilogramme per mail or per day (when several dispatches are made in a day), items sent à découvert to an administration shall be separated by country of destination and made up in bundles labelled with the name of each country in roman letters. When the total weight of the separate labelled bundles sent to an intermediate administration exceeds 5 kilogrammes, the bundles shall be placed in one or more bags with labels bearing the word "Transit" in bold letters. When the total weight of such bundles is less than 5 kilogrammes, the bundles shall be placed in the bag which contains the letter bill.

Article 155

Make-up of mails

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

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

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

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

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

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

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

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

8 The special envelope containing the letter bill shall be dealt with in accordance with article 156, paragraph 1.

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

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

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

#### Article 156

##### Letter bills

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

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

- a Heading: in the absence of special agreement, dispatching offices shall not number the letter bills when mails are made up only once every day. In every other case they shall number them according to an annual series for each office of destination. Each mail shall in that event bear a separate number. In the case of the first dispatch of each year the bill shall bear, in addition to the serial number of the mail, that of the last mail of the preceding year. If a mail is suppressed, the dispatching office shall enter beside the number of the mail, the indication "Last mail". The name of the ship transporting the mail or the official abbrevia-

tion of the flight used shall be shown when the dispatching office knows it. The dispatching office shall enter the number of bags subject to transit charges and terminal dues according to the categories to which they belong (LC/AO, on the one hand, and M bags, on the other). The number of bags exempted from transit charges and terminal dues shall be the same as the total of those containing only empty bags and of those marked "Exempt" in accordance with article 162, paragraph 5;

- b Table I: the presence of unregistered express or airmail items shall be shown by a cross (x) in the corresponding box;
- c Table II: the number of bags, broken down according to the colour of the labels, shall be entered in this table. Administrations may agree that only red-label bags shall be entered in table II of the letter bills;
- d Table III: the number of bags and packets of registered items or insured letters shall be entered in this table, as shall be the number of special lists of registered items (article 157), VD 3 dispatch lists (article 158) and AV 2 bills (article 214); when the mail does not contain envelopes, packets or bags of insured items the indication "Néant" (Nil) shall be entered in the "Insured" column of that table;
- e Table IV: this table is intended for the entry of small transit mails which are placed in the bag of the office of exchange reforwarding the mail;
- f Table V: the number of bags used by the dispatching administration and the number of empty bags returned to the administration of destination shall be entered in this table; where applicable, the number of empty bags belonging to an administration other than that to which the mail is addressed shall be shown separately with a reference to that administration. When two administrations have agreed to enter red-label bags only (subparagraph c), the number of bags used for the make-up of the mail or the number of empty bags belonging to the administration of destination shall not be given in table V. Unclosed official letters and the various communications or recommendations from the dispatching office relating to the service shall also be mentioned in this table;
- g Table VI: this table is intended for the entry of registered items when special lists are not used exclusively. If the administrations concerned have agreed to the bulk advice of registered items, the number of these items inserted in the bag containing the letter bills shall be shown in words and in figures (article 157, paragraph 2). When the mail does not contain registered items the indication "Néant" (Nil) shall be entered in table VI.

3 Administrations may arrange with each other to include additional tables or headings in the letter bill or modify the tables to suit their needs when they consider it necessary.

4 When an office of exchange has no item to pass forward to a corresponding office and when, in the service between the administrations concerned, the letter bills are not numbered, in accordance with paragraph 2, a, that office shall merely send a "Nil" letter bill in the next mail; in the case of annually numbered mails no "Nil" letter bill shall be sent.

#### Article 157

##### Transmission of registered items

1 Except where paragraph 2 applies, registered items shall be transmitted entered individually in table VI of the letter bill. One or more special lists in the form of the annexed specimen C 13 may be used, either in place of table VI or as a supplement to the letter bill. The use of special lists shall be compulsory if the administration of destination so requests. The lists in question shall show the same serial number as that shown on the letter bill of the corresponding mail. When several special lists are used they shall also be numbered in their own series for each mail. The number of registered items which can be entered on a single special list or in table VI of the letter bill shall be restricted to the number for which the layout of the respective form provides.

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

#### Article 158

##### Transmission of insured letters

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

Article 159

Transmission of money orders

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

Article 160

Transmission of express items and airmail correspondence sent in surface mails

1 The presence of unregistered express or airmail items shall be shown by a cross (x) in the corresponding box of table I on the letter bill (article 156, paragraph 2, b).

2 Unregistered express items and unregistered airmail correspondence shall be made up in separate bundles bearing labels marked in bold letters either "*Exprès*" (Express) or "*Par avion*" (By airmail). These bundles shall be enclosed by the offices of exchange in the envelope containing the letter bill which accompanies the mail.

3 If, however, this envelope has to be fixed to the packet or the bag of registered items (article 156, paragraph 1), the bundles of express items and airmail correspondence shall be placed in the outer bag.

4 Registered express items and registered airmail correspondence shall be arranged in their order among the other registered items and the word "*Exprès*" (Express) or "*Par avion*" (By airmail) written opposite the appropriate entries in the "Observations" column of table VI of the letter bill or the C 13 special lists. In the case of bulk advice, the presence of such registered items shall be shown by a cross in the corresponding box of table VI of the letter bill. Similar indications shall be made in the "Observations" column on the VD 3 dispatch lists opposite the entries of insured letters for delivery by express or to be sent by air.

Article 161

Transmission of printed papers for a single addressee

Every special bag containing printed papers for the same addressee at the same address shall, in addition to the C 28 or AV 8 label to which a large letter M has been added in the upper right-hand corner, be furnished with a rectangular address label provided by the sender and giving all the information concerning the addressee. The address label shall be made of sufficiently rigid canvas, strong cardboard, plastic, parchment, or paper glued to wood and shall be provided with an eyelet; it shall not be smaller than 90 x 140 mm with a tolerance of 2 mm. The administration of origin shall have the option of sending these bags registered, in which case they shall be entered in table VI of the C 12 letter bill or on a C 13 special list as a single registered item and the letter M shall be added in the "Observations" column.

## Article 162

## Labelling of mails

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

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

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

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

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

5 In the case of bags containing only items exempted from transit charges and terminal dues, the C 28 label shall be marked "Exempt" in very bold characters.

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

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

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

## Article 163

## Routing of mails and preparation of trial notes

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



- 2 The administration of the country of origin may prescribe the route to be followed by the closed mails which it dispatches, provided that the use of that route does not entail special costs for an intermediate administration. Information about the routing shall be entered on the C 18 bills and the C 28 labels.
- 3 To determine the most favourable route and the time of transmission of a mail, the office of exchange of origin may send to the office of destination of the mail a trial note in the form of the annexed specimen C 27. This note shall be included in the mail and attached to the letter bill, on which its presence shall be shown by a cross in the corresponding box of table V. If the C 27 form is missing when the mail arrives, the office of destination shall make out a duplicate. The trial note, duly completed by the office of destination, shall be returned by the quickest route (air or surface).
- 4 To determine the most favourable route and the time of transmission of items sent à découvert through the intermediary of an administration, the office of exchange of origin may send the administration of destination of such items a C 27 trial note. This note shall be inserted in an envelope on which the indication "C 27" shall be written in the top right-hand corner of the front. The trial note, duly completed by the administration of destination, shall be returned by the quickest route (air or surface).
- 5 In the event of a change in a service for the exchange of closed mails established between two administrations via one or more third party countries, the administration of origin of the mail shall inform the administrations of those countries of the fact.
- 6 If it is a question of an alteration in the routing of mails, the new route to be followed shall be reported to the administrations which previously provided the transit, while the old route shall be reported, for information, to the administrations which will provide the transit in the future.

#### Article 164

##### Transfer of mails

- 1 In the absence of special agreement between the administrations concerned, the transfer of mails between two corresponding offices shall be carried out by means of a delivery bill in the form of the annexed specimen C 18. Two copies of the bill shall be prepared. The first shall be for the receiving office and the second for the dispatching office. The receiving office shall acknowledge receipt on the second copy of the delivery bill and return that copy immediately by the quickest route (air or surface).
- 2 The delivery bill may be prepared in triplicate in the following cases:
  - a when the transfer of mails between two corresponding offices is made through a transport service. In that case, the first copy shall be for the receiving office and shall accompany the mail; the second shall receive the acknowledgement of receipt by the transport service and shall be given to the dispatching office; the third shall be retained by the transport service after being signed by the receiving office;
  - b when the transmission of mails is effected by a means of transport without accompanying staff, the first two copies shall be sent with the mail and the third retained by the dispatching office. The first copy shall be for the receiving office and the second shall be returned by the quickest route, duly signed by the latter, to the dispatching office.
- 3 Because of their internal organization, certain administrations may request that separate C 18 bills be made out for letter-post mails on the one hand, and for parcels on the other.

- 4 When the transfer of mails between two corresponding offices involves a sea service, the dispatching office of exchange may prepare a fourth copy which the receiving office of exchange shall return after certifying it. In this case the third and fourth copies shall accompany the mail. In the absence of special agreement between the administrations dispatching and receiving sea mails, one copy of the C 18 bill shall be sent by air either to the receiving office of exchange of the port of offloading or to its central administration.
- 5 Only the bags and packets distinguished by red labels shall be detailed on the C 18 delivery bill. Other bags and packets shall be entered in bulk by category on the C 18 delivery bill and each category shall be transferred *en bloc*. The administrations concerned may, however, agree that only bags and packets distinguished by red labels shall be entered on the delivery bill.
- 6 For the transfer of surface airlifted mails, the C 18 bill shall be replaced by a white delivery bill in the form of the annexed specimen C 18bis, prepared in accordance with article 224.
- 7 The mails shall be handed over in good condition. However, a mail may not be refused because of damage or theft.
- 8 In the absence of the C 18 delivery bill, the receiving office shall prepare one in triplicate in accordance with the load received. Two copies accompanied by a C 14 verification note shall be sent to the dispatching office, which shall return one copy after examination and signature.

#### Article 165

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

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

6 The irregularities established shall be reported immediately by means of a verification note in duplicate, to the office of origin of the mail and, where transit is involved, to the last intermediate office which transmitted the mail in bad condition, by the quickest route (air or surface) after the complete check of the mail. If the mail contains bundles provided with the C 30 and AV 10 labels specified in article 155, paragraph 1, and article 202, paragraph 1, respectively, such labels shall, in case of irregularity, be attached to the verification note. The details on the note shall specify as precisely as possible the bag, cover, packet or item concerned. In the case of service irregularities which gave grounds for presuming loss or theft, the condition in which the packing of the mail was found shall be indicated in as much detail as possible on the verification note.

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

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

9 When the mails are transmitted through the intermediary of a carrier, the C 18, C 18bis or AV 7 delivery bill mentioning the irregularities established by the intermediate administration or administration of destination on taking over the mails shall where possible be countersigned by the carrier or his representative. The copies of the C 18, C 18bis or AV 7 delivery bill — the third and fourth copies of the C 18 bill provided for in article 164 and the fourth and fifth copies of the AV 7 and C 18bis bills provided for in article 205 — must indicate the reservations made with respect to the carrier service. Where the mails are transported in containers, these reservations shall relate solely to the condition of the container and of its fastening and seals.

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

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

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

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

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

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

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

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

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

#### Article 166

##### Missent items

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

#### Article 167

##### Steps to be taken in the event of an accident occurring to surface conveyance facilities

1 When, as a result of an accident in course of surface conveyance, a ship, train or any other transport facility is unable to continue its journey and deliver the mail at the scheduled ports of call or stations, the crew shall hand over the mails to the post office nearest to the place of the accident or to the office best able to reforward the mail. If the crew are unable to do this, that office, having been informed of the accident, shall take immediate action, taking over the mail and reforwarding it to its destination by the quickest route after its condition has been checked and any damaged correspondence put in order.

- 2 The administration of the country in which the accident occurred shall inform all administrations of previous ports of call or stations, by telegraph, of the fate of the mail, and these administrations in turn shall advise by telegraph all other administrations concerned.
- 3 Administrations of origin which had mail on the transport facility involved in the accident shall send a copy of the C 18 mail delivery bills to the administration of the country where the accident occurred.
- 4 The qualified office shall then notify the offices of destination of the mails involved in the accident by C 14 verification note giving details of the circumstances of the accident and the results of the check of the mails. One copy of each verification note shall be sent to the offices of origin of the relative mails and another to the administration of the country to which the transport company belongs. These documents shall be sent by the quickest route (air or surface).

#### Article 168

##### Return of empty bags

- 1 In the absence of special agreement between the administrations concerned, bags shall be returned empty by the next post in a direct mail for the country to which they belong and if possible by the normal route followed on the outward journey. The number of bags returned by each mail shall be noted in table V of the letter bill (article 156, paragraph 2, f), except when article 156, paragraph 2, c, is applied.
- 2 The return shall be carried out between offices of exchange appointed for the purpose. The administrations concerned may agree among themselves as to the procedure for the return. In long-distance services, they shall, as a general rule, appoint only one office responsible for receiving the empty bags returned to them.
- 3 The empty bags shall be rolled into suitable bundles; where appropriate the label blocks, labels of canvas, parchment or other stout material shall be placed inside the bags. The bundles shall bear a label showing the name of the office of exchange from which the bags were received whenever they are returned via another office of exchange.
- 4 If there are not too many of them, the empty bags to be returned may be placed in the bags containing letter-post items; otherwise, they shall be placed in separate bags, sealed, or unsealed (if the administrations concerned agree on this), and labelled with the name of the offices of exchange. The labels shall be endorsed "*Sacs vides*" (Empty bags).
- 5 The bags used for printed papers for the same addressee at the same address provided for in article 161 shall be recovered after they have been handed over to the addressees and returned, in accordance with the above-mentioned provisions, to the administrations of the countries to which they belong.
- 6 If the check made by an administration establishes that bags belonging to it have not been returned to its service within a period longer than that required for their transmission (round trip), it shall be entitled to claim reimbursement of the value of the bags as provided for in paragraph 7. The administration in question may refuse this reimbursement only if it can prove the missing bags were returned.
- 7 Each administration shall fix, periodically and uniformly for each kind of bag used by its offices of exchange, an average value in gold francs or SDRs and communicate it to the administrations concerned through the International Bureau. In case of reimbursement, the cost of replacing the bags shall be considered.
- 8 The period of retention for documents relating to empty bags shall be as provided in article 107, paragraph 1.

Article 169

Mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft

1 Intermediate administrations shall be informed, as far as possible in advance, of the establishment of an exchange of closed mails between a postal administration and naval units or warships of the same nationality, or between one naval unit or warship and another naval unit or another warship of the same nationality.

2 The address of these mails shall be worded as follows:

From the office of .....  
 For [ the (nationality) naval unit of (designation of the unit) at .....  
       the (nationality) ship (name of ship) at ..... ] (Country)

or

From the (nationality) naval unit of (designation of the unit) at .....  
 From the (nationality) ship (name of ship) at ..... } (Country)  
 For the office of .....

or

From the (nationality) naval unit of (designation of the unit) at ..... } (Country)  
 From the (nationality) ship (name of ship) at ..... } (Country)  
 For [ the (nationality) naval unit of (designation of the unit) at .....  
       the (nationality) ship (name of ship) at ..... ] (Country)

3 The mails concerned shall be forwarded by the fastest route (air or surface), according to the indication written on the address, and under the same conditions as mails exchanged between post offices.

4 The captain of a mail-boat conveying mails for a naval unit or a warship shall hold them at the disposal of the commanding officer of the naval unit or ship of destination, should the latter ask him for delivery en route.

5 If the ships are not at the place of destination when the mails addressed to them arrive there, the mails shall be kept at the post office until they are collected by the addressee or redirected to another point. Redirection may be requested either by the administration of origin, by the commanding officer of the naval unit or ship of destination, or by a consul of the same nationality.

6 Those mails which are marked "*Aux soins du Consul d'...*" (Care of the Consul of ...) shall be delivered to the consulate indicated. At the request of the consul they may afterwards be received back into the postal service and redirected to the place of origin or to another address.

7 Mails addressed to a warship shall be regarded as being in transit up to the time of their delivery to the commanding officer of that ship, even when they have been originally addressed to the care of a post office or to a consul charged to act as forwarding agent; they shall not, therefore, be regarded as having reached their address until they have been delivered to the warship concerned.

8 By agreement between the administrations concerned, the above procedure shall also be applicable, if necessary, to mails exchanged with military units placed at the disposal of the United Nations and with military aircraft.

## Section V

### Provisions concerning transit charges and terminal dues

#### Chapter I

#### Operations concerning determination of the annual number of bags of surface mail and the annual weights of bags of airmail

##### Article 170

###### Statement of bags of surface mails

- 1 After receipt of the last mail of every month, the office of exchange of destination shall prepare, by dispatching office of exchange, from the particulars on the C 12 letter bills a statement of the bags of mails received, in the form of the annexed specimen C 12bis. It shall then send these statements to its central administration.
- 2 For each administration of origin of the mails the administration of destination shall prepare quarterly from the particulars on the C 12bis statements, by office of origin and office of destination, and, where appropriate, by forwarding route, a statement of the bags received, in the form of the annexed specimen C 12ter.
- 3 The C 12bis statements shall be supplied in support of the C 12ter statements only at the request of the administration of origin of the mails.
- 4 The administration of transit may request from the administration of origin of the mails a duly accepted copy of the C 12ter statements which concern it.

##### Article 171

###### Statement of weights of airmails

- 1 Each office of destination shall prepare monthly, by dispatching office of exchange, from the particulars on the AV 7 delivery bills a statement of the weights of airmails received, in the form of the annexed specimen AV 3bis. It shall then send these statements to its central administration.
- 2 For each administration of origin of the mails the administration of destination shall prepare quarterly from the particulars on the AV 3bis statements, by office of origin and office of destination, a statement of the weights of airmails received, in the form of the annexed specimen AV 5bis.
- 3 The AV 3bis statements shall be supplied in support of the AV 5bis statements of weights only at the request of the administration of origin of the mails.

##### Article 172

###### Transmission and acceptance of statements of bags of surface mails and statements of weights of airmails

- 1 C 12ter bag statements and AV 5bis weight statements shall be sent in duplicate to the administrations of origin of the mails within six months at the latest after the end of the quarter to which they relate.
- 2 After accepting them, the administration of origin of the mails shall return one copy to the administration which prepared them. If the administration concerned has not received any notice of amendment within three months of the date of dispatch, it shall regard them as fully accepted. In the case of airmails, if verification reveals any discrepancies, the corrected AV 3bis statements shall be attached in support of the duly amended and accepted AV 5bis statements. If the administration of destination of the mails disputes the amendments made to the AV 3bis statements, the administration of origin shall confirm the actual data by sending photocopies of the AV 7 forms drawn up by the office of origin upon dispatch of the disputed mails.
- 3 Administrations may agree that the C 12bis, C 12ter, AV 3bis and AV 5bis statements shall be prepared by the administration of origin of the mails. In this case, the acceptance procedure provided for in paragraphs 1 and 2 shall be adapted accordingly.

## Chapter II

### Statistical operations for determining transit charges and terminal dues

#### Article 173

Statistical period for the calculation of transit charges and terminal dues. Surface mail.

1 Every year, during May and October alternately, a statistical count of surface mails shall be made to determine the average weight of the bags in each of the categories LC/AO and M bags for the calculation of transit charges and terminal dues.

2 During the statistical period, each mail shall be provided, in addition to the letter bill, with an accompanying delivery bill for the bags dispatched, in the form of the annexed specimen C 15.

3 If no mails have been sent during the statistical period, owing to the absence of transportation, the office of exchange shall make up, on the last day of the statistical period, a mail for the office concerned containing all the items awaiting dispatch, whatever the actual date of forwarding.

4 For mails exchanged between two administrations for the first time and made up after the statistical period, the transit charges and terminal dues shall be calculated, by agreement between the administrations concerned, either according to the actual weight of the mails or by applying to the actual traffic in number of bags the average weights derived from the statistics of the following year.

5 The administration of origin shall inform the administrations of transit and destination of the date of the first mail exchanged between two administrations for the first time.

#### Article 174

Labelling of mails during the statistical period

1 During the statistical period every bag of surface mail shall be provided, in addition to the ordinary labels, with a special C 28bis label in the form of the annexed specimen. Otherwise, mails shall be made up in the normal way as laid down in article 155, paragraph 3.

2 In the case of M bags, the C 28bis label shall be marked with a cross in the "M bag" box.

#### Article 175

Delivery bill (bags) — statistical period

1 For surface mails made up during the statistical period, the dispatching office of exchange shall attach to the C 12 letter bill a C 15 delivery bill. It shall enter on this bill the number of bags and their respective weights by categories (LC/AO and M bags). The first and last mails dispatched during the statistical period shall be indicated on these bills by means of a cross in the appropriate box.

2 When the dispatching office, as a result primarily of the uncertainty of connections, has been unable to indicate the last mail of the statistical period in accordance with paragraph 1, it shall send the office of destination a copy of the relevant letter bill by the quickest route (air or surface).



Article 176

Checking of mails for the statistical period

The entries on the C 15 delivery bills for the statistical period shall be checked by the office of exchange of destination. If that office finds an error in the numbers and weights of bags entered, it shall correct the bill and immediately notify the dispatching office of exchange of the mistake by means of a verification note in the form of the annexed specimen C 16. However, as regards the weight of a bag, the entry of the dispatching office of exchange shall hold good unless the corrected weight exceeds by more than 250 grammes the weight entered on the C 28bis label. Should an incorrect entry concerning the weight of a bag be found on the C 28bis special label, the intermediary office of exchange shall notify the dispatching office of exchange and the office of exchange of destination by means of the C 16 verification note.

Article 177

Preparation of statistical statements of weights of bags received by surface mail

1 As soon as possible after receipt of the last surface mail made up during the statistical period, the offices of destination shall prepare statistical statements of bags received in the form of the annexed specimen C 15bis for each dispatching office of exchange from the data on the C 15 bills and shall send them to their central administration.

2 On the basis of the C 15bis statistical statements of the offices of exchange of one and the same administration of origin, the administration of destination shall prepare and send as soon as possible to the administration of origin for approval a recapitulative statement of the bags received, classified by category (LC/AO bags and M bags), in the form of the annexed specimen C 15ter. This statement will enable the average weights of LC/AO bags and of M bags to be calculated during the statistical period.

3 The average weights of bags, as determined in accordance with paragraph 2, applied to the total number of LC/AO bags and of M bags received during the year shall determine, for each of these categories, the weight to be considered in the preparation of surface-mail terminal dues accounts.

4 After accepting the C 15ter statements, the administration of origin of the mails shall return them to the administration which prepared them. If the administration of destination of the mails has not received any notice of amendment within three months of the date of dispatch, it shall regard these statements as fully accepted.

Article 178

Airmails in transit by surface

1 In the absence of special agreement between the administrations concerned, airmails conveyed frequently by surface for part of their journey in a third country shall be subject to payment of transit charges.

2 In the case referred to in paragraph 1, the transit charges shall be calculated in accordance with the actual gross weights shown on the AV 7 delivery bills.

Article 179

Closed mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft

1 It shall be the responsibility of the postal administrations of countries to which military units, warships or military aircraft belong to settle direct with the administrations concerned the transit charges and terminal dues arising from the mails sent by those military units, ships or aircraft.

2 If these mails are redirected, the redirecting administration shall report the fact to the administration of the country to which the military unit, ship or aircraft belongs.

Article 180

Transit bulletin for surface mails

1 To obtain all the information necessary to prepare C 17 statements, the dispatching office of exchange may attach to each mail of the statistical period subject to transit charges a green transit bulletin in the form of the annexed specimen C 19 when it is unable to provide the routing data on the C 12 letter bill with complete certainty.

2 The transit bulletin shall be used only if the route followed by mails is uncertain or if the transport services used are unknown to the administration of origin or destination. Before deciding on its preparation, the administration of origin shall satisfy itself that it has no other way of finding out the routing of the mails it dispatches, if necessary by consulting the administration of destination in writing beforehand.

3 The presence of a transit bulletin accompanying a mail shall be shown by the endorsement "C 19" written in bold lettering:

- a at the head of the C 12 letter bill of the mail;
- b on the C 28bis label of the bag containing the letter bill;
- c in the "Observations" column of the C 18 delivery bill.

4 The transit bulletin annexed to the C 18 delivery bill shall be forwarded unenclosed, with the mail to which it refers, to the different services participating in the conveyance of that mail. In each transit country, the inward and outward offices of exchange, and no other (intermediate) office, shall enter on the bulletin particulars of the transit performed by them. The last intermediate office of exchange shall forward the C 19 bulletin to the office of destination which shall record on it the exact date of arrival of the mail. The C 19 bulletin shall be returned to the office of exchange of origin.

5 When a transit bulletin whose dispatch is advised on the C 18 delivery bill or the C 28bis label is missing, the intermediate office of exchange or the office of exchange of destination which notices its absence shall make immediate inquiries about it of the preceding office of exchange; nevertheless, the intermediate office of exchange shall without delay prepare a new bulletin bearing the words "*Etabli d'office par le bureau de...*" (Routinely prepared by the office of...), and forward it with the mail. When the C 19 bulletin prepared by the office of exchange of origin reaches the office which has been inquiring about it, the latter shall send it direct to the office of destination under sealed cover, having endorsed it accordingly.

Article 181

Preparation of annual statement of weight of transit mails

1 As soon as possible after receiving the last surface mail of the year, the administration of destination shall prepare an annual statement of weight of mails received in transit, in the form of the annexed specimen C 17. This statement shall be prepared for each route followed and for each administration of origin of mails on the basis of the particulars entered on the C 12ter and C 15ter statements.

2 The C 17 statements, prepared in as many copies as there are intermediary administrations plus one for the country of origin, shall be sent as soon as possible to the central administration of the dispatching country. The latter, after accepting them, shall distribute the C 17 statements to the central administrations of the intermediary countries.

3 Should an intermediary administration note differences between the details on the C 17 statements and the information possessed by its services, it shall amend the C 17 statements and send them back to the central administration of the dispatching country, indicating the corresponding verification notes if necessary.

4 If the dispatching country considers it necessary, it may request the country of destination to send it copies of the C 12ter and C 15ter statements on the basis of which the C 17 statements were prepared.

5 If, within four months of the end of the year, the administration of destination has not sent the C 17 statements to the central administration of the country of origin, the latter shall routinely prepare them, by route followed, on the basis of the documents in its possession. These statements, endorsed "*Etabli d'office*" (Routinely prepared), shall afterwards be distributed to the intermediary administrations.

6 If, within six months of the end of the year, the intermediary administrations have not received the C 17 statements from the administrations of origin, they shall prepare them routinely in accordance with their own information. For this purpose, they may ask the administration of origin of the mails for a duly accepted copy of the C 12ter and the C 15ter statements which concern it. The C 17 statements, endorsed "*Etabli d'office*" (Routinely prepared), shall be attached to the C 20 detailed account.

### Chapter III

#### Preparation, settlement, approval and revision of transit charges and surface-mail terminal dues accounts

##### Article 182

##### Preparation, transmission and approval of transit charges and surface-mail terminal dues accounts

1 The creditor administration shall be responsible for preparing the accounts and forwarding them to the debtor administration. However, the forwarding of accounts shall not be required when the balance is less than the minimum provided for in article 67, paragraph 4, of the Convention for this purpose.

2 The detailed accounts shall be prepared as follows:

- a Terminal dues. On a form conforming to the annexed specimen C 20bis, on the basis of the difference between the weights of mail received and dispatched for each category (LC/AO and M bags) as appears from the C 12ter and C 15ter statements.
- b Transit charges. On a form conforming to the annexed specimen C 20, on the basis of the total weight of the categories (LC/AO + M bags) as appears from the C 17 statements.

3 The C 20 and C 20bis detailed accounts shall be sent in duplicate to the debtor administration as soon as possible after the end of the year to which they refer.

4 The C 17 statements of weight shall be provided in support of the C 20 account only if they have been routinely prepared by the administration of origin or by the intermediate administration (article 181, paragraphs 5 and 6).

5 The debtor administration shall not be obliged to accept accounts that are not sent to it within eighteen months of the end of the year concerned.

6 If the administration sending the detailed account receives no notice of amendment within three months of the date of dispatch the account shall be regarded as fully accepted.

Article 183

Adjustment of weight differences accepted after preparation of the detailed accounts

1 Any weight differences reported and accepted after preparation of the terminal dues detailed account shall be adjusted when the C 20bis detailed account for the following year is prepared.

2 The administration of destination noting differences shall give the intermediate administrations the information needed for payment of the transit charges detailed account, which shall be adjusted when the C 20 detailed account for the following year is prepared.

Article 184

Provisional payments of transit charges and surface-mail terminal dues

Creditor administrations may claim provisional payments in respect of transit charges and surface-mail terminal dues. The provisional payments for one year shall be calculated on the basis of the weights of mail used for the final settlements of the previous year. The provisional payments in respect of a year shall be made no later than the end of January following that year. The provisional payments shall then be adjusted as soon as the final accounts of the year are accepted or regarded as fully accepted.

Article 185

Preparation, transmission and approval of annual airmail terminal dues accounts

1 The creditor administration shall be responsible for preparing the annual airmail terminal dues accounts and forwarding them to the debtor administration.

2 The detailed accounts shall be prepared as soon as possible in duplicate on forms conforming to the annexed specimen AV 12 and on the basis of the AV 5bis forms. The AV 5bis forms shall be provided in support of the AV 12 accounts only if the debtor administration so requests.

3 If the administration sending the detailed account receives no notice of amendment within three months of the date of dispatch, the account shall be regarded as fully accepted.

4 The debtor administration shall not be obliged to accept accounts which have not been sent to it within eighteen months of the expiry of the year to which they relate.

Article 186

Special address for the transmission of forms

Each administration may notify other administrations, through the International Bureau, that forms concerning the transit charges and terminal dues statistical period must be sent to a special address of its central administration.

Article 187

General liquidation account. Role of the International Bureau

1 As soon as the C 20 and C 20bis detailed accounts between the administrations are accepted or regarded as fully accepted (article 182, paragraph 6), the creditor administration shall prepare separate statements in duplicate for transit charges and for terminal dues in the form of the annexed specimens C 21 and C 21bis respectively.

2 The C 21 or C 21bis statements shall be sent in duplicate to the administration concerned by the quickest route (surface or air). If, within one month of the date of dispatch of these statements, the administration which prepared them has received no objection from the administration concerned, the statements shall be regarded as fully accepted.

- 3 In the case provided for in paragraph 2, the statements shall be endorsed "*Aucune observation de l'Administration débitrice n'est parvenue dans le délai réglementaire*" (No comment received from debtor administration within the prescribed period).
- 4 The C 21 or C 21bis statements concerning the provisional payments laid down in article 184 shall be sent by the creditor administration to the debtor administration no sooner than the last calendar quarter of the year to which they relate.
- 5 Administrations may agree to settle their accounts through the International Bureau. In this case, as soon as the detailed accounts between two administrations are accepted or regarded as fully accepted (article 182, paragraph 6), each of these administrations shall forward without delay to the International Bureau separate statements for transit charges and for surface-mail terminal dues in the form of the annexed specimens C 21 and C 21bis respectively, indicating the total amounts of the accounts. At the same time a copy of each of the statements shall be sent simultaneously to the administration concerned.
- 6 In the event of discrepancy between corresponding particulars furnished by two administrations, the International Bureau shall invite them to reach agreement and to supply it with the finally agreed sums.
- 7 When only one administration has furnished C 21 or C 21bis statements, the International Bureau shall so inform the other administration concerned and tell it the amounts of the statements received. If, within one month from the date of the dispatch of the statements, the International Bureau has received no comment, the amounts on these statements shall be regarded as fully accepted.
- 8 At least twice a year the International Bureau shall prepare, on the basis of the statements which it has received and which are accepted or regarded as fully accepted, a general liquidation account of transit charges and surface-mail terminal dues.
- 9 The International Bureau shall make all proper arrangements to produce the general liquidation account in time for the settlements of the provisional payments to be made on the terms set out in article 184.
- 10 The account shall show separately for transit charges and for surface-mail terminal dues:
- a the debit and credit of each administration;
  - b the debit balance or the credit balance of each administration;
  - c the amounts payable by the debtor administrations;
  - d the amounts receivable by the creditor administrations.
- 11 The International Bureau shall offset balances so as to restrict to a minimum the number of payments to be made.

#### Article 188

##### Payment of transit charges and surface-mail terminal dues

- 1 If the amounts payable in respect of transit charges or surface-mail terminal dues as a result of the general liquidation account of the International Bureau have not been paid within four months of the expiry of the prescribed period (article 103, paragraph 9), the International Bureau shall include them in the next general liquidation account to the credit of the creditor administration. In this case, compound interest shall be chargeable, that is to say, the interest shall be added to the principal at the end of each year until full settlement.
- 2 When paragraph 1 is applied, the general liquidation account in question and those of the following four years shall not, as far as possible, include in the balances due as the result of the offsetting table amounts payable by the defaulting administration to the creditor administration concerned.

#### Article 189

##### Payment of airmail terminal dues

In the absence of special agreement between the administrations concerned, the annual payments due in respect of airmail terminal dues shall be settled between them direct on the basis of the AV 12 detailed accounts (article 185, paragraph 2).

Article 190

Revision of transit charges and surface-mail terminal dues accounts

- 1 When an administration finds that the total annual weights determined on the basis of the average bag weights obtained during the statistics vary quite substantially from normal traffic, it may request that the results of these statistics be revised.
- 2 Administrations may agree to make this revision.
- 3 In the absence of agreement, each administration may, in the following cases, request the preparation of special statistics with a view to the revision of transit charges or surface-mail terminal dues accounts:
  - a a major change in the surface routing of mails from one country for one or more other countries;
  - b when it is established after the end of the year that there is a difference of over 20 percent between the number of bags considered during the month of the statistics and the average number of bags per month, that average number being the result of dividing the total annual number of bags by 12.
- 4 The special statistics shall cover either all or only part of the traffic, depending on the circumstances.
- 5 Also in the absence of agreement, the results of the special statistics taken on the basis of paragraph 3 shall be taken into consideration only if they affect by more than 5000 francs (1633.45 SDR) per annum the accounts between the administration of origin and the administration concerned.
- 6 Modifications resulting from the application of paragraphs 3 and 5 shall be taken into account in the general accounts of the administration of origin with the administrations which performed the transit before, and the administrations which provided it after the modifications which have occurred, even when for certain administrations the modification in the accounts does not reach the minimum fixed.
- 7 Notwithstanding paragraphs 3, 5 and 6, and in the event of complete and permanent diversion of mails from an intermediate country by another country, the transit charges payable by the administration of origin to the country which previously effected the transit shall, in the absence of any special agreement, be paid by the administration concerned to the new transit country from the date the diversion was established.

Section VI

Miscellaneous provisions

Chapter I

Article 191

Routine correspondence between administrations

For the exchange of routine correspondence administrations may use a form conforming to the annexed specimen C 29.

Article 192

Characteristics of postage stamps

- 1 Postage stamps shall bear the name of the country of origin in roman letters and their postage value in arabic figures. They may also bear the word "Postes" (Postage) in roman or other letters.
- 2 Postage stamps may be of any shape provided that, in principle, their vertical or horizontal dimensions are not less than 15 mm nor more than 50 mm.

3 Postage stamps may be distinctively marked with punched perforations or embossed impressions produced by means of an embossing stamp, subject to the conditions laid down by the administration which has issued them, provided that those processes do not interfere with the clarity of the particulars prescribed in paragraph 1.

4 Commemorative or charity postage stamps shall bear an indication of the year of issue in arabic figures. They may bear an inscription in any language to indicate the occasion for which they are issued. When a supplementary charge is payable in addition to their postage value, they shall be so designed as to leave no doubt about that value.

#### Article 193

##### Characteristics of the impression of franking machines

1 Postal administrations may use themselves or authorize the use of postal franking machines reproducing on items the name of the country of origin and the postage value, as well as the name of the place of origin and the date of posting. However, the last two items of information shall not be compulsory. For franking machines used by postal administrations themselves, the postage value may be replaced by an indication that postage has been prepaid, for example in the form: "*Taxe perçue*" (Charge collected).

2 Impressions produced by postal franking machines shall, in all cases, be bright red. However, the impressions of any publicity slogans used with the franking machines may be produced in a colour other than red.

3 The names of the country and place of origin shall be given in roman letters, which may be supplemented by the same information in other letters. The postage value shall be shown in arabic figures.

#### Article 194

##### Characteristics of franking impressions (printing press, etc)

Franking impressions obtained from a printing press or by another printing or stamping process under the conditions laid down in article 28 of the Convention shall bear the name of the country of origin or office of posting in roman letters, which may be supplemented by the same information in other letters, and an indication that postage has been prepaid, for example in the form: "*Taxe perçue*" (Charge collected). In every case, the phrase adopted shall be shown in bold letters in a clearly drawn frame, which should, if possible be rectangular, and the area of which shall not be less than 300 mm<sup>2</sup>. The date-stamp, if used, shall not appear in this frame.

#### Article 195

##### Suspected fraudulent use of postage stamps or franking impressions

1 Subject expressly to the provisions of the legislation of each country, the following procedure shall be observed in reporting the fraudulent use, for prepayment, of postage stamps and impressions of postal franking machines or printing presses:

- a when, in outgoing mail, a postage stamp or a postal franking machine or printing machine impression on any item causes fraudulent use (presumption of being counterfeit or re-used) to be suspected and the sender is not known, the stamp or impression shall not be tampered with in any way and the item, accompanied by an advice in the form of the annexed specimen C 10, shall be sent to the delivery office in an

officially registered envelope. A copy of the advice shall be forwarded, for information, to the administrations of the countries of origin and of destination. Any administration may ask, through notification of the International Bureau, for C 10 advices concerning its service to be sent to its central administration or to a specially appointed office;

- b the item shall be delivered to the addressee, who shall be invited to see the evidence, only if he pays the charge due, discloses the name and address of the sender and places at the disposal of the postal service, after acquainting himself with the contents, either the entire item, if it is inseparable from the presumed corpus delicti, or the part of the item (envelope, wrapper, portion of letter, etc) which contains the address and the impression or stamp reported as suspect. The result of the interview shall be set down in an official report in the form of the annexed specimen C 11 signed by the postal official and by the addressee. If the addressee refuses, this shall be recorded on the document.
- 2 The official report shall be sent with the supporting papers, officially registered, to the administration of the country of origin, which shall take action according to its legislation.
  - 3 Administrations whose legislation does not permit the procedure provided for in paragraph 1, a and b, shall inform the International Bureau to that effect so that the other administrations may be notified.

#### Article 196

##### International reply coupons

1 International reply coupons shall conform to the annexed specimen C 22. They shall be printed, on paper bearing as a watermark the initials UPU in large letters, under arrangements made by the International Bureau, which shall supply them to administrations together with a delivery bill in the form of the annexed specimen C 24, prepared in duplicate. After verification, the administration of destination shall return one copy duly signed to the International Bureau.

- 2 Each administration shall have the option:
  - a of giving the reply coupons a distinctive perforation provided it does not detract from the legibility of the text or hamper the checking of their authenticity;
  - b of indicating by means of a printing process the selling price on the reply coupons or of asking the International Bureau for this price to be indicated at the time of printing.

3 There shall be no limit to the period of exchange for reply coupons. Post offices shall satisfy themselves as to the genuineness of the documents when they exchange them and check particularly the presence of the watermark. Reply coupons shall bear a control stamp identifying the country of origin. Reply coupons on which the printed text does not agree with the official text shall be refused as invalid. Exchanged reply coupons shall be marked with an impression of the date-stamp of the office exchanging them.

4 Exchanged reply coupons shall be returned to the International Bureau in packets of a thousand or a hundred, together with a statement in the form of the annexed specimen C 23 prepared in duplicate and showing their total number and value, which should be calculated according to the rate provided for at article 31, paragraph 2, of the Convention. In case of change in this rate, all reply coupons exchanged before the date of the change shall be sent in a single consignment including, by way of exception, broken lots; they shall be accompanied by a special C 23 statement made out in the old value.

5 The International Bureau shall also take back damaged reply coupons sent together with a separate C 23 statement prepared in duplicate.

6 By way of exception, the International Bureau may take account of international reply coupons destroyed before sale or after exchange. In such cases, the C 23 statement, prepared in duplicate by the administration concerned, shall be accompanied by an official certificate of destruction.

- 7 The International Bureau shall keep the appropriate accounts, in which shall be entered:
  - a to the debit of each administration, the value of the reply coupons supplied as well as the amount of the allowance made to the administration under the preceding biennial period;
  - b to the credit, the value of the exchanged reply coupons returned to the International Bureau.

A statement of account shall be sent for approval to each administration concerned. If, within one month from the date of the dispatch of the statement, the International Bureau has received no comment, the amounts on this statement shall be regarded as fully accepted.



- 8 The International Bureau shall prepare a biennial general liquidation account comprising:
  - a the debits and credits mentioned in paragraph 7;
  - b the allowances made to administrations by apportionment of the overall excess of the value of the reply coupons supplied over the value of the reply coupons exchanged during the biennial period, at the rate of 80 percent of the reply coupons supplied by the International Bureau and 20 percent of the reply coupons exchanged by administrations;
  - c the amounts payable and receivable by administrations.
- 9 The general liquidation account shall be sent to administrations together with an offset table which shall serve as the basis for settlements.
- 10 Articles 187, paragraph 11, and 188 shall apply.

#### Article 197

Accounting for customs and other charges with the administration of origin of items sent free of charges and fees

- 1 Accounting in respect of customs and other charges paid out by each administration on behalf of another shall be carried out by means of detailed monthly accounts in the form of the annexed specimen C 26, which shall be drawn up by the creditor administration in the currency of its own country. Parts B of the franking notes which have been retained shall be entered in the alphabetical order of the offices which have advanced the charges and in the numerical order given to them.
- 2 If the two administrations concerned also operate the parcel-post service in their relations with each other, they may, in the absence of notice to the contrary, include in the accounts for the customs and other charges of that service those of the letter post.
- 3 The detailed account, accompanied by parts B of the franking notes, shall be forwarded to the debtor administration at the latest by the end of the month following that to which it relates. "Nil" accounts shall not be prepared.
- 4 The accounts shall be checked under the conditions laid down by the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.
- 5 The accounts shall be settled separately. Each administration may, however, request that these accounts be settled with those for money orders, with CP 16 accounts for postal parcels or, lastly, with R 5 COD accounts, without being incorporated in them.

#### Article 198

Accounting for amounts due in respect of indemnity for letter-post items

- 1 When payments have to be charged to the administrations which are liable, in accordance with article 59, paragraph 8, of the Convention, the creditor administration shall prepare monthly or quarterly accounts in the form of the annexed specimen C 31.
- 2 The C 31 account shall be sent in duplicate to the debtor administration by the quickest route (air or surface), and at the latest within two months following the period to which it relates. "Nil" accounts shall not be prepared.
- 3 After checking and acceptance, one copy of the C 31 account shall be returned to the creditor administration, at the latest by the end of two months from the date of dispatch. If the creditor administration has not received any notice of amendment within the prescribed time limit, the account shall be regarded as fully accepted.
- 4 In principle, these accounts shall be settled separately. However, administrations may come to an agreement that they are to be settled with the AV 5 detailed account or with the AV 11 general account, or possibly with the CP 18 general accounts for postal parcels.

Article 199

Forms for the use of the public

For the purpose of applying article 10, paragraph 3, of the Convention, the following shall be considered as forms for the use of the public:

- C 1 (Customs label),
- C 2/CP 3 (Customs declaration),
- C 3/CP 4 (Franking note),
- C 5 (Advice of delivery),
- C 6 (Redirection envelope),
- C 7 (Request for withdrawal from the post,  
alteration of address,  
cancellation or alteration of the COD amount),
- C 8 (Inquiry concerning an unregistered item),
- C 9 (Inquiry concerning a registered item, etc),
- C 22 (International reply coupon),
- C 25 (Postal identity card).

Part III

Provisions concerning air conveyance

Section I

Airmail correspondence

Chapter I

Rules for dispatch and routing

Article 200

Marking of surcharged airmail correspondence

At the time of dispatch, surcharged airmail correspondence shall bear either a special blue label or a stamp impression of the same colour bearing the words "*Par avion*" (By airmail), or if need be these two words in handwritten or typewritten capital letters, with an optional translation in the language of the country of origin. This "*Par avion*" 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 201

Deletion of the indications "Par avion" (By airmail) and "Aéogramme"

1 The words "Par avion" (By airmail) and any note relating to air conveyance shall be struck through with two thick horizontal lines when unpaid or underpaid surcharged airmail correspondence is forwarded or surcharged airmail correspondence other than letters or postcards is redirected or returned to origin by means of transport normally used for unsurcharged correspondence; in the first case, the reasons shall be briefly given.

2 If airmail correspondence posted as an aerogramme is forwarded by air but does not comply with the conditions laid down in article 72, paragraphs 1 to 4, of the Convention, the word "Aéogramme" shall be struck through with two thick horizontal lines. If the item is sent by surface in accordance with article 72, paragraph 5, of the Convention, the word "Aéogramme" and, by analogy with paragraph 1, the words "Par avion" (By airmail) and any note relating to air conveyance shall be struck through in the same way. The reason for this deletion shall be given briefly.

Article 202

Make-up of airmails

1 Airmails shall consist of airmail correspondence arranged and bundled according to categories (LC, AO) and distinguished by the corresponding labels in the form of the annexed AV 10 specimens. These mails shall be made up with bags either entirely blue or with wide blue bands and bear the indications referred to in article 155, paragraph 4. For airmail correspondence in small numbers, envelopes in the form of the annexed specimen AV 9, made either of strong blue paper, plastic or other material and bearing a blue label, may be used.

2 VD 3 letter bills and dispatch lists which accompany airmails shall bear at the head a "Par avion" (By airmail) label or the stamp impression referred to in article 200.

3 The layout and text of airmail bag labels shall be in the form of the annexed AV 8 specimens. The labels themselves, or the optional tabs provided for in article 162, paragraph 3, shall be in the colours prescribed in article 162, paragraph 1, a to d.

4 Unless the administrations concerned object, mails may be included in another mail.

5 Late postings at airport post offices of airmail correspondence in small numbers shall be sent, by aircraft about to leave, in AV 9 envelopes to the exchange offices of destination.

Article 203

Establishing and checking the weight of airmails

1 The serial number of the mail and the gross weight of each bag, envelope or packet forming part of the mail shall be shown on the AV 8 label or with the external address. If a *sac collecteur* is used, its weight shall not be taken into account.

2 The weight of each bag of airmail shall be rounded up to the nearest hectogramme when the fraction of the hectogramme is equal to or greater than 50 g and down to the nearest hectogramme in other cases; weights of 50 g or less shall be shown as "0".

3 If an intermediate office or office of destination establishes that the actual weight of a bag in a mail differs by more than 100 g from the weight recorded, it shall amend the AV 8 label and immediately notify the dispatching office of exchange and when appropriate the last intermediate office of exchange of the mistake by C 14 verification note. If the discrepancies noted are within the above-mentioned limits, the entries made by the dispatching office shall hold good.

Article 204

*Sacs collecteurs*

1 Where warranted by the number of light-weight bags, envelopes or packets to be conveyed on the same sector, post offices responsible for handing over airmails to the airline undertaking the conveyance shall make up, as far as possible, *sacs collecteurs*.

2 The labels of *sacs collecteurs* shall bear in bold letters the indication "*Sac collecteur*"; the administrations concerned shall agree as to the address to be put on the labels.

Article 205

AV 7 delivery bills

1 Mails to be handed over at the airport shall be accompanied by five copies of a white delivery bill in the form of the annexed specimen AV 7 for each stop.

2 These five copies of the AV 7 delivery bill shall be distributed in the following way:

- a one copy, signed as a receipt for the mails by the airline or the authority responsible for the ground services, shall be retained by the dispatching office;
- b two copies shall be retained at the airport of loading by the airline carrying the mails;
- c two copies shall be inserted in an envelope made of light blue paper, in the form of the annexed specimen AV 6, for conveyance in the aircraft's flight portfolio or other special pouch in which the flight documents are kept.

Upon arrival at the airport of offloading of the mails, these two copies shall be used as follows:

- the first, duly signed as a receipt for the mails, shall be kept by the airline which has carried the mails;
- the second shall accompany the mails to the post office to which the AV 7 delivery bill is addressed.

3 AV 7 delivery bills which have been transmitted electronically by the air carrier may be accepted at the receiving exchange office if the two copies identified in paragraph 2, c, are not immediately available. In this case, two copies of the AV 7 bill must be signed by the air carrier representative at the destination airport prior to submission to the receiving administration. One copy of the AV 7 shall be signed by the receiving administration as a receipt for the mails and shall be kept by the air carrier. The second copy of the AV 7 shall accompany the mails to the post office to which the AV 7 delivery bill is addressed.

4 When airmails are sent by surface to an intermediate administration for reforwarding by air, they shall be accompanied by an AV 7 delivery bill for the intermediate office. An AV 7 delivery bill shall also be prepared for the country of destination in respect of airmails reforwarded by surface.

Article 206

Preparation and checking of AV 7 delivery bills

1 The serial number of the mail, the total number and total weight of the bags entered in bulk, the origin/destination pair and all other necessary particulars appearing on the AV 8 label or with the external address shall be copied on the AV 7 delivery bill. Dispatching administrations may elect to enter each bag individually should they wish to do so. The number and weight of bags bearing red labels shall be shown separately from the number and weight of other bags, with an "R" being marked in the "Observations" column of the AV 7 delivery bill to show that the bags in question bear red labels. The number and weight of M bags conveyed by air in accordance with the provisions of article 161 shall be entered in separate columns on the AV 7 bill.

2 If the receiving administration finds that more than 10 percent of the mails from a particular origin do not reflect the information recorded on the AV 7 delivery bills, including those cases where the AV 7 bill is missing, it may require the dispatching administration to list each bag and corresponding weight individually on all future AV 7 bills.

3 The following shall also be entered on the AV 7 delivery bill:

- a mails included in a *sac collecteur*, entered individually with an indication that they are so included;
- b mails in AV 9 envelopes, made up in accordance with article 202, paragraphs 1 and 5.

4 Any intermediate office or office of destination which notices errors in the entries on the AV 7 delivery bill shall immediately correct them and report them by C 14 verification note to the last dispatching office of exchange and to the office of exchange which made up the mail.

5 When the mails forwarded are inserted in containers sealed by the postal service, the serial number and the number of the seal of each container shall be entered in the "Observations" column of the AV 7 delivery bill.

#### Article 207

##### Missing AV 7 delivery bill

1 When a mail reaches the airport of destination — or an intermediary airport responsible for forwarding it with another carrier — without an AV 7 delivery bill, the administration under whose jurisdiction this airport is shall automatically prepare one, duly countersigned by the carrier from whom the mail is received, and shall report this fact by C 14 verification note together with two copies of the AV 7 thus prepared to the office responsible for loading this mail and request the return of one copy duly authenticated.

2 The exchange office at the airport of destination — or an intermediary airport responsible for forwarding the mail with another carrier — may accept, without preparation of a C 14 verification note, an AV 7 delivery bill provided by the original carrier which has been electronically transmitted from its office at the airport of dispatch and signed by its representative at the airport where the mail is unloaded.

3 If the airport of loading cannot be determined, the verification note shall be sent straight to the office of dispatch of the mail for it to forward the note to the office through which the mail transited.

#### Article 208

##### Transshipment of airmails

1 In principle, the transshipment at the same airport of mails in course of transmission shall be performed by the administration of the country in which the transshipment takes place.

2 Paragraph 1 shall not apply when the transshipment takes place between:

- a aircraft of the same airline performing successive stages of the journey, or
- b aircraft of two different airlines, in accordance with article 78, paragraph 4, of the Convention.

#### Article 209

##### Steps to be taken when direct transshipment of airmails cannot take place as scheduled

1 If mails which have been documented for direct transshipment fail to connect with the scheduled flight at the transshipment airport, the airline shall hand them over immediately to postal officials at the transshipment airport for reforwarding by the quickest route (air or surface).

- 2 Paragraph 1 shall not apply when:
  - a the administration dispatching the mails has provided for reforwarding on a later flight;
  - b in the absence of the arrangements referred to in subparagraph a, the airline responsible for handing over the mails can arrange for them to be reforwarded within 24 hours of their arrival at the transshipment airport.
- 3 In the case referred to in paragraph 1, the office which did the reforwarding shall inform the office of origin of each mail by C 14 verification note, indicating in particular on the verification note the air service from which the mail was taken and the services used (air or surface) for onward transmission to its destination.

#### Article 210

##### Steps to be taken in the event of an interrupted flight, or of diversion or missending of mails

- 1 When an aircraft interrupts its flight for a length of time likely to delay the mails or when, for any reason whatsoever, the mails are unloaded at an airport other than that given on the AV 7 delivery bills, the airline shall hand over such mails immediately to the officials of the administration of the country where the stop has been made, who shall reforward them by the quickest route (air or surface).
- 2 The administration which receives missent airmail dispatches or bags owing to a labelling error shall attach a new label to the dispatch or bag, with an indication of the office of origin, and reforward it to its correct destination.
- 3 In every case the office which did the reforwarding shall inform the office of origin of each dispatch or bag by C 14 verification note, indicating in particular on the verification note the air service from which the mail was taken and the services used (air or surface) for onward transmission to its destination.

#### Article 211

##### Steps to be taken in the event of an accident

- 1 When as a result of an accident in course of conveyance an aircraft is unable to continue its flight and deliver the mail at the scheduled stops, the crew of the aircraft shall hand over the mails to the post office nearest to the place of the accident or to the office best able to reforward the mail. If the crew are unable to do this, that office, having been informed of the accident, shall take immediate action, taking over the mail and reforwarding it to its destination by the quickest route after its condition has been checked and any damaged correspondence put in order.
- 2 The administration of the country in which the accident occurred shall inform all administrations of previous airports of call, by telegraph, of the fate of the mail, and these administrations in turn shall advise by telegraph all other administrations concerned.
- 3 Administrations which have loaded mail on the aircraft involved in the accident shall send a copy of the AV 7 delivery bills to the administration of the country where the accident occurred.
- 4 The qualified office shall then notify the offices of destination of the mails involved in the accident by verification note giving details of the circumstances of the accident and the results of the check of the mails. One copy of each verification note shall be sent to the offices of origin of the relative mails and another to the administration of the country to which the airline belongs. These documents shall be sent by the quickest route (air or surface).

Article 212

Airmail correspondence sent in surface mails

Article 160 shall apply to airmail correspondence sent in surface mails.

Article 213

Sending of airmail correspondence in transit à découvert

1 As a rule, airmail correspondence in transit à découvert shall be sent to an administration which makes up direct airmails for the administration of destination. If that is not possible, the correspondence may be sent to any other administration provided that the latter is notified in advance.

2 An administration which dispatches to another administration, in an airmail or a surface mail, airmail correspondence in transit à découvert for reforwarding by air shall make up such correspondence in separate labelled bundles for each country of destination in accordance with article 154, paragraph 3, based on the AV 1 List. When the weight of the items of airmail correspondence in transit à découvert does not warrant the make-up of separate labelled bundles for each country of destination, the dispatching administration shall gather it, sorted into categories, in bundles identified by the appropriate AV 10 labels, according to groups of countries of destination on the basis of the information in the AV 1 List.

Article 214

Preparation and checking of AV 2 bills

1 When, in the conditions laid down in articles 215 and 216, airmail correspondence à découvert is accompanied by bills in the form of the annexed specimen AV 2, its weight shall be shown separately for each group of countries of destination. The AV 2 bill shall be specially numbered in two consecutive series, one for unregistered items and the other for registered items. The number of AV 2 bills shall be entered in the corresponding item of table III of the C 12 letter bill. Transit administrations may request the use of special AV 2 bills listing in a set order the most important groups of countries. All AV 2 bills shall be inserted into the bag containing the C 12 letter bill.

2 The weight of à découvert correspondence for each group of countries shall be rounded up to the nearest decagramme when the fraction of the decagramme is equal to or greater than 5 grammes; it shall be rounded down to the nearest decagramme otherwise.

3 If the intermediate office establishes that the actual weight of à découvert correspondence differs by more than 20 g from the weight recorded, it shall amend the AV 2 bill and immediately notify the dispatching office of exchange of the mistake by C 14 verification note. If the discrepancy noted is within the above-mentioned limits the entries made by the dispatching office shall hold good.

4 In the absence of an AV 2 bill, airmail correspondence à découvert shall be forwarded by air, unless the surface route would be quicker; in appropriate cases, the AV 2 bill shall be prepared routinely and the irregularity pointed out to the office of origin by C 14 note.

Article 215

Airmail correspondence in transit à découvert. Statistical operations

1 The air conveyance dues for airmail correspondence in transit à découvert provided for in article 84 of the Convention shall be calculated on the basis of statistics taken annually and alternately during the first fourteen or twenty-eight days of May or October, in such a way that these periods coincide with those for the statistics on surface mail in transit provided for in article 173, paragraph 1.

2 During the statistical period, à découvert transit airmail correspondence shall be accompanied by AV 2 bills, prepared and verified as laid down in article 214; the AV 10 bundle label and the AV 2 bill shall be overprinted with the letter "S". When there is no à découvert airmail correspondence, registered or unregistered, to be inserted in a mail which normally includes such correspondence, one or two AV 2 bills, as necessary, endorsed "Néant" (Nil) shall accompany the letter bill of the mail.

3 Each administration dispatching transit airmail correspondence à découvert shall inform intermediate administrations of any change occurring during an accounting period in the provisions laid down for the exchange of this mail.

Article 216

Airmail correspondence in transit à découvert which is excluded from statistical operations

1 Airmail correspondence in transit à découvert which is excluded from statistical operations in accordance with article 84, paragraph 3, of the Convention and for which accounts are prepared on the basis of the actual weight shall be accompanied by AV 2 bills prepared and checked as laid down in article 214. If the weight of missent airmail correspondence originating at one and the same office of exchange and contained in a dispatch from that office does not exceed 50 grammes, routine preparation of an AV 2 bill in accordance with article 214, paragraph 4, shall not take place.

2 Airmail correspondence posted on board ship on the high seas, prepaid by means of postage stamps of the country whose flag the ship flies or in which it is registered, shall be accompanied by an AV 2 bill when handed over à découvert to the administration at an intermediate port of call, or, if the ship does not have a post office, by a statement of weights which shall serve as a basis for the intermediate administration to claim the air conveyance dues. The AV 2 bill or statement of weights shall include the weight of the correspondence for each country of destination, the date, and the name and flag of the ship, and be numbered in a consecutive annual series for each ship; these particulars shall be checked by the office to which the correspondence is handed over from the ship.

Article 217

Return of empty airmail bags

1 Empty airmail bags shall be returned to the administration of origin in accordance with the rules of article 168. Nevertheless, a special mail shall be made up as soon as the number of empty bags reaches ten.

2 Empty airmail bags returned by air shall be made up as special dispatches, described on statements in the form of the annexed specimen AV 7 S.

3 By prior agreement, an administration may use the bags belonging to the administration of destination for making up its own mails.

4 The period of retention for documents relating to empty bags shall be as provided in article 107, paragraph 1.



## Chapter II

### Accounting. Settlement of accounts

#### Article 218

##### Accounting for air conveyance dues

- 1 Accounting for air conveyance dues shall be effected in accordance with articles 83 and 84 of the Convention.
- 2 Notwithstanding paragraph 1, administrations may, by common consent, decide that accounts for airmail dispatches shall be settled on the basis of statistical returns. In that case, they shall arrange between themselves the method of compiling the statistics and preparing the accounts.

#### Article 219

##### Accounting for surface transit charges relating to airmails

If airmails transported by surface are not included in the statistics provided for in article 173, the relative sea or land transit charges shall be calculated in accordance with the actual gross weight of the airmails shown on the AV 7 statements.

#### Article 220

##### Preparation of AV 3 and AV 4 statements of weights

- 1 Each creditor administration shall prepare a statement in the form of the annexed specimen AV 3, monthly or quarterly as preferred, using the airmail particulars entered on the AV 7 delivery bills. Mails carried over the same air sector shall be entered on the AV 3 statement by office of origin, then by country and office of destination and in chronological order of the mails for each office of destination. When the copies of the AV 3bis statement are used for the settlement of air conveyance dues inside the country of destination in accordance with article 82, paragraph 4, of the Convention, they shall be marked "*Service intérieur*" (Internal service).
- 2 For à découvert correspondence reforwarded by air, the creditor administration shall prepare a yearly statement in the form of the annexed specimen AV 4. This shall be done at the end of each statistical period as laid down in article 215, paragraph 1, and based on the particulars appearing on the AV 2 "S" bills. The total weights shall be multiplied by 26 or 13, as appropriate, on the AV 4 statement. If the accounts have to be prepared on the basis of the actual weight of à découvert airmail correspondence, AV 4 statements shall be drawn up as often as is provided for in paragraph 1 for AV 3 statements and on the basis of the corresponding AV 2 bills.
- 3 If, during an accounting period, a change occurring in the arrangements made for the exchange of airmail correspondence in transit à découvert results in a variation of at least 20 percent and exceeding 500 gold francs (163.35 SDR) in the total amounts to be paid by the dispatching administration to the intermediate administration, these administrations, at the request of one or the other, shall agree to replace the multiplier referred to in paragraph 2 by another valid only for the year in question.
- 4 When the debtor administration so requests, separate AV 3, AV 3bis and AV 4 statements shall be drawn up for each office of exchange which dispatches airmails or airmail correspondence in transit à découvert.

Article 221

Preparation of AV 5 detailed accounts and AV 11 general accounts

1 The creditor administration shall prepare on a form, conforming to the annexed specimen AV 5, detailed accounts showing the amounts due to it according to the AV 3, AV 3bis and AV 4 statements of weights. Separate detailed accounts shall be prepared for closed airmails and for airmail correspondence à découvert as often as indicated in article 220, paragraphs 1 and 2 respectively.

2 The amounts to be included in the AV 5 detailed accounts shall be calculated:

- a for closed mails, on the basis of the gross weights appearing on the AV 3 and AV 3bis statements;
- b for airmail correspondence à découvert, according to the net weights shown on the AV 4 statements, increased by 5 percent.

3 Monthly or quarterly AV 5 accounts may be summarized by the creditor administration in a quarterly, half-yearly or annual recapitulative airmail account, as agreed between the administrations concerned.

4 AV 5 detailed accounts may be summarized in a quarterly general account in the form of the annexed specimen AV 11, prepared by the creditor administrations which have adopted the offset system of settling accounts; this account may, however, be prepared half-yearly after agreement between the administrations concerned.

Article 222

Submission and acceptance of AV 3, AV 3bis and AV 4 statements of weights, AV 5 detailed accounts and AV 11 general accounts

1 As soon as possible and at the latest within six months from the end of the period to which they refer, the creditor administration shall send the debtor administration AV 3 statements, the copies of AV 3bis statements, AV 4 statements when payment for à découvert airmail correspondence is made on the basis of the actual weight, and the relevant AV 5 detailed accounts, all together in duplicate. The debtor administration may refuse to accept accounts not forwarded to it within that period.

2 After verifying the AV 3, AV 3bis and AV 4 statements and accepting the relative AV 5 detailed accounts, the debtor administration shall return one copy of the AV 5 accounts to the creditor administration. If the verification reveals any discrepancies, the corrected AV 3, AV 3bis and AV 4 statements shall be attached in support of the duly amended and accepted AV 5 accounts. If the creditor administration disputes the amendments made to these AV 3, AV 3bis or AV 4 statements, the debtor administration shall confirm the actual data by sending photocopies of the AV 7 or AV 2 forms drawn up by the office of origin upon dispatch of the disputed mails. A creditor administration which has received no notice of amendment within three months of the date of dispatch of the accounts shall regard the accounts as fully accepted.

3 Paragraphs 1 and 2 shall also apply to airmail correspondence for which payment is made on the basis of statistics.

4 The AV 5 recapitulative accounts and the AV 11 general accounts referred to in paragraphs 3 and 4 respectively of article 221 shall be prepared and dispatched by the creditor administration as soon as the AV 5 detailed accounts relative to the period concerned are accepted or regarded as fully accepted. The debtor administration shall make payment within the period of six weeks provided for in article 103, paragraph 9.

5 Notwithstanding paragraph 4, the AV 11 general account may be prepared and dispatched without waiting for the AV 5 accounts to be returned, accepted, as soon as an administration which has all the accounts relative to the period concerned finds that it is the creditor. The check of the AV 11 account by the debtor administration and payment of the balance shall be made within a period of three months after receipt of the general account.

6 Whenever the statistics provided for in article 215, paragraph 1, fall in October, annual payments for airmail correspondence in transit à découvert may be made provisionally on the basis of statistics compiled during May of the previous year. The provisional payments shall then be adjusted in the following year when the accounts based on the October statistics are approved or regarded as fully accepted.

7 If an administration is unable to carry out the annual statistical operations provided for in articles 215, paragraph 1, and 220, paragraph 2, it shall reach agreement with the administrations concerned to make the annual payment on the basis of the statistics of the preceding year and, if necessary, to use the special multiplier laid down in article 220, paragraph 3.

8 Discrepancies in the accounts shall ~~not be taken~~ into consideration if they do not exceed 30 gold francs (9.80 SDR) per account.

9 If the total of AV 5 detailed accounts does not exceed 50 gold francs (16.33 SDR) ~~per annum~~ the debtor administration shall be excused all payment. If the balance of an AV 11 general account does not exceed 50 gold francs (16.33 SDR), it shall be carried over to the next AV 11 general account. If a balance not exceeding 50 gold francs (16.33 SDR) is outstanding at the end of the year, the debtor administration shall be exempted from all payment.

10 AV 3, AV 3bis and AV 4 statements and the corresponding AV 5 and AV 11 accounts shall always be sent by the quickest route (air or surface).

## Section II

### Surface airlifted (S.A.L.) mail

#### Article 223

##### Make-up of surface airlifted mails

- 1 For making up surface airlifted mails, surface bags or bags of the same colour shall be used.
- 2 The layout and text of surface airlifted mailbag labels shall be in the form of the annexed specimen AV 8bis. Administrations may, however, use the AV 8 labels provided for in article 202, paragraph 3, adding in bold lettering the words "S.A.L. Surface par avion" (S.A.L. Surface airlifted mail).
- 3 The AV 8 and AV 8bis labels themselves, or the optional tabs provided for in article 162, paragraph 3, shall be in the colours prescribed in article 162, paragraph 1, a to d.

#### Article 224

##### C 18bis delivery bill

- 1 Surface mails to be handed over at the airport shall be accompanied by five copies of the C 18bis delivery bill for each stop.
- 2 These five copies of the C 18bis delivery bill shall be distributed as prescribed in article 205, paragraphs 2 and 3, for the copies of the AV 7 delivery bill.

Article 225

Steps to be taken in the event of an interrupted flight, or of diversion or missending of surface airlifted mails

When mails included in a surface dispatch sent by air are on a flight that is interrupted or are unloaded at an airport other than the one indicated on the C 18bis delivery bill, the procedure shall be as follows:

- a officials of the administration of the country where the mails are in transit shall take charge of such mails and reforward them by surface if conditions are such that the mails can be sent promptly to the country of destination, while informing the administration of origin by telegraph;
- b if rapid delivery by surface to the country of destination cannot be ensured, the administration of the transit country shall get in touch, by telephone or telegraph, with the administration of origin of the mails to determine how the latter are to be reforwarded to their destination and how compensation for reforwarding is to be calculated and settled;
- c the administration of the country of transit shall make out a new delivery bill (C 18, C 18bis or AV 7, as required) and redirect the mails as instructed by the administration of origin.

Section III

Information to be supplied by administrations and by the International Bureau

Chapter I

Information to be supplied by administrations and by the International Bureau

Article 226

Information to be supplied by administrations

1 Each administration shall send to the International Bureau, on the forms sent to it by the latter, the necessary information concerning the operation of the airmail service. This information shall include, in particular, the following:

- a as regards the internal service:
  - i the districts and principal towns to which mails or airmail correspondence originating abroad are forwarded by internal air services;
  - ii the rates per kilogramme of the air conveyance dues calculated in accordance with article 83, paragraph 3, of the Convention and its date of application;
- b as regards the international service:
  - i the decisions taken as regards the application of certain optional airmail provisions;
  - ii the rates per kilogramme of the air conveyance dues, which it collects direct in accordance with article 86 of the Convention, and their date of application;
  - iii the rate per kilogramme of the air conveyance dues for airmails in transit between two airports in the same country, fixed in accordance with article 83, paragraph 4 of the Convention, and its date of application;
  - iv the countries for which it makes up airmails;
  - v the offices transferring transit airmails from one line to another and the minimum time necessary for such transshipment;
  - vi details on the surface airlifted (S.A.L.) mail services provided under article 89 of the Convention;

- vii the conveyance rates fixed for the onward transmission of airmail correspondence received à découvert in accordance with the system of average rates laid down in article 84, paragraph 1, of the Convention and their date of application;
- viii the air surcharges or combined charges for the various categories of airmail correspondence and for the various countries, with an indication of the names of the countries for which unsurcharged mail is admitted;
- ix where applicable, the special charges for reduction or return to origin fixed in accordance with articles 80, paragraph 3, and 81, paragraph 3, of the Convention.

2 Any amendment to the information mentioned in paragraph 1 shall be communicated to the International Bureau without delay, by the quickest means. Amendments concerning the information mentioned under subparagraphs a, ii, and b, vii, must reach the International Bureau within the time limits prescribed in article 85, of the Convention.

3 Administrations may agree to exchange direct any information about air services in which they are interested, particularly timetables and the latest times of arrival for airmail correspondence from abroad to catch various deliveries.

#### Article 227

##### Documents to be supplied by the International Bureau

1 The International Bureau shall be responsible for preparing the following documents and distributing them to administrations:

- a "*Liste générale des services aéropostaux*" (known as "*Liste AV 1*") (General List of Airmail Services or AV 1 List published from the information supplied under article 226, paragraph 1;
- b "*Liste des distances aéropostales*" (List of Airmail Distances) drawn up in collaboration with the air carriers;
- c "*Liste des surtaxes aériennes*" (List of Air Surcharges) article 226, paragraph 1, b, viii and ix).

2 The International Bureau shall also be responsible for supplying to administrations, at their request and expense, maps of the airlines and air timetables regularly published by a specialist private organization and recognized as being best suited to the needs of airmail services.

3 Any amendments to the documents listed in paragraph 1 and the date on which the amendments take effect shall be notified to administrations by the quickest means (air or surface), with the minimum of delay and in the most appropriate form.

#### Part IV

##### Final provisions

#### Article 228

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

1 These Regulations shall come into force on the day on which the Universal Postal Convention comes into operation.

2 They shall have the same duration as that Convention unless renewed by common consent between the parties concerned.

Done at Hamburg, 27 July 1984.

Signatures: the same as on pages 29 to 61.

## ANNEXES: FORMS

## LIST OF FORMS

No	Title or nature of form	References
1	2	3
C 1	Customs label . . . . .	Art 116, para 1
C 2/CP 3	Customs declaration . . . . .	Art 116, para 1
C 3/CP 4	Franking note . . . . .	Art 117, para 2
C 4	"R" Label combined with the name of the office of origin and the serial number of the item . . . . .	Art 131, para 4
C 5	Advice of delivery/of payment/of entry . . . . .	Art 135, para 2
C 6	Collective envelope for redirection of letter-post items . . . . .	Art 142, para 1
C 7	Request { for withdrawal from the post . . . . . for alteration of address . . . . . for cancellation or alteration of the COD amount . . . . . }	Art 144, para 1
C 8	Inquiry concerning an unregistered item . . . . .	Art 146, para 1
C 9	Inquiry concerning a registered item, insured letter or postal parcel . . . . .	Art 147, para 1
C 9bis	Advice of redirection of a C 9 form . . . . .	Art 147, para 10
C 10	Advice concerning presumed fraudulent use of postage stamps or franking impressions . . . . .	Art 195, para 1, a
C 11	Report concerning presumed fraudulent use of postage stamps or franking impressions . . . . .	Art 195, para 1, b
C 12	Letter bill concerning exchange of mails . . . . .	Art 156, para 1
C 12bis	Statement of bags of mails received . . . . .	Art 170, para 1
C 12ter	Statement of bags received . . . . .	Art 170, para 2
C 13	Special list of registered items . . . . .	Art 157, para 1
C 14	Verification note concerning exchange of mails . . . . .	Art 165, para 2
C 15	Delivery bill for bags of mails dispatched by surface . . . . .	Art 173, para 2
C 15bis	Statistical statement of bags received . . . . .	Art 177, para 1
C 15ter	Recapitulative statistical statement of mails received . . . . .	Art 177, para 2
C 16	Verification note concerning statistical information . . . . .	Art 176
C 17	Annual statement of weight of transit mails . . . . .	Art 181, para 1
C 18	Delivery bill for surface mails . . . . .	Art 164, para 1
C 18bis	Delivery bill for surface airlifted mails . . . . .	Art 164, para 6
C 19	Transit bulletin concerning mail statistics . . . . .	Art 180, para 1
C 20	Detailed account of transit charges . . . . .	Art 182, para 2, b

Convention, Forms

No	Title or nature of form	References
1	2	3
C 20bis	Detailed account of surface-mail terminal dues . . . . .	Art 182, para 2, a
C 21	Statement of transit charges . . . . .	Art 187, para 1
C 21bis	Statement of surface-mail terminal dues . . . . .	Art 187, para 1
C 22	International reply coupon . . . . .	Art 196, para 1
C 23	Detailed statement of reply coupons exchanged . . . . .	Art 196, para 4
C 24	Detailed statement of reply coupons supplied . . . . .	Art 196, para 1
C 25	Postal identity card . . . . .	Art 106, para 2
C 26	Detailed monthly account of customs, etc. charges . . . . .	Art 197, para 1
C 27	Trial note for determination of the most favourable route for a letter or parcel mail or for determination of the most favourable route for items sent à découvert . . . . .	Art 163, paras 3 and 4
C 28	Bag label . . . . .	Art 162, para 1
C 28bis	Statistics label . . . . .	Art 174, para 1
C 29	Routine correspondence . . . . .	Art 191
C 30	Bundle labels . . . . .	Art 155, para 1
C 31	Account of amounts due in respect of indemnity for letter-post items . . . . .	Art 198, para 1
C 32	Declaration concerning the non-receipt (or receipt) of a postal item . . . . .	Art 147, para 12
C 33/CP 10	Label showing reason for non-delivery . . . . .	Art 143, para 2
VD 1	Table VD 1 . . . . .	Art 110
VD 2	"V" label combined with the name of the office of origin and the registration number of the item . . . . .	Art 134, para 1, a
VD 3	Dispatch list for insured letters . . . . .	Art 158, para 1
VD 4	Report concerning loss of/theft from/damage to or other irregularities in respect of an insured letter . . . . .	Art 165, para 7
AV 1	General list of airmail services, AV 1 List . . . . .	Art 227, para 1, a
AV 2	Bill concerning weight of à découvert airmail correspondence . . . . .	Art 214, para 1
AV 3	Statement of weights of airmails . . . . .	Art 220, para 1
AV 3bis	Statement of weights (terminal dues): airmails . . . . .	Art 171, para 1
AV 4	Statement of weights of à découvert airmail correspondence . . . . .	Art 220, para 2
AV 5	Detailed account concerning airmail . . . . .	Art 221, para 1
AV 5bis	Statement of weights of airmails received: airmail terminal dues . . . . .	Art 171, para 2
AV 6	Transmission envelope for AV 7 and AV 7 S bills . . . . .	Art 205, para 2, c
AV 7	Delivery bill for airmails . . . . .	Art 205, para 1
AV 7 S	Delivery bill for airmails of empty bags . . . . .	Art 217, para 2
AV 8	Airmail bag label . . . . .	Art 202, para 3
AV 8bis	Bag label for surface airlifted mail . . . . .	Art 223, para 2
AV 9	Envelope for the make-up of airmails . . . . .	Art 202, para 1
AV 10	Bundle labels . . . . .	Art 202, para 1
AV 11	General account — airmail . . . . .	Art 221, para 4
AV 12	Detailed account of airmail terminal dues . . . . .	Art 185, para 2





BEFORE COMPLETING THIS FORM YOU SHOULD READ CAREFULLY THE INSTRUCTIONS OVERLEAF

(1) Name and address of sender		(2) Sender's reference, if any		
(3) Full name and address of addressee, including country of destination		(4) Insert a cross (x), if the item contains <input type="checkbox"/> a gift <input type="checkbox"/> samples of merchandise		
(7) Observations		(5) The undersigned certifies that the particulars given in this declaration are correct		
		(6) Place and date		
(7) Observations		(8) Signature		
		(9) Country of origin of the goods	(10) Country of destination	
(12) Number of items      (13) Detailed description of contents		(11) Total gross weight		
		kg	g	
(12) Number of items	(13) Detailed description of contents	(14) Tariff No	(15) Net weight	(16) Value
			kg      g	

**Instructions**

The customs declaration should be completed in French or in a language which is accepted in the country of destination.

To clear your item the Customs in the country of destination need to know what the contents are. You must therefore complete your declaration fully, accurately and legibly, otherwise delay and inconvenience may be caused for the addressee. Moreover, a false, misleading or incomplete declaration may lead, for instance, to the seizure of the package.



It is also your responsibility to inquire into import and export regulations (prohibitions, make-up, etc) and to find out what documents, if any (certificate of origin, health certificate, invoices, etc) are required in the country of destination and to attach them to this form.

- Item (4) The insertion of a cross in this space does not relieve you of the obligation of completing the declaration in detail; nor does it necessarily imply that the goods will be admitted free of duty in the country of destination.
- Item (5) Your signature on the front is regarded as implying that your item does not contain any dangerous article prohibited by postal regulations.
- Item (7) See note 1 below.
- Item (13) Indicate separately different kinds of goods. General terms, such as "foodstuffs", "samples", "spare parts", etc are not permitted.
- Item (14) If known, state customs tariff number in the country of destination.
- Item (15) State net weight of each kind of goods.
- Item (16) State the value of each kind of goods separately, indicating the monetary unit used.

<sup>1</sup> Insert in space (7) any other relevant information (eg, "returned goods", "temporary admission").





(Back)

<b>DETAILS OF CHARGES DUE</b> in the currency of the country of destination of the item			<b>C 3/CP 4</b> Part B	
			Part to be filled in by the administration of destination	
Charge for delivery free of charges <sup>2</sup>			<b>TOTAL OF CHARGES ADVANCED</b>	Stamp of the office which has advanced the charges 
Customs duty				
Presentation to Customs charge			Amount in figures, in the currency of the country of destination of the item	
Other charges			Office which has made the advance	Date
Total			No of register	Signature of the official

<sup>2</sup> Also called "Commission charge"

Part B (Back)


Upper edge of the form when parts A and B are folded one upon the other

<b>COUPON</b>		Postal administration		<b>C 3/CP 4</b>	
Nature of the item	Weight <sup>1</sup>	<b>FRANKING NOTE</b>			
No	Insured value	Nature of the item	No	Part A	
Office of posting	Insured value	Office of posting			
Name and full address of addressee		Name and full address of sender			
		Name and full address of addressee			
The sender has paid the charges and fees indicated on the back		The item is to be delivered free of charges and fees, which I undertake to pay		Stamp of the office of origin	
Stamp of the office of origin 		Signature of sender			
		To be returned to the office of			

<sup>1</sup> For parcels only


Part A (Front)

(Front)

Postal administration of origin		<b>ADVICE of delivery/of payment/of entry</b>	C 5
To be filled in by the office of origin		On postal service <input checked="" type="checkbox"/>	
Office of posting		Stamp of the office returning the advice	
No	Date of posting		
To be returned by the quickest route (air or surface mail), à découvert and post free.		Return to (to be filled in by the sender)	
		Name	
		-----	
		Street and No	
		-----	
		Locality	
		-----	
		Country	
		-----	

Convention, Hamburg 1984, art 135, para 2 – Size: 148 x 105 mm with a tolerance of 2 mm; colour: light red

(Back)

To be filled in by the sender	<input type="checkbox"/> Registered item		<input type="checkbox"/> Unregistered parcel	
	<input type="checkbox"/> Letter	<input type="checkbox"/> Printed paper		
To be filled in by the destination	<input type="checkbox"/> Insured item		<input type="checkbox"/> Insured value	
	<input type="checkbox"/> Letter	<input type="checkbox"/> Parcel		
To be completed at the place of destination	<input type="checkbox"/> Postal money order		<input type="checkbox"/> Outpayment cheque	Amount
	<input type="checkbox"/> Inpayment money order			
Name of addressee or title of giro account				
Street and No			Locality and country	
As a matter of priority this advice must 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, and returned by the first mail direct to the sender.				
The item mentioned above has been duly				
<input type="checkbox"/> delivered		<input type="checkbox"/> paid		<input type="checkbox"/> credited giro account
Date and signature of the addressee			Signature of the official	

C 6

Postal administration of origin

**COLLECTIVE ENVELOPE**  
Redirection of letter-post items

ON POSTAL SERVICE

Date stamp



**Notes**

This envelope may be opened by the office of delivery.

It must not contain any item to be submitted to customs control or which is likely to cause tears.

If there are charges to be collected, mark with a "T" stamp in the middle of the upper part of the collective envelope.

If the items are for sailors or passengers aboard the same ship or persons travelling as a party, the collective envelope shall bear the name of the ship or the agency to which the items are to be delivered.

Full address of addressee

Name of addressee

Care of (where appropriate)

Street and No

Locality or office of destination

Country of destination

To be presented open at the reforwarding post office

for withdrawal from the post (I)

for alteration of address (II)

for cancellation or alteration of the COD amount (III)

Office or service of origin

Office of destination or service designated as intermediary

Request by post

Request by telegraph (page 2)

To be sent as a registered item by the quickest route (air or surface). One form is sufficient for several items posted at the same time at the same office by the same sender to the same addressee

**Request by post**

Description of item	Nature of item	No of item	Date of dispatch
	Office of origin	No of mail	
	Original COD amount in figures (where applicable)		
	Full name and address of the sender		
	Full address of the addressee as given on the item		
	The attached facsimile represents		
	<input type="checkbox"/> the envelope of the item		<input type="checkbox"/> the address of the item

I. Request for withdrawal from the post	Please return the item
	<input type="checkbox"/> by surface <input type="checkbox"/> by air

II. Request for alteration of address	Please redirect the item
	<input type="checkbox"/> by surface <input type="checkbox"/> by air
New address	

III. Request for cancellation or alteration of the COD amount	<input type="checkbox"/> Please cancel the COD amount
	<input type="checkbox"/> Please alter the COD amount
	New COD amount, to be written in words
<input type="checkbox"/> The corrected COD money order is attached	

Place and date

Stamp of the office or service where the request is handed in  
Signature of the official in charge

Signature of sender





I. Request for withdrawal from the post

Postbur  Postex  Postgen  
Office or service of destination of the request

---

Return by  surface  air  
Nature of item Posting No

---

from Office of posting Date of posting

---

to Full address of addressee

---

Description Particulars of the sender (if any), form and colour of the item, etc

---

Postbur  Postex  Postgen

II. Request for alteration of address

Postbur  Postex  Postgen  
Office or service of destination of the request

---

Replace Old particulars

---

by New particulars

---

on Nature of item Posting No

---

from Office of posting Date of posting

---

to Full address of addressee

---

Description Particulars of the sender (if any), form and colour of the item, etc

---

redirection requested by  surface  air

---

Postbur  Postex  Postgen

III. Request for cancellation or alteration of the COD amount

Postbur  Postex  Postgen  
Office or service of destination of the request

---

Cancel  Alter to New amount in words (if applicable)

---

the COD charge on Nature of item Posting No

---

from Office of posting Date of posting

---

to Full address of addressee

---

Postbur  Postex  Postgen

Place and date

---

Signature of sender

Stamp of the office where the request is handed in  
Signature of official in charge

Part to be filled in by the office or service where the request originates

Office or service where request is handed in

This page should be returned to the address opposite by the quickest route (air or surface)

Description of item	Nature of item	No of item	Date of dispatch
	Office of origin	No of mail	
	Original COD amount in figures (where applicable)		
	Name and full address of the sender		
	Full address of the addressee as given on the item		

REPLY OF THE OFFICE OF DESTINATION, which shall detach and return this whole page to the office where the request was handed in or to the specially designated service

I. Request for withdrawal from the post	The item in question was duly returned to origin by <input type="checkbox"/> surface <input type="checkbox"/> air
	No of mail _____   Date of mail _____
II. Request for alteration of address	The item in question was duly redirected to the under-mentioned address by <input type="checkbox"/> surface <input type="checkbox"/> air
	No of mail _____   Date of mail _____
	New address of the redirected item
III. Request for cancellation or alteration of the COD amount	The COD amount in question was duly
	<input type="checkbox"/> cancelled <input type="checkbox"/> altered to the amount stated below
IV. Miscellaneous	New COD amount _____
	<input type="checkbox"/> The item in question has already been delivered to the addressee
	<input type="checkbox"/> The item in question has been seized by virtue of the internal legislation of this country
	<input type="checkbox"/> The request by telegraph not being explicit enough to enable the necessary action to be taken, please send additional details
	<input type="checkbox"/> The search was unsuccessful

Stamp of the office or service of destination  
Signature of the official in charge



**INQUIRY**  
Unregistered item

Notes. One form is sufficient for several items posted at the same time by the same sender to the same addressee.			Stamp of the office of origin 
Office or service of origin	Date	Reference	

**1 Particulars to be supplied by the applicant (sender or addressee)**

Reason for inquiry	<input type="checkbox"/> not arrived <input type="checkbox"/> rifled <input type="checkbox"/> damaged <input type="checkbox"/> delayed		
Item			
Item under inquiry	<input type="checkbox"/> Letter <input type="checkbox"/> Postcard <input type="checkbox"/> Newspaper <input type="checkbox"/> Printed paper <input type="checkbox"/> Small packet <input type="checkbox"/>		
Special indications	<input type="checkbox"/> Express <input type="checkbox"/> Airmail <input type="checkbox"/> COD      COD amount and currency		
Posted	Exact or approximate date		
Sender	Name and full address		
Addressee	Name and full address		
Contents (precise description)	Name and address on the item		
Description of external wrapping	The address was <input type="checkbox"/> written on the item <input type="checkbox"/> gummed <input type="checkbox"/> tied on Size of the item Special marks Facsimile <input type="checkbox"/> attached <input type="checkbox"/> not attached		
The item, if found, should be sent	<input type="checkbox"/> to the sender <input type="checkbox"/> to the addressee		

**2 Particulars to be supplied by the sender**

C 8 (Back)

Posted	Date and time
	Name of post office or location of letter-box
	<input type="checkbox"/> By the sender himself <input type="checkbox"/> By a third party Name of third party
Postage prepaid	<input type="checkbox"/> For air transmission <input type="checkbox"/> For surface transmission Amount of postage prepaid
	<input type="checkbox"/> Express <input type="checkbox"/> Airmail Any other indications

**3 Detailed information from the office of origin**

_____ _____ _____ _____
----------------------------------

**4 Particulars to be supplied by the addressee**

Has the item reached the addressee?	<input type="checkbox"/> Yes	Date
	<input type="checkbox"/> No	
How correspondence is normally delivered	<input type="checkbox"/> Called for at the post office	Name of post office
		Name of person to whom items are handed over
	<input type="checkbox"/> Delivered to the place of address	<input type="checkbox"/> Handed directly to the addressee
		<input type="checkbox"/> Handed to a person in the addressee's service
<input type="checkbox"/> Put in a special box		
<input type="checkbox"/> The box is locked and regularly cleared		
Origin of any correspondence previously lost	_____ _____ _____	

**5 Detailed information from the office of destination<sup>1</sup>**

_____ _____ _____ _____ _____
---

This form must be returned to

<sup>1</sup> In the case of COD items, please state how paid.

Stamp of the  
office of origin

Notes. One form is sufficient for several items of the same category — registered item, insured letter, ordinary parcel, insured parcel — posted at the same time at the same office by the same sender and sent by the same route to the same address.

Office or service of origin

Date of inquiry

Date of duplicate

Reference

## 1 Particulars to be supplied by the service of origin

Reason for inquiry

 Item not received     Contents missing     Item damaged     Item delayed     Advice of delivery not duly completed

Registered item

 Letter     Printed paper     Small packet    

Insured item

 Letter     Parcel    Insured value amount

 Ordinary parcel

Special particulars

 Airmail     S.A.L.     Express     Advice of delivery

COD amount and currency

 COD

Weight (does not concern letter-post items)

Date of posting

Office of posting

No of item

Routeing (does not concern letter-post items)

Name and full address of sender

Name and full address of addressee

Contents (precise description)

Description of external wrapping (does not concern letter-post items)

Facsimile of the address on the item

 attached     not attached

Item, if found, should be sent

 to the sender     to the addressee

Particulars to be supplied by the office of origin and forwarding offices

Mail in which the item was sent

Date

From

For

 Air     S.A.L.     Surface

 Air     S.A.L.     Surface

 Air     S.A.L.     Surface

Particulars to be supplied by the office of exchange of the country of origin

Mail in which the item was sent

No  Date

Air  S.A.L.  Surface

Dispatching office of exchange

Office of exchange of destination

Particulars of entry

- Bulk advice
- Table VI of the letter bill (C 12) . . . . .
- Special list (C 13) . . . . .
- Dispatch list (VD 3) . . . . .
- Parcel bill (CP 11 or CP 20)

No	No of entry

Office stamp



2 Particulars to be supplied by the intermediate services or by the service of destination in the case of return or redirection (see page 3, table 3 B)

Mail in which the item was sent

No  Date

Air  S.A.L.  Surface

Dispatching office of exchange

Office of exchange of destination

Particulars of entry

- Bulk advice
- Table VI of the letter bill (C 12) . . . . .
- Special list (C 13) . . . . .
- Dispatch list (VD 3) . . . . .
- Parcel bill (CP 11 or CP 20)

No	No of entry

Office stamp



Signature

Mail in which the item was sent

No  Date

Air  S.A.L.  Surface

Dispatching office of exchange

Office of exchange of destination

Particulars of entry

- Bulk advice
- Table VI of the letter bill (C 12) . . . . .
- Special list (C 13) . . . . .
- Dispatch list (VD 3) . . . . .
- Parcel bill (CP 11 or CP 20)

No	No of entry

Office stamp



Signature

A. In case of delivery

The item in question was duly delivered to the entitled person Date of delivery

In case of rifling, damage or delayed delivery, indicate briefly the reason in table 4 under "Any other comments"

The COD amount has been Date No of money order  
 forwarded to the sender of the item Date No of money order

forwarded to the giro centre  
 Name of giro centre

credited to giro account

Stamp and signature of official in charge of the delivery office 

B. In case of non-delivery, give the reason if it is a question of retention or return to origin

Treatment of the item Name of office  
 It is at Date

It has been returned to the office of origin<sup>1</sup>  
 Reasons

It has been redirected<sup>1</sup> New address in full Date

It has not been received at the office of destination. The addressee's declaration is attached  
 Stamp and signature of official in charge of the delivery office 

4 Final reply

(to be given by the administration of destination, or, if appropriate, by the intermediate administration which cannot establish the regular transmission of the item under inquiry to the next administration)

The investigations made in our service have been unsuccessful. If the item under inquiry has not been received back by the sender, we authorize you to compensate the applicant within the prescribed limits

The full amount paid may be debited against our service in a CP 16 summarized account Reference

Because of the use of bulk advice, it is impossible to establish where the loss occurred.  
 One half of the amount paid may be debited against our service in a CP 16 summarized account Reference

Because of the agreement between our two administrations, your administration has to compensate the applicant

Any other comments (continue overleaf)

Stamp, date and signature

This form must be returned to

<sup>1</sup> See table 2 for routing.

Postal administration of origin

C 9bis

Office or service sending the advice

**ADVICE**  
Redirection of a C 9 form

Administration of origin of the inquiry	Date of advice
	Our reference
	Your date   Your reference

**Item concerned**

Nature of item	<input type="checkbox"/> Registered item	<input type="checkbox"/> Insured letter
	<input type="checkbox"/> Ordinary parcel	<input type="checkbox"/> Insured parcel
Posting	Date   Office	Number
Special particulars	Insured value	
	COD amount	
Sender		
Addressee		

C 9 form redirected today to	Name of office
------------------------------	----------------

**Information on the redirection of the item concerned**

Mail	From	To	
	No of the mail	Date	
Entry	<input type="checkbox"/> Bulk advice	No	No of entry
	<input type="checkbox"/> Letter bill	No	No of entry
	<input type="checkbox"/> Special list	No	No of entry
	<input type="checkbox"/> Dispatch list	No	No of entry
	<input type="checkbox"/> Parcel bill	No	No of entry
Other information			

The office of exchange of destination received the item without comment.

If the inquiry is not answered in a reasonable time, a duplicate should be sent to the service to which we redirected the inquiry, giving the above information. The matter may be regarded as closed as far as our service is concerned.

Signature



**ADVICE**  
Presumed fraudulent use of postage stamps  
or franking impressions

Office dispatching the advice	Date of advice	Reference
-------------------------------	----------------	-----------

Notes. Advice of dispatch, by registered post, of the letter-post item described hereafter which apparently bears a postage stamp or impression of the nature indicated below.  
A copy of the C 10 form is being sent to the administrations of origin and destination, as well as the office of destination.

Nature of presumed fraud	
<input type="checkbox"/> Counterfeit postage stamp	<input type="checkbox"/> Already used postage stamp
<input type="checkbox"/> Counterfeit franking machine impression	<input type="checkbox"/> Already used franking machine impression
<input type="checkbox"/> Counterfeit printing press impression	<input type="checkbox"/> Already used printing press impression

Nature of item

---



---

Office of origin	Date of posting
------------------	-----------------

Copy of the address

---



---



---



---

Presumed irregularity

---



---



---



---

Observations, if any

---



---



---



---

Stamp, date and signature

---



---

**REPORT**  
**Presumed fraudulent use of postage stamps**  
**or franking impressions**

Office preparing the report

To the administration of	Notes. To be sent by registered post to the administration of origin of the item	
	Date of report	Reference

Nature of item	Office of origin	
Date of dispatch	Weight of item	Postage prepaid
Name and address of addressee		

Nature of presumed fraud	
<input type="checkbox"/> Counterfeit postage stamp	<input type="checkbox"/> Already used postage stamp
<input type="checkbox"/> Counterfeit franking machine impression	<input type="checkbox"/> Already used franking machine impression
<input type="checkbox"/> Counterfeit printing press impression	<input type="checkbox"/> Already used printing press impression

The addressee declares

that the sender is unknown to him

that he refuses to divulge the name of the sender

that the item was sent by the following person

Name and address of sender

Consequently,

we have delivered the item to the addressee

we have seized in order to send it to the administration of origin

the item

that part of the item containing the address and the suspect imprint or stamp

Observations, if any

In witness whereof, we have, in single copy, drawn up this report in order that effect may be given to article 13 of the Convention and to article 195 of its Detailed Regulations.

Signature of addressee or his attorney	Stamp of the office preparing the report and date Position and signature of the official
--	---

**LETTER BILL  
Exchange of mails**

Dispatching office of exchange		Date of dispatch	Mail No
Office of exchange of destination		Name of ship	
		Flight No	
		Transit administration(s)	
Number of surface bags subject to transit charges and/or terminal dues	Number of surface bags exempted from transit charges and terminal dues	<b>V. Official notes</b>	
LC/AO bags	M bags		
		Dispatching administration bags	
		Bags returned empty belonging to the administration of destination	
		<input type="checkbox"/> C 27 note enclosed in mail	
<b>I. The mail contains unregistered items</b> <input type="checkbox"/> express <input type="checkbox"/> air		Other information	
<b>II. Number of bags</b>			
Bags with red labels		Number	
Bags with white and blue labels			
Sacks of empty bags (SV)			
Total number of bags			
<b>III. Summary of items entered in the mail</b>		In letters	
		In figures	
		Individual entry	
		Number	
		Office of origin	
		Observations	
		ser-ial of the item	
		1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9 <sup>1</sup>	
<b>IV. Closed mails included in this mail</b>			
No of the mail	Office of origin	Office of destination	No of bags or packets
Stamp of the dispatching office of exchange Signature of the official		Stamp of the office of exchange of destination Signature of the official	

<sup>1</sup> Continue overleaf if necessary.  
Convention, Hamburg 1984, art 156, para 1 -  
Size: 210 x 297 mm



VI. List of registered items (conclusion)

Number		Office of origin	Observations	Number		Office of origin	Observations
ser- ial	of the item			ser- ial	of the item		
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			
31				61			
32				62			
33				63			
34				64			
35				65			
36				66			
37				67			
38				68			
39				69			





Dispatching office of exchange		Date of dispatch		Time	Mail No
		Special list No			
Office of exchange of destination		Name of ship			
		Flight No			
		Via			
Bulk entry		Number		Office of origin	Observations
Number (in letters)		ser- ial	of the item		
Number (in figures)					
Individual entry					
Number					
ser- ial	of the item	Office of origin	Observations		
1				19	
2				20	
3				21	
4				22	
5				23	
6				24	
7				25	
8				26	
9				27	
10				28	
11				29	
12				30	
13				31	
14				32	
15				33	
16				34	
17				35	
18				36	
				37	
				38	
				39	
				40	

Stamp of the dispatching office of exchange  
Signature of the official

Stamp of the office of exchange of destination  
Signature of the official



261

Office of origin of note	Date of note	No	Mail No
	Date of dispatch	Time	
Office of destination of note	Name of ship		
	Train No, Flight No, etc		
	Dispatching office of exchange		
	Office of exchange of destination		

1 Irregularities concerning bags or covers

Mail No	Office of origin	Office of destination	Number of receptacles concerned							
			Bags			Covers				
			Red	White	Blue	LC	AO	CP		

The bags and covers described above

<input type="checkbox"/> arrived in excess
<input type="checkbox"/> did not arrive here
<input type="checkbox"/> arrived in bad condition
<input type="checkbox"/> were missent
<input type="checkbox"/> have been repaired here
<input type="checkbox"/> were they received by your office?
<input type="checkbox"/> arrived here unlabelled

2 Irregularities concerning documents

Missing documents (please send a copy)

<input type="checkbox"/> AV 7 delivery bill	<input type="checkbox"/> Letter bill	Number of registered items received		
<input type="checkbox"/> AV 2 weight bill	<input type="checkbox"/> Special list			
<input type="checkbox"/> The AV 7 delivery bill has been corrected as follows according to the weights given on the labels . . . . .	LC	AO	CP	The total weight was checked here
<input type="checkbox"/> In view of an error in calculation the totals on the AV 7 delivery bill have been corrected as follows				
Irregularities concerning the tables of the letter bill	Entered	Received	Observations	
<input type="checkbox"/> II. Number of bags . . . . .				
<input type="checkbox"/> III. Total registered items . . . . .				
<input type="checkbox"/> Special lists . . . . .				
<input type="checkbox"/> Dispatch lists . . . . .				
<input type="checkbox"/> Total insured items . . . . .				
<input type="checkbox"/> V. Bags returned, etc. Number				

To be sent by registered post






**DELIVERY BILL (BAGS)**  
Mails dispatched by surface

Dispatching office of exchange	Month	Year
	Statistical period	
Office of exchange of destination	<input type="checkbox"/> First mail	
	<input type="checkbox"/> Last mail	

**Number and weight of bags subject to transit charges and/or terminal dues**

Date	Mail number	LC/AO bags		M bags		Observations
		Number	Weight	Number	Weight	
1	2	3	4	5	6	7
			kg g		kg g	

Stamp of dispatching office of exchange



Convention, Hamburg 1984, art 173, para 2 – Size: 210 x 148 mm







**WEIGHT OF TRANSIT  
MAILS**

Administration of destination	Transit administration(s)
Dispatching administration	Year

**Transit mail from same administration of origin for same administration of destination**

Number of bags received			Observations
Quarter	LC/AO	M	
1			
2			
3			
4			
Total No of bags			
multiplied by the average weights <sup>1</sup>	kg	kg	
Total weight	kg	kg	

Total weight of LC/AO + M bags to be entered on C 20 account	kg
--	----


Administration of destination Place, date and signature	
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<sup>1</sup> Data to be taken from form C 15ter (mails received) for statistical period.





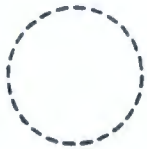







Office of destination	Mail No	Stamp of dispatching office 
Administration of destination	Number of bags <sup>1</sup>	

This form is to be forwarded, annexed to the C 18 bill of the mail to which this bulletin refers, and is to be filled up before being sent on. Enter the note "C 19" in the "Observations" column of the C 18 bulletin.











N.B. Each administration may use only one horizontal line of the form for particulars concerning land transit and only one line for sea transit, if any.

The information concerning the transit must be entered successively by the inward and outward offices of exchange of each intermediate administration, to the exclusion of every other office, beginning with the first inward office of exchange. The last intermediate office of exchange must send the form direct to the office of destination; there the exact date of arrival of the mail is shown, the bulletin attached to the relevant C 17 statement and the whole returned to the dispatching office.

Transit	Date stamp of the inward office of exchange	Date stamp of the outward office of exchange	Services used (In the case of land transit, indicate T.t., and the route followed. In the case of sea transit, indicate T.m., the route followed, the name of the ship and that of the shipping line)	Countries to which the transit charges must be paid
1	2	3	4	5
1st transit				
2nd transit				
3rd transit				

Continue overleaf if necessary

<sup>1</sup> Not counting bags of empty receptacles and other "Exempt" bags.

Transit	Date stamp of the inward office of exchange	Date stamp of the outward office of exchange	Services used (In the case of land transit, indicate T.t., and the route followed. In the case of sea transit, indicate T.m., the route followed, the name of the ship and that of the shipping line)	Country to which the transit charges must be paid
1	2	3	4	5
4th transit				
5th transit				
6th transit				
7th transit				
8th transit				

Stamp of the office of destination





**DETAILED ACCOUNT  
TERMINAL DUES  
Surface mail**

Year of account

Creditor administration	Debtor administration
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**Mail received**

Data from form C 15ter (mails received) for statistical period

Average weight of bags	
LC/AO kg	M kg

Quarter	Number of bags received according to form C 12ter		Total annual weight of LC/AO bags	Total annual weight of M bags	Observations
	LC/AO	M			
1			Annual number of LC/AO bags x average weight of LC/AO bags	Annual number of M bags x average weight of M bags	
2					
3					
4					
Total			kg	kg	

**Mail dispatched**

Data from form C 15ter (mails dispatched) for statistical period

Average weight of bags	
LC/AO kg	M kg

Quarter	Number of bags dispatched according to form C 12ter		Total annual weight of LC/AO bags	Total annual weight of M bags	Observations
	LC/AO	M			
1			Annual number of LC/AO bags x average weight of LC/AO bags	Annual number of M bags x average weight of M bags	
2					
3					
4					
Total			kg	kg	

**Terminal dues**

	Weight LC/AO bags	Weight M bags	Observations
Mail received	kg	kg	
Mail dispatched	kg	kg	
difference	kg	kg	
x terminal dues rate	<input type="text"/> g fr <input type="text"/> SDR	<input type="text"/> g fr <input type="text"/> SDR	
Totals	<input type="text"/> g fr <input type="text"/> SDR	<input type="text"/> g fr <input type="text"/> SDR	
Amount payable	<input type="text"/> g fr <input type="text"/> SDR		

Creditor administration Place, date and signature	Seen and accepted by debtor administration Place, date and signature
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UNIVERSAL POSTAL UNION    **INTERNATIONAL  
REPLY COUPON**

C 22

This coupon is exchangeable in any country of the Universal Postal Union for one or more postage stamps representing the minimum postage for an unregistered letter sent by surface to a foreign country.<sup>1</sup>

Control stamp of the country of origin	Selling price (optional)	Stamp of the office making the exchange
		

<sup>1</sup> This explanation is repeated on the back of this coupon in Arabic, Chinese, English, German, Russian and Spanish.

Convention, Hamburg 1984, art 196, para 1 — Size: 105 x 74 mm

**DETAILED STATEMENT**  
**Reply coupons exchanged**

Administration which exchanged the reply coupons	Date of statement
	Notes. Consignments of reply coupons must not contain fractions of a hundred.

Reply coupons at 2.25 gold francs (0.74 SDR) exchanged for postage stamps and sent to the International Bureau	Number	Amount

The administration preparing the statement Place, date and signature	Seen and accepted by the International Bureau of the UPU Place, date and signature
	Berne,

2-1-16





UNIVERSAL POSTAL UNION  
International Bureau

**DETAILED STATEMENT**  
**Reply coupons supplied**

C 24

Administration which received the reply coupons  <hr/>	Date of statement  
	Notes. Consignments of reply coupons must not contain fractions of a hundred.

Reply coupons at 2.25 gold francs (0.74 SDR) supplied by the International Bureau	Number	Amount

<b>The International Bureau of the UPU</b> Place, date and signature  Berne,	<b>Seen and accepted by the debtor administration</b> Place, date and signature
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(Front)

Postal administration of \_\_\_\_\_ C 25

POSTAL IDENTITY CARD	
No	Valid until
Surname	
Forename(s)	
Occupation	
Nationality	
Address	
Holder's signature	

UNIVERSAL POSTAL UNION

Photograph

Postage stamp (Partly on the photo)

Convention, Hamburg 1984, art 106, para 2 – Size: 105 x 74 mm

(Back)

Description		
Date and place of birth		
Height	Hair	Eyes
Complexion	Special marks	
Issuing office		Official's signature

1 This card, issued exclusively by the postal service, is recognized as proof of identity for post office business.  
2 Postal administrations are not liable for the consequences of the loss, theft, or fraudulent use of this card.

**DETAILED MONTHLY ACCOUNT**  
 Customs, etc, charges

Debtor administration	Date of account	
	Month	Year

Serial No	Date of the advance	Number of the franking note	Office which made the advance	Amount of each franking note	Observations
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
<b>Total</b>					

The creditor administration Place, date and signature
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