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J. Simist et.

J. M.

Pour LA RÉPUBLIQUE DÉMOCRATIQUE
DE SAO TOMÉ-ET-PRINCIPE:

Pour LA RÉPUBLIQUE DE SAINT-MARIN:

Gaetano Parisi

Ugo...

Pour LA RÉPUBLIQUE DU SÉNÉGAL:

A. G. (A. GUEYE)

Diop

S. Diallo

S. Diallo

Pour SAINT-VINCENT-ET-GRENADINES:

Wendell...

Pour LA RÉPUBLIQUE DES SEYCHELLES:

Pour LA RÉPUBLIQUE DÉMOCRATIQUE
DU SOUDAN:

H. I. *[Signature]*

Q. A. B. Mohamed *[Signature]*

Pour LA RÉPUBLIQUE DE SIERRA LEONE:

Pour LA RÉPUBLIQUE SOCIALISTE
DÉMOCRATIQUE DE SRI LANKA:

[Signature]

Pour SINGAPOUR:

Pour LA SUÈDE:

[Signature]
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Pour LA RÉPUBLIQUE DÉMOCRATIQUE
DE SOMALIE:

Pour LA CONFÉDÉRATION SUISSE:


J. Jurn

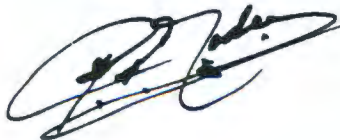
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Shabender
U.S.M. J.W.
P. J. Serey

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M. DALLOU

Pour LA RÉPUBLIQUE DU SURINAME:

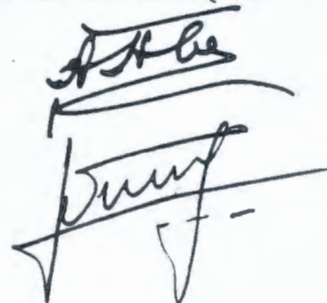


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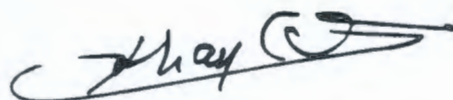
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Pour LA RÉPUBLIQUE TOGOLAISE:



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Pour LA RÉPUBLIQUE SOCIALISTE
TCHÉCOSLOVAQUE:



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Pour LA RÉPUBLIQUE DE TRINITÉ-ET-TOBAGO:

Joyce Alcantara

Pour LA TUNISIE:

Q. L. V. J.
Q. L. V. J.

Pour LA TURQUIE:

S. G. G. G. G.

Pour TUVALU:

Pour LA RÉPUBLIQUE SOCIALISTE SOVIÉTIQUE D'UKRAINE:

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Angelo Cardinal Scola
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Thieu

Pour LA RÉPUBLIQUE ARABE DU YÉMEN:

NS
V
CH

CIAM/VCV

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FÉDÉRATIVE DE YOUGOSLAVIE:

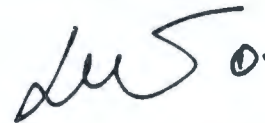


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Pour LE ZIMBABWE:





11

FINAL PROTOCOL TO THE POSTAL PARCELS AGREEMENT

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

Article I

Exceptional inward land rates

Notwithstanding article 46, the administrations listed below reserve the right to fix their inward land rates at a level higher than that of their outward land rates:

Albania	Malawi
Algeria	Malaysia
Argentina	Mali
Bahamas	Mauritania
Bahrain	Mexico
Bangladesh	Nepal
Barbados	Niger
Benin	Oman
Botswana	Pakistan
Bulgaria (People's Rep)	Papua New Guinea
Byelorussia	Polish People's Rep
Central African Rep	Qatar
Chad	Senegal
China (People's Rep)	Singapore
Comoros	Solomon Islands
Congo (People's Rep)	Sri Lanka
Cuba	Sudan
Cyprus	Swaziland
Czechoslovakia	Syrian Arab Rep
Dem People's Rep of Korea	Thailand
Egypt	Togo
Ethiopia	Trinidad and Tobago
German Dem Rep	Turkey
Ghana	Ukraine
Greece	Union of Soviet Socialist Republics
Haiti	United Arab Emirates
Indonesia	Upper Volta
Iraq	Vanuatu
Israel	Venezuela
Jordan	Viet Nam
Kuwait	Yemen Arab Rep
Lebanon	Yemen (People's Dem Rep)
Lesotho	Zambia
Madagascar	Zimbabwe

Article II

Exceptional transit land rates

For the time being, the administrations listed in the table below shall be authorized to collect the exceptional transit land rates indicated therein, in addition to the transit rates mentioned in article 47, paragraph 1:

No	Authorized administrations	Amount of the exceptional transit land rate for parcels of the following weight steps:											
		Up to 1 kg		Over 1 and up to 3 kg		Over 3 and up to 5 kg		Over 5 and up to 10 kg		Over 10 and up to 15 kg		Over 15 and up to 20 kg	
1	2	3		4		5		6		7		8	
		fr	SDR	fr	SDR	fr	SDR	fr	SDR	fr	SDR	fr	SDR
1	Afghanistan	2.10	0.65	2.80	0.91	3.50	1.14	4.20	1.37	6.00	1.96	8.00	2.61
2	United States of America	2.00	0.65	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61	10.00	3.27
3	Argentina ¹	2.00	0.65	4.00	1.31	5.00	1.63	8.00	2.61	12.00	3.92	15.00	4.90
4	Australia ¹	0.90	0.29	1.20	0.39	1.60	0.52	2.40	0.78	3.30	1.08	4.20	1.37
5	Bahamas	2.00	0.65	2.25	0.74	2.50	0.82	3.00	0.98				
6	Bahrain	2.55	0.83	2.70	0.88	3.00	0.98	4.00	1.31				
7	Bangladesh	3.00	0.98	4.00	1.31	4.50	1.47	5.00	1.63				
8	Barbados ¹	2.50	0.82	2.75	0.90	2.70	0.88	2.40	0.78				
9	Belgium	0.50	0.16	1.00	0.33	1.50	0.49	2.50	0.82	3.50	1.14	4.50	1.47
10	Belize	9.20	3.01	1.00	3.59	11.85	3.87	15.15	4.95	18.80	6.14	21.80	7.12
11	Benin	0.60	0.20	1.00	0.33	1.50	0.49	3.00	0.98	4.50	1.47	6.00	1.96
12	Burma	0.70	0.23	0.60	0.20	0.60	0.20	0.90	0.29				
13	Bolivia	1.00	0.33	1.20	0.39	1.40	0.46	2.00	0.65	3.00	0.98	4.00	1.31
14	Botswana ¹	4.00	1.31	5.00	1.63	6.00	1.96	7.50	2.45	9.00	2.94	10.00	3.27
15	Brazil	4.00	1.31	6.00	1.96	8.00	2.61	10.00	3.27	20.00	6.53	24.00	7.84
16	Bulgaria (People's Rep)	1.00	0.33	2.00	0.65	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61
17	Central African Rep	0.60	0.20	1.50	0.49	2.00	0.65	4.00	1.31	6.00	1.96	8.00	2.61
18	Chile ²	4.00	1.31	4.00	1.31	6.00	1.96	8.00	2.61	12.00	3.92	16.00	5.23
19	China (People's Rep)	4.00	1.31	7.20	2.35	9.20	3.01	10.50	3.43	12.00	3.92	15.00	4.90
20	Cyprus	4.00	1.31	5.00	1.63	6.50	2.12	7.50	2.45	10.00	3.27	13.00	4.25
21	Congo (People's Rep)	2.50	0.82	3.00	0.98	4.00	1.31	6.00	1.96	10.00	3.27	12.00	3.92
22	Ivory Coast (Rep)	0.60	0.20	1.00	0.33	1.50	0.49	3.00	0.98	5.00	1.63	7.00	2.29
23	Dominica	5.50	1.80	6.00	1.96	6.35	2.07	7.85	2.56	11.45	3.74	13.80	4.51
24	Egypt	0.50	0.16	0.50	0.16	0.50	0.16	1.00	0.33	1.00	0.33	1.00	0.33
25	El Salvador	2.00	0.65	2.00	0.65	2.00	0.65	2.00	0.65	2.00	0.65	2.00	0.65
26	United Arab Emirates	3.40	1.11	3.80	1.24	4.00	1.31	3.40	1.11	2.20	0.72	2.00	0.65
27	Ecuador	3.00	0.98	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61	10.00	3.27
28	France	1.00	0.33	2.00	0.65	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61
29	Gambia	1.70	0.56	1.80	0.59	1.75	0.57	1.60	0.52				
30	United Kingdom of Great Britain and Northern Ireland and Overseas Dependent Territories of the United Kingdom ¹	13.50	4.41	16.00	5.23	17.00	5.55	21.50	7.02	26.50	8.66	30.50	9.96
31	Grenada ¹	5.50	1.80	6.00	1.96	6.35	2.07	7.85	2.56	11.45	3.74	13.80	4.51
32	Guyana ¹	1.00	0.33	1.10	0.36	1.20	0.39	1.40	0.46				
33	India	2.70	0.88	2.70	0.88	2.70	0.88	3.60	1.18	3.60	1.18	3.60	1.18
34	Iran (Islamic Rep)	1.00	0.33	1.20	0.39	1.40	0.46	1.60	0.52	2.00	0.65	2.60	0.85
35	Iraq	1.00	0.33	1.20	0.39	1.50	0.49	2.00	0.65	4.00	1.31	5.00	1.63
36	Jamaica	2.00	0.65	2.50	0.82	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61
37	Kenya ¹	3.00	0.98	3.50	1.14	4.00	1.31	5.00	1.63				
38	Madagascar	2.00	0.65	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61	10.00	3.27
39	Malaysia	1.00	0.33	1.10	0.36	1.20	0.39	2.00	0.65				
40	Malawi ¹	1.00	0.33	1.10	0.36	1.20	0.39	1.40	0.46				
41	Malta ¹	1.00	0.33	1.10	0.36	1.20	0.39	1.40	0.46				
42	Mauritius	1.70	0.56	1.80	0.59	1.75	0.57	1.60	0.52				
43	Nepal	2.00	0.65	2.50	0.82	3.00	0.98	3.50	1.14	4.50	1.47	5.50	1.80
44	Nigeria	3.00	0.98	3.50	1.14	4.00	1.31	5.00	1.63				
45	Oman	3.50	1.14	3.70	1.21	4.00	1.31	4.50	1.47				
46	Uganda ¹	3.00	0.98	3.50	1.14	4.00	1.31	5.00	1.63				
47	Pakistan	2.00	0.65	3.00	0.98	4.00	1.31	5.00	1.63				

No	Authorized administrations	Amount of the exceptional transit land rate for parcels of the following weight steps:											
		Up to 1 kg		Over 1 and up to 3 kg		Over 3 and up to 5 kg		Over 5 and up to 10 kg		Over 10 and up to 15 kg		Over 15 and up to 20 kg	
1	2	3		4		5		6		7		8	
		fr	SDR	fr	SDR	fr	SDR	fr	SDR	fr	SDR	fr	SDR
48	Panama (Rep)	1.00	0.33	1.50	0.49	2.00	0.65	3.00	0.98	4.00	1.31	5.00	1.63
49	Papua New Guinea ¹	0.45	0.15	0.75	0.25	0.95	0.31	1.65	0.54	2.00	0.65	2.40	0.78
50	Peru	1.00	0.33	1.20	0.39	1.40	0.46	2.00	0.65	3.00	0.98	4.00	1.31
51	Qatar	1.00	0.33	1.10	0.36	1.20	0.39	1.40	0.46				
52	Dem People's Rep of Korea	3.00	0.98	4.00	1.31	5.00	1.63	5.50	1.80	6.00	1.96	6.50	2.12
53	Romania	1.00	0.33	2.00	0.65	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61
54	Saint Lucia	5.50	1.80	6.00	1.96	6.35	2.07	7.85	2.56	11.45	3.74	13.80	4.51
55	Saint Vincent and the Grenadines	9.20	3.01	11.00	3.59	11.85	3.87	15.15	4.95	18.80	6.14	21.80	7.12
56	Solomon Islands	9.20	3.01	11.00	3.59	11.85	3.87	15.15	4.95	18.80	6.14	21.80	7.12
57	Seychelles ¹	5.50	1.80	6.00	1.96	6.35	2.07	7.85	2.56	11.45	3.74	13.80	4.51
58	Sierra Leone	1.40	0.46	2.00	0.65	2.50	0.82	2.80	0.91				
59	Singapore	1.00	0.33	1.10	0.36	1.20	0.39	2.00	0.65				
60	Sudan	4.00	1.31	6.00	1.96	8.00	2.61	10.00	3.27				
61	Sri Lanka	3.00	0.98	4.00	1.31	6.00	1.96	8.00	2.61	10.00	3.27	12.00	3.92
62	Syrian Arab Rep	2.00	0.65	3.00	0.98	4.00	1.31	5.00	1.63	6.00	1.96	7.00	2.29
63	Tanzania (United Rep) ¹	3.00	0.98	3.50	1.14	4.00	1.31	5.00	1.63				
64	Thailand	3.50	1.14	4.00	1.31	5.50	1.80	6.50	2.12	8.00	2.61	10.50	3.43
65	Trinidad and Tobago	2.00	0.65	2.50	0.82	3.00	0.98	4.00	1.31				
66	Turkey	5.00	1.63	5.00	1.63	5.00	1.63	5.00	1.63	5.00	1.63	5.00	1.63
67	Tuvalu	5.50	1.80	6.00	1.96	6.35	2.07	7.85	2.56	11.45	3.74	13.80	4.51
68	Union of Soviet Socialist Republics												
	Via the European part of the USSR	1.80	0.59	4.30	1.40	7.80	2.55	13.80	4.51	22.60 ³	7.38	31.00 ³	10.13
	Via the Asian part of the USSR	5.10	1.67	12.20	3.99	22.40	7.32	39.50	12.90	65.10 ³	21.27	89.30 ³	29.17
	Via the European and Asian parts of the USSR	6.60	2.16	15.50	5.06	28.60	9.34	50.60	16.53	83.40 ³	27.25	114.20 ³	37.31
69	Venezuela	1.50	0.49	3.00	0.98	4.50	1.47	6.50	2.12	9.00	2.94	12.00	3.92
70	Yemen (People's Dem Rep)	4.00	1.31	4.00	1.31	6.00	1.96	8.00	2.61	12.00	3.92	16.00	5.23
71	Yugoslavia	0.90	0.20	1.20	0.39	2.00	0.65	2.20	0.72	3.60	1.18	3.10	1.03
72	Zaire	0.80	0.26	1.80	0.59	3.00	0.98	6.00	1.96	10.00	3.27	12.00	3.92
73	Zambia	4.20	1.37	5.60	1.83	8.40	2.74	11.20	3.66				

Observations:

¹ The amounts shown in the table are to be considered as maxima.² Only for parcels transported by the Trans-Andean railway.³ For whole articles only.

Article III

Weighted average distance for conveyance of parcels in transit

Article 47, paragraph 2, last sentence, shall not apply to the following countries unless they so request: Bulgaria (People's Rep), Byelorussia, Cuba, Czechoslovakia, Mongolian People's Rep, Polish People's Rep, Romania, Ukraine and Union of Soviet Socialist Republics.

Article IV

Sea rates

Argentina, Australia, the Bahamas, Bahrain, Bangladesh, Barbados, Belgium, Belize, Canada, Chile, the Comoros, Congo (People's Rep), Cyprus, Djibouti, Dominica, Finland, France, Gabon, Gambia, Germany, Fed Rep of, the United Kingdom of Great Britain and Northern Ireland, the Overseas Dependent Territories of the United Kingdom, Greece, Grenada, Guyana, India, Italy, Jamaica, Japan, Kenya, Madagascar, Malaysia, Malta, Mauritius, the Netherlands, Nigeria, Norway, Oman, Pakistan, Papua New Guinea, Qatar, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, the Solomon Islands, Spain, Sweden, Tanzania (United Rep), Thailand, Trinidad and Tobago, Tuvalu, Uganda, the United Arab Emirates, the United States of America, Vanuatu, Yemen (People's Dem Rep) and Zambia shall be authorized to increase by 50 percent at the most the sea rates provided for in articles 48 and 49.

Article V

Determination of average rates

Notwithstanding article 53, paragraph 3, of the Agreement and article 149, paragraph 2, of the Detailed Regulations, the United States of America shall be authorized to establish average land and sea rates per kilogramme based on the weight distribution of parcels received from all administrations.

Article VI

Supplementary rates

1 Every parcel sent by surface or air addressed to Corsica, the French Overseas Departments, the French Overseas Territories and the Mayotte Community shall be subject to an inward land rate not exceeding the corresponding rate for France. When such a parcel transits metropolitan France it shall, in addition, give rise to the collection of the following supplementary rates and dues:

- a "surface" parcels
 - i the French transit land rate;
 - ii the French sea rate corresponding to the distance step between metropolitan France and each of the Departments, Territories and Community in question;
- b air parcels
 - i the French transit land rate for parcels in transit à découvert;
 - ii the air conveyance dues corresponding to the airmail distance between metropolitan France and each of the Departments, Territories and Community in question.

2 Every parcel sent by surface or air addressed to Romania shall be subject to an inward land rate equal to that applied by the country of origin and effective on the same date.

3 Every parcel sent in transit between Denmark and the Farøe Islands shall give rise to the collection of the following supplementary rates:

- a surface parcels
 - i the Danish transit land rate;
 - ii the Danish sea rate corresponding to the distance step between Denmark and the Farøe Islands;
- b air parcels
 - the air conveyance dues corresponding to the airmail distance between Denmark and the Farøe Islands.

Article VII

Special tariffs

1 The administrations of Belgium, France and Norway may collect higher land rates for air parcels than for surface parcels.

2 The administration of Lebanon shall be authorized to collect for parcels up to 1 kilogramme the charge applicable to parcels over 1 and up to 3 kg.

Article VIII

Supplementary charges

Exceptionally, administrations shall be authorized to exceed the upper limits of the supplementary charges shown in articles 9 to 12 and 14 if this is necessary to bring these charges into line with the costs of operating their services. However, in the case of return to sender (article 29, paragraph 3, b) or redirection (article 31, paragraph 6, c), the amount of the charges passed on may not exceed the rates laid down in the agreement. Administrations wishing to apply this provision must notify the International Bureau of their intention as soon as possible.

Article IX

Treatment of parcels wrongly accepted

Byelorussia, Bulgaria (People's Rep), Cuba, Dem People's Rep of Korea, Ukraine and the Union of Soviet Socialist Republics reserve the right to provide information about the seizure of a postal parcel or part of its contents only within the limits of the information provided by the customs authorities and in accordance with their internal legislation.

Article X

Withdrawal from the post. Alteration or correction of address

Notwithstanding article 37, Ecuador, El Salvador, Panama (Rep) and Venezuela shall be authorized not to return postal parcels after the addressee has requested their clearance by Customs, since this is incompatible with those countries' customs legislation.

Article XI

Prohibitions

The postal administration of Canada shall be authorized not to accept insured parcels containing the valuable articles covered in article 19, b, since this is contrary to its internal regulations.

Article XII

Exceptions to the principle of liability

Notwithstanding article 39, Iraq, Sudan, Yemen (People's Dem Rep) and Zaire shall be authorized to pay no indemnity for damage to parcels coming from any country and addressed to Iraq, Sudan, Yemen (People's Dem Rep), or Zaire and containing liquids or substances which easily liquefy, glass articles or articles of a similar fragile nature.

Article XIII

Compensation

1 Notwithstanding article 39, the Bahamas, Barbados, Belize, Bolivia, Botswana, Canada, Dominica, Fiji, Gambia, those of the Overseas Dependent Territories of the United Kingdom of Great Britain and Northern Ireland whose internal regulations do not permit them to comply, Grenada, Guyana, Lesotho, Malawi, Malta, Mauritius, Nauru, Nigeria, Papua New Guinea, Romania, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, the Solomon Islands, Swaziland, Trinidad and Tobago, Uganda, the United States of America and Zambia shall have the right not to pay compensation for uninsured parcels lost, rifled or damaged in their service.

2 Notwithstanding article 39, paragraph 8, the United States of America shall be authorized to maintain the sender's right to indemnity for insured parcels after the addressee has taken delivery thereof, unless the sender waives this right in favour of the addressee.

3 The postal administration of Brazil shall be authorized not to apply article 39 with respect to liability in cases of damage, including the cases referred to in article 40.

4 The United States of America, when acting as an intermediate administration, shall be authorized not to indemnify other administrations in the event of loss of, theft from or damage to transit insured parcels conveyed à découvert or forwarded in closed mails.

Article XIV

Payment of the indemnity

The postal administration of Lebanon shall not be obliged to comply with article 43, paragraph 4, of the Agreement as regards finally settling a claim within five months. Nor does it agree to the rightful claimant's being indemnified on its behalf by another administration upon expiry of the above-mentioned period.

Article XV

Non-liability of the postal administration

The postal administration of Nepal shall be authorized not to apply article 40, paragraph 1, b.

Article XVI

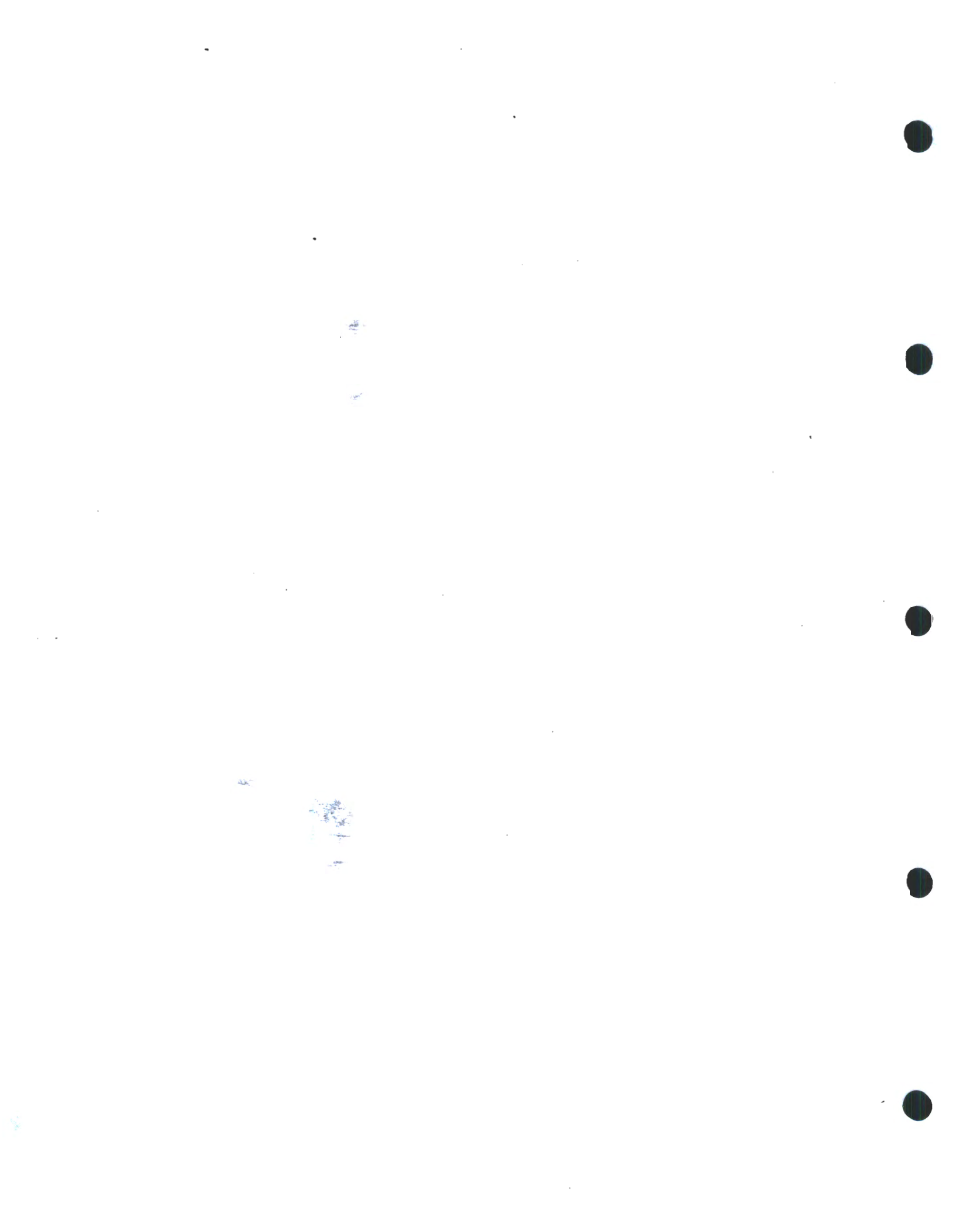
Advice of delivery

The postal administration of Canada shall be authorized not to apply article 27, given that it does not offer the advice of delivery service for parcels in its internal service.

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

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 345 to 377.



**DETAILED REGULATIONS
OF THE POSTAL PARCELS AGREEMENT**

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ANNEXES: FORMS

DETAILED REGULATIONS OF THE POSTAL PARCELS AGREEMENT

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

Chapter I

Preliminary provisions

Article 101

Information to be supplied by administrations

- 1 Each administration shall notify the other administrations, through the intermediary of the International Bureau, of:
 - a the inward land rates and, where appropriate, the transit land rates and the sea rates which it collects (Agreement, articles 46 to 49; Final Protocol, articles II to VII);
 - b the provisions it has adopted regarding:
 - i the maximum weight of parcels (Agreement, article 2, paragraph 2);
 - ii the option of accepting or not the following special parcels: insured, free of charges and fees, cash-on-delivery, fragile, cumbersome, airmail, express (Agreement, article 4, paragraphs 2 to 5);
 - iii the maximum size of parcels conveyed by surface (Agreement, article 20, paragraphs 1 and 2);
 - iv the maximum insured value (Agreement, article 23, paragraph 1, a, i);
 - v the sender's instructions which it does not accept at the time of posting in accordance with article 22, paragraph 4, of the Agreement;
 - vi the acceptance or otherwise of the advice of delivery for ordinary parcels in accordance with article 27 of the Agreement;
 - vii the option of not accepting requests for withdrawal from the post and alteration of address in accordance with article 37, paragraph 2, of the Agreement;
 - viii the number of customs declarations required for parcels in transit and for those addressed to its own country, as well as the languages in which those declarations may be completed (article 106, paragraph 1, b);
 - ix the acceptance or otherwise of collective dispatch notes, in accordance with article 106, paragraph 3;
 - x the method of dispatching documents accompanying parcels sent to its country (article 121, paragraph 1);
 - c information regarding the air parcel service, in particular the sizes which it admits (Agreement, article 20, paragraphs 1 and 2) by arrangement with the air carriers, and, where applicable, the amount of payment collected, according to article 51, paragraphs 4 and 5, of the Agreement, for conveyance within the country;
 - d the list of live animals of which the conveyance by post is authorized by its own postal regulations (Agreement, article 19, a, iv);
 - e whether it admits parcels for all localities or, if not, a list of the localities to which the service extends (Agreement, article 3, paragraph 1);

- f the charges applicable in its service (Agreement, articles 7 to 14; Final Protocol, article VIII);
- g the necessary information concerning customs or other regulations, as well as the prohibitions or restrictions governing the entry and transit of parcels in the territory of its country (Agreement, article 19, a, viii);
- h an extract, in Arabic, Chinese, English, French, Russian or Spanish, from the provisions of its laws or regulations applicable to the conveyance of parcels.

2 Any amendment to the information mentioned in paragraph 1 shall be notified without delay by the same means and as regards subparagraphs a and c, taking into account articles 46, paragraph 4; 49, paragraph 2; and 51, paragraph 6, of the Agreement.

Article 102

Routeing and rates

1 By means of tables in the form of the annexed specimens CP 1 and CP 21, each administration shall set out on what conditions it accepts parcels in transit for countries for which it is in a position to act as intermediary, and particularly the rates to be assigned to it.

2 On the basis of the information contained in the official Compendium of Information of general interest relating to the implementation of the Postal Parcels Agreement and in the CP 1 and CP 21 tables of intermediate administrations, each administration shall decide upon the routes to be used for forwarding its parcels and the charges to be collected from the senders.

3 Administrations shall send direct to each other, at least one month before their application, CP 1 and CP 21 tables as well as all subsequent amendments to these tables; they shall send copies of their CP 1 and CP 21 tables to the International Bureau.

4 The time limit for notification laid down in paragraph 3 shall not apply to the cases mentioned in article 50 of the Agreement.

5 To determine the most favourable route for the dispatch of parcels, the dispatching office of exchange may send to the office of exchange of destination a trial note in the form of the specimen C 27 referred to in article 163, paragraph 3, of the Detailed Regulations of the Convention. This note shall be attached to the parcel bill on which its presence shall be indicated. 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).

Chapter II

Treatment of parcels by the office of origin

Section I

General conditions of admission and posting

Article 103

Addresses of the sender and the addressee

1 To be admitted to the Post, every parcel shall bear, in roman letters and in arabic figures on the parcel itself or on a label firmly attached to it, the exact addresses of the addressee and the sender. If other letters and figures are used in the country of destination, it shall be recommended that the address be given also in these letters and figures. Addresses written in pencil shall not be allowed; nevertheless, parcels of which the address is written in indelible pencil on a surface previously dampened shall be accepted.

2 Only one person or a corporate body may be designated as addressee. However, addresses such as "Mr A at ... for Mr Z at ..." or "Bank A at ... for Mr Z at ..." may be admitted, it being understood that only the person indicated under A shall be regarded by administrations as the addressee. In addition, the addresses of A and Z shall be in the same country.

3 The office of posting shall also advise the sender to put in the parcel a copy of his address and that of the addressee.

Article 104

General packing conditions

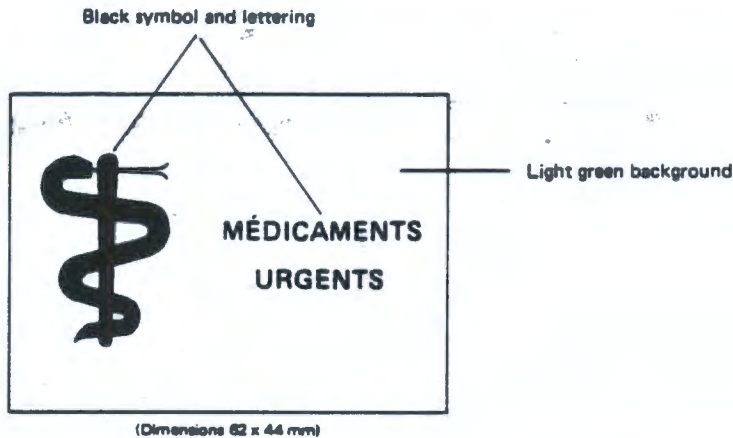
- 1 Every parcel shall be packed and closed in a manner befitting the weight, the shape and the nature of the contents as well as the mode and duration of conveyance; the packing and closing shall protect the contents against crushing or damage by repeated handling; they shall also be such that it is impossible to tamper with the contents without leaving clear traces thereof.
- 2 Every parcel shall be made up particularly securely if it has to be:
 - a conveyed over long distances;
 - b transhipped or handled many times;
 - c protected against major changes in climate, temperature or, in the case of conveyance by air, variations in atmospheric pressure.
- 3 It shall be packed and closed in such a way as not to endanger the health of officials and so as not to present any danger if it contains articles of a kind likely to injure officials called upon to handle it or to soil or damage other parcels or postal equipment.
- 4 It shall have, on the packing or the wrapping, sufficient space for service instructions and for affixing stamps and labels.
- 5 The following shall be accepted without packing:
 - a articles which can be fitted together or put and kept together by a strong cord with lead or other seals, so as to form one single parcel which cannot come apart;
 - b parcels in one piece, such as pieces of wood, metal, etc, which it is not the custom of the trade to pack.

Article 105

Special packing. Marking of parcels containing live animals, radioactive materials or urgent medicines

- 1 Every parcel which contains one or other of the following substances shall be made up as indicated below:
 - a precious metals: the packing shall consist either of a stout metal box, a case made of wood of a minimum thickness of 1 cm for parcels up to 10 kg and 1 1/2 cm for parcels over 10 kg, or two seamless bags forming a double wrapping; however, when cases made of plywood are used, their thickness may be limited to 5 mm on condition that the edges of the cases are reinforced by metal angle strips;
 - b articles of glass or other fragile objects: they shall be packed in a box of metal, wood, strong plastic material or strong cardboard, filled with paper, wood shavings or any other appropriate protective materials to prevent any friction or knocks during transport either between the objects themselves or between the objects and the sides of the box;
 - c liquids and substances which easily liquefy: they shall be enclosed in perfectly leak-proof containers. Each container shall be placed in a special box of metal, wood, strong plastic material or strong corrugated cardboard, containing enough sawdust, cotton wool or any other appropriate protective material to absorb the liquid should the container break. The lid of the box shall be fixed so that it cannot easily work loose;
 - d fatty substances which do not easily liquefy, such as ointments, soft soap, resins, etc, and silkworm eggs, the conveyance of which presents fewer difficulties: they shall be enclosed in a first covering (box, bag of cloth, plastic, etc) which is itself placed in a box of wood, metal or any other material stout enough to prevent the contents from leaking;
 - e dry colouring powders, such as aniline blue, etc: these products shall be admitted only in perfectly leak-proof metal boxes, placed in turn in boxes of wood, strong plastic material or strong corrugated cardboard with sawdust or some other appropriate absorbent and protective material between the two containers;
 - f dry non-colouring powders: these products shall be placed in containers (box, bag) of metal, wood, strong plastic material or cardboard; these containers shall themselves be enclosed in a box made of one of those materials;

- g live animals: the wrapping of the parcel as well as the dispatch note shall be provided with a label bearing in bold letters the words "*Animaux vivants*" (Live animals);
- h radioactive materials: parcels containing radioactive materials shall be plainly and durably marked by the sender with the words "*Matières radioactives. Quantités admises au transport par la poste*" (Radioactive materials. Quantities permitted for movement by post); these words shall be officially crossed out should the packing be returned to the place of origin. These parcels shall also bear, in addition to the name and address of the sender, a request in bold letters for the return of the parcels in the event of non-delivery. The sender shall give his name and address and the contents of the parcel on the inner wrapping.
- i urgent medicines: parcels containing urgent medicines shall be furnished, on the side which bears the addressee's address, with a light green label with the following text and symbol:



2 Parcels containing the substances referred to in paragraph 1, h, may only be accepted for posting if those substances are admitted by all the administrations called upon to participate in the conveyance of the parcel.

Article 106

Formalities to be complied with by the sender

- 1 Each parcel shall be accompanied by:
 - a a dispatch note of strong white cardboard, in the form of the annexed specimen CP 2;
 - b a customs declaration in the form of the annexed specimen C 2/CP 3. The customs declaration shall be made out in the required number of copies, these being securely attached to the dispatch note.
- 2 The sender may also attach to the CP 2 dispatch note any document (invoice, export licence, import licence, certificate of origin, certificate of health, etc) necessary for customs treatment in the dispatching country and in the country of destination.
- 3 The addresses of the sender and addressee, and all other particulars to be furnished by the sender, shall be identical on the parcel and the dispatch note. In the event of a discrepancy, the particulars appearing on the parcel shall be regarded as valid.
- 4 Except in the case of insured parcels, parcels for delivery free of charges and fees, and cash-on-delivery parcels, the same dispatch note accompanied by the number of customs declarations required for a single parcel may suffice for three parcels at most, provided that they are posted simultaneously at the same office by the same sender, sent by the same route, subject to the same charge and addressed to the same person; each administration may, however, insist on a dispatch note and the prescribed number of customs declarations for each parcel.
- 5 The contents of the parcel shall be shown in detail on the customs declaration; indications of a general kind shall not be admitted.
- 6 Although they assume no liability for the customs declaration, administrations shall do their utmost to inform senders of the correct way to complete these declarations.

7 The sender shall indicate how the parcel is to be dealt with in the event of non-delivery. For this purpose he shall insert a cross on the back of the dispatch note, where the instructions listed in article 22, paragraph 2, of the Agreement are given in a box relating to one of these instructions; this cross may be handwritten, type-written or printed. Furthermore, the sender may reproduce or have printed only one of the permitted instructions on the back of the dispatch note. The instruction marked by the cross on the dispatch note shall be typed on the parcel itself. It shall be in French or in a language known in the country of destination. The form corresponding to the annexed specimen CP 2bis may be used for this purpose; the completed form shall be securely affixed to the parcel.

8 If the sender wishes to forbid any redirection under article 31, paragraph 5, of the Agreement, the parcel and the dispatch note must bear the indication "*Ne pas réexpédier*" (Do not redirect) in French or in a language known in the country of destination.

Article 107

Formalities to be complied with by the office of origin

- 1 The office of origin or the dispatching office of exchange shall be responsible for affixing or indicating:
 - a on the parcel beside the address and on the dispatch note:
 - in the spaces provided, a label in the form of the annexed specimen CP 8 indicating clearly the serial number of the parcel and the name of the office of origin; if the administration of origin so permits, that part of the CP 8 label which is to be affixed to the dispatch note may be replaced by a pre-printed indication having the same layout as the corresponding part of the label;
 - the weight of the parcel in kilogrammes and hundreds of grammes, each fraction of a hundred grammes being rounded up to the next hundred;
 - b on the dispatch note only: the date-stamp impression;
 - c either on the parcel, or on the dispatch note: the postage stamps or any other method of showing pre-payment authorized by the regulations of the administration of origin.
- 2 Administrations may agree to dispense with the formalities mentioned in paragraph 1.
- 3 The same office of origin or the same dispatching office of exchange may not use two or more series of labels at the same time, unless the series are distinguished by a distinctive mark.

Section II

Special conditions of admission and posting for certain categories of parcels

Article 108

Insured parcels

Every insured parcel shall be subject to the following special rules regarding make-up:

- a it shall be sealed by one or more lead seals or identical wax seals or by some other effective means, with a special design or mark of the sender; on any one parcel, only one uniform design or mark may be used; should the parcel be secured by string it may be sealed by a single lead or wax seal applied in such a way that the string cannot be unknotted or removed without obvious traces of tampering appearing;
- b the wax or other seals, as well as the labels of any kind and the postage stamps, if any, affixed to these parcels shall be spaced out so that they cannot hide any damage to the packing; the labels and postage stamps shall not be folded over two sides of the packing so as to cover an edge; any labels on which the address appears may be gummed to the packing itself provided the insured value does not exceed 1000 francs (326.69 SDR) and the dimensions of the label do not exceed 15 x 10.7 cm;

- c it shall be provided, like the dispatch note, with a pink label in the form of the annexed specimen CP 7 and bearing in roman letters the letter "V", the name of the office of origin and the serial number of the parcel; the label shall be gummed on the parcel, on the same side as, and near to, the address; nevertheless, administrations may use at the same time the CP 8 label prescribed in article 107, paragraph 1, a, and a small pink label, bearing in bold letters the words "*Valeur déclarée*" (Insured);
- d the insured value shall be expressed in the currency of the country of origin and written by the sender, on the parcel and the dispatch note, in words with roman lettering and in arabic figures, without erasure or alteration, even if certified; the amount of the insured value shall not be indicated in pencil or indelible pencil;
- e the amount of the insured value shall be converted into gold francs or SDRs by the sender or by the office of origin; the result of the conversion rounded up where appropriate to the nearest franc, shall be shown in figures at the side of or below those representing the value in the currency of the country of origin; the amount in gold francs or SDRs shall be boldly underlined in coloured pencil; conversion shall not be carried out in direct services between countries which have a common currency;
- f the office of origin shall be responsible for indicating the weight in kilogrammes and tens of grammes both on the parcel beside the address and on the dispatch note (in the space provided), rounding up each fraction of ten grammes to the next ten;
- g no serial number shall be placed on the front of insured parcels by the intermediate administrations.

Article 109

Fraudulent insurance

When circumstances of any kind, particularly an inquiry, disclose a fraudulent insurance for a value greater than the actual value of the contents of the parcel, the administration of origin shall be advised as soon as possible; where appropriate, the documents relating to the inquiry shall be sent to that administration. If the parcel has not yet been delivered to the addressee, the administration of origin may ask for its return.

Article 110

Other categories of parcels

1 Air parcels. Every air parcel as well as the dispatch note relating to it shall bear at the time of dispatch a special blue label inscribed "*Par avion*" (By airmail), with, if desired, a translation in the language of the country of origin.

2 Express parcels. Every express parcel and its dispatch note shall be provided with a light red label, bearing very conspicuously the printed indication "*Express*" (Express); this label shall be affixed whenever possible beside the name of the place of destination.

- 3 Parcels for delivery free of charges and fees.
 - a Every parcel for delivery free of charges and fees and its dispatch note shall be provided with:
 - i a very bold indication "*Franc de taxes et de droits*" (Free of charges and fees) (or any other equivalent expression in the language of the country of origin);
 - ii a yellow label bearing, also very boldly, the indication "*Franc de taxes et de droits*".
 - b It shall be accompanied by the prescribed customs declarations and by a franking note on yellow paper in the form of the annexed specimen C 3/CP 4. The sender of the parcel, and, as regards the postal service indications, the dispatching office, shall complete the text of the right-hand side of the front of parts A and B. The entries of the sender may be made with the use of carbon paper. The text shall include the undertaking prescribed in article 24, paragraph 1, of the Agreement;
 - c The dispatch note, the customs declarations and the franking note shall be securely fastened together.
- 4 Fragile parcels.
 - a In the service between countries which admit fragile parcels and without prejudice to compliance with the general rules regarding make-up and packing, every fragile parcel shall be provided, either by the sender or by the office of origin, with a label featuring a picture of a glass printed in red on a white background. Every parcel, the fragile nature of whose contents is indicated by any external sign whatever affixed by the sender, shall be provided by the office of origin with the same label, and the corresponding supplementary charge collected. If the sender does not wish the parcel to be treated as fragile, the office of origin shall cross out the marking made by the sender.
 - b The relative dispatch note shall bear very conspicuously on the front the indication "*Colis fragile*" (Fragile parcel) either in manuscript or printed on a label.
- 5 Cumbersome parcels. Every cumbersome parcel and the front of its dispatch note shall bear a label showing in bold letters the word "*Encombrant*" (Cumbersome). This entry shall be supplemented, on the dispatch note only, by the words "*en vertu de l'article 20, paragraphe 4, de l'Arrangement*" (pursuant to article 20, paragraph 4, of the Agreement) in the case of parcels charged as cumbersome in accordance with article 20, paragraph 4, of the Agreement.
- 6 Service parcels. Every service parcel and its dispatch note shall bear, the former beside the address and the latter on the front of the form, the indication "*Service des postes*" (On Postal Service) or a similar indication; this indication may be followed by a translation in another language.
- 7 Prisoner-of-war and civilian internee parcels. Every prisoner-of-war and civilian internee parcel and its dispatch note shall bear, the former beside the address and the latter on the front of the form, one of the indications "*Service des prisonniers de guerre*" (Prisoner-of-war Service) or "*Service des internés civils*" (Civilian Internees Service); these indications may be followed by a translation in another language.
- 8 Parcels containing live animals. The parcels as well as the dispatch notes shall bear the indication prescribed in article 105, paragraph 1, g.
- 9 Parcels containing radioactive materials whose contents and make-up comply with the regulations of the International Atomic Energy Agency providing special exemptions for certain categories of items shall be admitted for conveyance by post subject to prior consent from the competent authorities of the country of origin. Administrations may designate special post offices for the posting of parcels containing radioactive materials.
- 10 Parcels for which an advice of delivery is requested.
 - a Every parcel for which the sender requests an advice of delivery at the time of posting shall bear very conspicuously either the indication "*Avis de réception*" (Advice of delivery) or the stamp impression "*A.R.*"; the same shall apply to the dispatch note.
 - b The parcel shall be accompanied by a copy of the C 5 form referred to in article 138, paragraph 2, of the Detailed Regulations of the Convention. This form, completed in accordance with the provisions of the said article 138, paragraph 2, shall be attached to the dispatch note.
- 11 Parcels for which an advice of embarkation is requested.
 - a Every parcel for which the sender requests an advice of embarkation shall be marked by means of an "*Avis d'embarquement*" (Advice of embarkation) label affixed to the parcel and to the dispatch note.
 - b The parcel shall be accompanied by a form conforming to the annexed specimen CP 6 which shall show very clearly the port (or the country) from which the advice of embarkation is to be returned. Each form may only refer to one parcel, even when more than one parcel is covered by a single dispatch note.

Section III

Formalities requested after posting

Article 111

Delivery free of charges and fees requested after posting

1 If, after posting, the sender of a parcel requests delivery free of charges and fees, the office of origin shall inform the office of destination by an explanatory note. This latter, bearing a postage stamp representing the charge due, shall be forwarded as a registered item and by the quickest route (air or surface) to the office of destination, accompanied by a franking note duly completed. The office of destination shall affix to the parcel, near the address, and also to the dispatch note, the label prescribed in article 110, paragraph 3, a, ii.

2 When the request is to be forwarded by telegraph, the office of origin shall inform the office of destination by telegraph and at the same time advise the relative particulars of the posting of the item. The latter office shall automatically make out a franking note.

Article 112

Withdrawal from the post. Alteration of address

1 As a general rule, requests for alteration of address or withdrawal of a parcel from the post shall be dealt with in accordance with articles 144 and 145 of the Detailed Regulations of the Convention.

2 Any telegraphic request for alteration of address concerning an insured parcel shall be confirmed by post by the first mail; the confirmatory request prepared on a C 7 form used for the letter post shall bear, underlined in coloured pencil, the note "*Confirmation de la demande télégraphique du ...*" (Confirmation of the telegraphic request of the ...); it shall be accompanied by the facsimile prescribed in article 144, paragraph 1, a, of the Detailed Regulations of the Convention.

Chapter III

Treatment of parcels by the offices of exchange

Section I

Routeing

Article 113

General principle of the exchange of parcels

1 Each administration shall forward by the routes and means that it uses for its own parcels those parcels transferred to it by another administration to be conveyed in transit across its territory.

2 In the event of the interruption of a route, parcels in transit which were intended to go by that route shall be forwarded by the best route available.

3 If the use of the new dispatch route occasions higher costs (additional land or sea rates), the transit administration shall act in accordance with article 50 of the Agreement.

4 Transit shall be effected under the conditions fixed by the Postal Parcels Agreement and by its Detailed Regulations, even when the administration of origin or destination of the parcels has not acceded to the Agreement.

5 In the relations between countries separated by one or more intermediate territories parcels, shall follow the routes which the administrations concerned have agreed upon.

Article 114

Routeing and customs clearance of air parcels

1 Every administration providing the air parcel service shall forward by the air routes that it uses for its own items of that type, air parcels transferred to it by another administration; if for any reason the forwarding of air parcels by another route offers, in a particular case, advantages over the existing air routes, the air parcels shall be forwarded by that route.

2 Administrations which do not participate in the air parcel service shall forward such parcels by the air communications they use for the conveyance of their airmail correspondence. In the absence of an air link, air parcels shall be forwarded by such administrations by the surface route normally used for other parcels.

3 Air parcel mails shall be forwarded by the flight requested by the administration of the country of origin, provided that flight is used by the administration of the transit country for the transmission of its own mails. If this is not the case or if there is not sufficient time for the transshipment, the administration of the country of origin shall be informed of this.

4 Articles 209 to 211 of the Detailed Regulations of the Convention shall be applicable, respectively, in the case of:

- a the impossibility of transshipping air parcel mails direct as scheduled;
- b an interrupted flight or a diversion of air parcel mails;
- c an accident.

5 When air parcels are forwarded by surface mail in the cases provided for in paragraphs 1, 2 and 4, the dispatching office of exchange shall prepare a CP 12 special parcel bill for the transit administrations concerned.

6 Administrations shall take steps to speed up customs clearance of air parcels as much as possible.

Article 115

Transshipment of air parcel mails

1 In principle, the transshipment of air parcel mails in the conditions prescribed in article 51, paragraph 7, of the Agreement shall be done by the postal administration of the country where the transshipment takes place.

2 Notwithstanding paragraph 1, transshipment of air parcel mails may be performed by the airlines in accordance with article 208, paragraph 2, of the Detailed Regulations of the Convention.

Article 116

Surface airlifted (S.A.L.) parcels

Surface parcel mails may be conveyed by air on the conditions provided for in article 89 of the Convention.

Article 117

Customs clearance of express parcels

Administrations which participate in the exchange of express parcels shall take steps to speed up customs clearance as much as possible.

Section II

Make-up and dispatch of mails

Article 118

Different methods of transmission

- 1 The exchange of postal parcel mails shall be carried out by offices called "offices of exchange".
- 2 This exchange shall be effected, as a general rule, by means of receptacles (bags, baskets, crates, etc). Adjacent administrations may, however, agree to the handing over of certain categories of parcels unenclosed.
- 3 In the service between non-adjacent countries, the exchange shall, as a general rule, be effected in closed mails.
- 4 Administrations may agree to effect exchanges in transit à découvert; however, it shall be obligatory to make up closed mails if an intermediate administration states that the parcels in transit à découvert are such as to hinder its work.

Article 119

Parcel bills

- 1 Before dispatch, all the parcels to be forwarded by surface shall be entered by the dispatching office of exchange on a parcel bill in the form of the annexed specimen CP 11. For air parcels being sent direct or in transit à découvert the offices of exchange shall use a special parcel bill, known as an "Air parcel bill", in the form of the annexed specimen CP 20.
- 2 As regards service parcels and prisoner-of-war and civilian internee parcels, air parcels require a statement of the air conveyance dues to be credited to the administrations concerned.
- 3 In the absence of special agreement, parcel bills shall be numbered according to an annual series for each dispatching office of exchange and each office of exchange of destination as well as for each route if more than one route is used; the last number of the year shall be shown on the first parcel bill of the following year. If a mail is cancelled, the dispatching office shall enter on the parcel bill beside the number of the mail the indication "*Dernière dépêche*" (Last mail). In the case of sea and air services, the name of the ship carrying the mail or, where appropriate, the air service used shall be shown, whenever possible, on the parcel bills.
- 4 If air parcels are sent from one country to another by surface routes along with other parcels, the presence of the air parcels with an air parcel bill shall be shown by an appropriate note on the CP 11 parcel bill.
- 5 Every insured parcel shall be entered on the parcel bill with the letter "V" in the "Observations" column.

6 Where closed mails are exchanged between countries which are not adjacent, the dispatching office of exchange shall prepare for each of the intermediate administrations a special parcel bill in the form of the annexed specimen CP 12; that office shall insert thereon the total number of parcels per weight step or the total number of parcels or the gross weight of the mail. The CP 12 parcel bill shall be numbered in an annual series for each dispatching office of exchange and for each intermediate administration and, in addition, bear the serial number of the relative mail; the last number of the year shall be shown on the first parcel bill of the following year. In the case of sea services, the name of the ship carrying the mail shall be entered on the CP 12 parcel bill, whenever this is possible.

Article 120

Simplified drawing up of CP 11 and CP 20 parcel bills

- 1 The parcel bills shall be drawn up in a simplified way in the cases laid down in article 53, paragraphs 2 and 3, of the Agreement.
- 2 When the allocation of rates is made:
 - a in bulk on the basis of weight steps, the number of parcels for each weight step, whatever the origin of the parcels, shall be entered on the parcel bills;
 - b in bulk per parcel, the total number of parcels, whatever their origin, shall be entered on the parcel bills;
 - c in bulk on the basis of the total weight of parcels, whatever the origin of the parcels, the number of bags making up the mail and the total gross weight of the latter shall be shown on the parcel bills.
- 3 In all cases of bulk entry, parcels which are redirected, parcels returned to origin or parcels forwarded in transit à découvert to the last country of transit shall always be entered individually with an indication opposite each parcel of the amount of the dues payable or of the corresponding rate. The number or weight of these parcels shall not be included in the number per weight step, in the total number or total weight of the parcels indicated on the parcel bill according to the method of bulk entry used.
- 4 Insured parcels shall also be entered individually but without mention of the corresponding rate. Their number or weight shall be included in the number per weight step, in the total number or total weight of the parcels indicated on the parcel bill according to the method of bulk entry used.
- 5 Service parcels and prisoner-of-war and civilian internee parcels for which, under article 56 of the Agreement, no rates are allocated shall not be included in the number per weight step, in the total number or total weight of the parcels indicated on the parcel bill. Article 119, paragraph 2, shall be applicable for the dispatch of parcels by air.

Article 121

Dispatch of documents accompanying parcels

- 1 The accompanying documents referred to in article 106, paragraphs 1 and 2, and, where applicable, COD money order forms, franking notes and advices of delivery shall be dispatched from the dispatching office of exchange to the office of exchange of destination in accordance with one or other of the following methods:
 - a by attaching them to the parcel bill;
 - b by affixing them to the relevant parcel.The choice of the method of dispatch shall be up to the administration of destination, which shall notify the other administrations accordingly through the intermediary of the International Bureau.
- 2 The accompanying documents relating to parcels in transit à découvert shall be dispatched to the transit administration in accordance with the method of dispatch chosen by that administration.
- 3 In the case provided for in paragraph 1, a, the parcel bill and the documents accompanying the parcels may be dispatched by air to the office of exchange of destination if it has thus been agreed between the administrations concerned.

4 In the case provided for in paragraph 1, b, the accompanying documents shall be placed in a transparent adhesive envelope conforming to the attached specimen CP 5 or CP 5bis, which shall be affixed to the parcel. However, in the case of parcels to which the transparent adhesive envelope cannot be affixed because of their size, the accompanying documents shall be attached firmly to the corresponding parcel.

5 Notwithstanding paragraph 4, administrations which are unable to use transparent adhesive envelopes shall have the option of sending the accompanying documents by attaching them firmly to the parcels.

6 The administrations of origin and destination may agree that documents accompanying parcels exchanged in direct mails shall be dispatched in accordance with any other system which suits them.

Article 122

Transmission in closed mails

1 In the normal circumstances of transmission in closed mails, the receptacles (bags, baskets, crates, etc) shall be marked, closed and labelled in the manner laid down for letter bags in articles 155, paragraphs 3 and 4; 162, paragraphs 1, 6 and 7; and 223, paragraph 1, of the Detailed Regulations of the Convention, subject to the following special provisions:

- a the labels shall be yellow ochre in colour. The layout and text shall conform to the annexed specimens CP 23, CP 24 and CP 24bis;
- b for receptacles other than bags some other special methods of closing may be adopted, provided that the contents are sufficiently protected;
- c the labels or addresses of closed receptacles which contain air parcels shall bear the indication or label "Par avion" (By airmail);
- d the outer bag containing insured parcels shall be in good 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.

2 The number of receptacles comprising the mail and, unless otherwise agreed between the administrations concerned, the number of receptacles to be returned, shall be entered on the parcel bill. In the absence of special agreement, administrations shall number the receptacles of the same mail; the serial number of each receptacle shall be written on the CP 23 or CP 24 label.

3 The following shall be dispatched in separate receptacles:

- a ~~insured parcels: where uninsured and insured parcels are dispatched in the same bag, the insured parcels shall be placed in an inner receptacle sealed with lead. The receptacles which include such parcels, whether alone or together with uninsured parcels, shall be marked with the letter "V";~~
- b ~~fragile parcels: the receptacles concerned shall then be provided with the label referred to in article 110, paragraph 4;~~
- c express parcels, if their number justifies it: the receptacles which contain only or some such parcels shall bear the label or the indication "Express" (Express).

4 Cumbersome parcels, fragile parcels, or those whose nature necessitates it may be sent unenclosed: in order to determine the mail of which they are part, such parcels shall be provided with a CP 23 or CP 24 label. Labels of unenclosed insured parcels shall be endorsed with the letter "V". However, parcels going by sea, with the exception of cumbersome parcels, shall be sent in receptacles.

5 As a general rule, bags and other receptacles containing parcels shall not weigh more than 30 kilogrammes.

6 The parcel bill shall be inserted by the dispatching office of exchange in one of the receptacles comprising the mail, where appropriate in one of those containing insured parcels or express parcels. In the case provided for in article 121, paragraph 1, a, the accompanying documents concerning express parcels shall be placed in the bundle before the other documents. If the number of accompanying documents so warrants, the parcel bill may be inserted in a special bag. In all cases, the label of the receptacle containing the parcel bill shall be marked "F". By special agreement between the administrations concerned, the label may also be marked with the number of bags making up the mail and, if applicable, the number of parcels sent à découvert.

7 The parcel bills relating to mails containing insured parcels shall be inserted in a pink envelope. If the insured parcels are placed in a lead-sealed inner receptacle in accordance with paragraph 3, a, the pink envelope containing the parcel bill shall be attached to the outside of this receptacle.

8 The special CP 12 parcel bill mentioned in article 119, paragraph 6, shall be sent unenclosed or in any other way agreed between the administrations concerned, accompanied, where appropriate, by the documents required by the intermediate countries.

9 For conveyance purposes, bags of postal parcels and unenclosed parcels may be placed in containers, subject to special agreement between the administrations concerned on the methods of using containers.

Article 123

Treatment of parcels with advice of embarkation

1 If a parcel accompanied by an advice of embarkation is included in a closed mail sent in transit through the port of embarkation concerned, the dispatching office of exchange of the mail shall withdraw the advice of embarkation attached to the documents accompanying the parcel and attach it to the relevant CP 12 special parcel bill referred to in article 119, paragraph 6, after making the necessary notes on it.

2 Every office of exchange which undertakes the embarkation either of a parcel with advice of embarkation received à découvert or of a closed mail in transit containing such a parcel shall fill up the CP 6 form appropriately and send it direct to the sender.

Section III

Transfer and check of mails and parcels. Return of empty receptacles

Article 124

Transfer of mails

1 In the absence of special agreement between administrations concerned, the transfer of surface parcel mails shall be carried out by means of a C 18 delivery bill referred to in article 164, paragraph 1, of the Detailed Regulations of the Convention.

2 The receiving administration shall ensure that the carrier can hand over the mails to a competent service.

3 The mails shall be handed over in good condition. However, a mail may not be refused because of damage or theft. When a mail is received in bad condition by an intermediate office, it shall be put in new packing just as it is. The office which repacks it shall copy the particulars from the original label on to the new label and apply to the latter an impression of its date-stamp, preceded by the endorsement "*Remballé à ...*" (Repacked at ...).

4 Air parcel mails to be handed over at the airport shall be accompanied by AV 7 forms on the conditions laid down in article 205 of the Detailed Regulations of the Convention.

5 Surface parcel mails to be handed over at the airport shall be accompanied by C 18bis delivery bills on the conditions laid down in article 224 of the Detailed Regulations of the Convention.

6 The weight of bags or other receptacles containing insured air parcels shall be shown separately on the AV 7 delivery bill; in addition, the letter "V" shall be written in the "Observations" column opposite this entry.

Article 125

Check of mails by offices of exchange

- 1 Every office of exchange receiving a mail shall immediately check the receptacles and their fastening. It shall also check the origin and destination of the bags making up the mail and entered on the delivery bill, and then the parcels and the various documents which accompany them. These checks shall be made in the presence of the other interested parties whenever this is possible.
- 2 The office of destination shall keep a close check on whether the mails arrive in the sequence in which they were dispatched, particularly in the case of mails containing insured parcels.
- 3 When the receptacles are opened, the constituent parts of the fastening (string, lead seal, label) shall be kept together; to achieve this the string shall be cut in one place only.
- 4 Any irregularities discovered shall be reported without delay by a verification note in the form of the annexed specimen CP 13, prepared in accordance with article 126. When the office of exchange of destination has not sent off a CP 13 note by the first available post, it shall be considered, until the contrary is proved, as having received the bags or parcels in good condition.
- 5 When the findings of an office of exchange are such as may involve the liability of a transport undertaking, they must where possible be countersigned by the representative of that undertaking. This signature may be made either on the CP 13 verification note, a copy of which shall be handed to the undertaking, or, as the case may be, on the C 18, C 18bis or AV 7 delivery bill accompanying the mail.
- 6 The discovery, at the time of the check, of any irregularities whatsoever may in no case be the cause of the return of a parcel to origin except as provided for in article 21, paragraphs 3 and 4, of the Agreement.

Article 126

Discovery of irregularities and processing of verification notes

- 1 When an intermediate office receives a mail in bad condition, it shall check the contents if it thinks that they have not remained intact and put it in new packing just as it is. It shall copy the particulars from the original label on to a new one and apply to the latter an impression of its date-stamp, preceded by the endorsement "*Remballé à ...*" (Repacked at ...). The fact shall be reported by means of a CP 13 verification note, to be prepared in four or five copies, as appropriate. One copy shall be retained by the office which prepared it, and the others shall be sent to:
 - the office of exchange from which the mail was received (two copies);
 - the ~~dispatching office of exchange~~ office of exchange (if this is not the office referred to above); and
 - the office of destination (inserted in the repacked mail).
- 2 The provisions of the third sentence of paragraph 1 shall be applicable, where appropriate by analogy, in the event of the absence of a mail or one or more of the bags comprising it, or of any other irregularity. However, intermediate offices of exchange shall not be bound to check the documents accompanying the parcel bill.
- 3 If the office of exchange of destination discovers errors or omissions in the parcel bill it shall immediately make the necessary corrections, taking care to cross out the incorrect entries in such a way as to leave the original entries legible. These corrections shall be made in the presence of two officials; unless there is an obvious error, the corrections shall be accepted in preference to the original statement. The office of exchange shall also carry out the routine checks when the receptacle or its fastening gives grounds for presuming that the contents have not remained intact or that some other irregularity has occurred. The irregularities which have been established, as well as the absence of a mail or one or more of the bags comprising it, or the absence of the parcel bill, shall be notified without delay to the dispatching office of exchange by a CP 13 verification note, to be prepared in three or four copies as appropriate. One copy shall be retained by the office of exchange which prepared it and the others shall be sent to:
 - the dispatching office of exchange (two copies); and
 - the intermediate office of exchange from which the mail was received (if the mail was not received direct).

4 The absence of an air parcel mail shall be notified at the latest on receipt of the first mail following the missing mail; similarly, the absence of one or more bags in an air parcel mail shall be notified at the latest on receipt of the first mail following the said mail.

5 If the parcel bill is missing, the office of exchange of destination shall prepare a fresh parcel bill or make a precise note of the parcels received (serial number of the parcels, offices of origin and destination, weight, insured value, etc).

6 Notwithstanding paragraph 3, the office of exchange of destination shall have the right not to make corrections and not to make out a CP 13 verification note if the errors or omissions in respect of the rates due do not exceed 10 francs (3.27 SDR) per parcel bill.

7 Verification notes shall be sent under registered cover by the quickest route (air or surface) in a special envelope as specified in article 165, paragraph 16, of the Detailed Regulations of the Convention. Irregularities concerning insured parcels which involve the liability of administrations shall, in addition, be notified immediately by telex or telegram.

8 The offices to which the CP 13 verification notes are sent shall return them as promptly as possible after having examined them and indicated thereon their observations, if any; they shall retain one copy. The returned verification notes shall be attached to the parcel bills to which they relate. Corrections made to a parcel bill which are unsupported by documentary evidence shall not be considered valid; however, if these verification notes are not returned to the office of exchange which issued them within a period of one month 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 127

Discrepancies of weight or size of parcels

1 Unless there is an obvious error, the view of the office of origin shall prevail as regards the establishment of the weight or size. However, if the discrepancies in weight which are established entail a change in rates, the new weight shall be valid.

2 As regards ordinary parcels, discrepancies in weight within the same weight step may not be made the subject of verification notes or the cause of the parcels being returned; verification notes shall be prepared only where the discrepancy would involve an alteration of the rates.

3 As regards insured parcels, discrepancies of weight up to 10 grammes above or below the weight stated may not be queried by the intermediate administration or administration of destination unless the external condition of the parcel makes it necessary.

Article 128

Notification of irregularities for which administrations may be liable

1 Any office of exchange which, on the arrival of a mail, discovers the absence of, theft from or damage to one or more parcels shall proceed as follows:

- a it shall indicate in as much detail as possible on the CP 13 verification note made out in accordance with article 125 or in the CP 14 formal report provided for in article 129, paragraph 2, the condition in which it found the outer packing of the mail. Unless this is impossible for a stated reason, the receptacle, the string, the lead or other seal and the label 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 it so requests;
- b it shall send a duplicate of the verification note to the last intermediate office of exchange, if any, at the same time as to the dispatching office of exchange.

2 If it considers it necessary, the office of exchange of destination may, at the expense of its administration, inform the dispatching office of exchange of its discoveries by telegraph.

3 Where offices of exchange in direct contact are concerned, the respective administrations of these offices may agree on the method of procedure in the case of irregularities for which they may be liable.

Article 129

Receipt by the office of exchange of a damaged or insufficiently packed parcel

1 Any office of exchange which receives from a corresponding office a damaged or insufficiently packed parcel shall send it on, after having repacked it if necessary, preserving as far as possible the original packing, the address and the labels. The weight of the parcel before and after repacking shall be shown on the actual packing of the parcel; this indication shall be followed by the note "*Remballé à ...*" (Repacked at ...) stamped with an impression of the date-stamp and signed by the officials who did the repacking.

2 If the condition of the parcel is such that the contents could have been removed or damaged or if the parcel shows a discrepancy in weight such as to suggest the removal of the whole or part of the contents, the office of exchange shall report this fact to the dispatching office of exchange by means of a sufficiently explicit note on the CP 13 verification note prepared in accordance with articles 125 and 126. It shall also automatically open the parcel and check its contents. The result of this check shall be given in a formal report in the form of the annexed specimen CP 14, which shall be prepared in duplicate,

- one copy being retained by the office of exchange which prepared it; and
- one being attached to the parcel.

Article 130

Check of mails of parcels forwarded in bulk

1 The provisions of articles 125 to 129 shall be applicable only to rifled and damaged parcels as well as to parcels entered individually on the parcel bills. The other items shall be simply checked in bulk.

2 The administration of origin may agree with the administration of destination and, if appropriate, with the intermediate administrations to limit to certain categories of parcels the detailed check and the preparation of the CP 13 verification notes and CP 14 formal reports mentioned in articles 125 to 129.

3 When an office of exchange establishes a discrepancy between the number of parcels given on the parcel bill and the number of parcels found in the mail or if the gross weight of the mail given on the parcel bill does not correspond to the gross weight found, the CP 13 verification note shall be prepared only to correct the number of parcels per weight step, the total number of parcels or the gross weight of the mail.

Article 131

Reforwarding of a parcel arriving out of course

1 Any parcel arriving out of course as a result of an error on the part of the sender or the dispatching administration shall be treated according to article 32 of the Agreement.

2 The reforwarding administration shall report the matter in a CP 13 verification note to the administration from which the parcel has been received.

3 The reforwarding administration shall treat the parcel arriving out of course as if it had arrived in transit à découvert. If the rates which have been allocated to it are insufficient to cover the costs of reforwarding which it has to defray, the reforwarding administration shall credit the true administration of destination and, where appropriate, the intermediate administrations taking part in the reforwarding of the parcel with the relative conveyance rates. It shall then credit itself, through a claim on the administration responsible for the office of exchange which missent the parcel, for the amount of the expense which it has incurred. The claim and its cause shall be notified to that office by means of a verification note.

Article 132

Return of empty receptacles

- 1 Receptacles shall, in principle, be returned empty to the administration to which they belong by the next post and, unless this is impossible, by the route followed on the outward journey.
- 2 Administrations may agree among themselves for the administration of destination to return the bags to origin using them for the dispatch of parcels.
- 3 Empty bags shall always be returned free of charge.
- 4 An administration returning receptacles shall indicate on the parcel bills the number of receptacles returned, unless the administrations concerned have agreed to omit such indication.
- 5 A special dispatch of empty airmail bags shall be made up as soon as the number of such empty bags reaches ten.
- 6 Empty airmail bags returned by air shall be made up as special dispatches described on AV 7 S statements, as mentioned in article 217, paragraph 2, of the Detailed Regulations of the Convention.
- 7 Otherwise, the provisions of article 168, paragraphs 2 to 4 and 6, of the Detailed Regulations of the Convention shall apply.

Chapter IV

Treatment of parcels by the office of destination

Section I

Delivery of parcels

Article 133

Reservations on delivery of rifled or damaged parcels

- 1 In the cases specified in article 40, paragraph 1, a and b, of the Agreement, the delivering office shall prepare a CP 14 report in duplicate on the joint inspection and have it countersigned, whenever possible, by the addressee. One copy shall be retained by the office which prepared the report. The other shall be handed to the addressee or, if the parcel is refused or redirected, attached to the parcel.
- 2 When the internal regulations so require, a parcel subjected to the treatment specified in paragraph 1 shall be returned to the sender if the addressee refuses to countersign the CP 14 report.
- 3 If the parcel is delivered, the copy of the CP 14 report prepared by the inward office of exchange in accordance with article 129, paragraph 2, or by the office of destination pursuant to paragraph 1 above shall be dealt with according to the regulations of the country of destination; if the parcel is refused, the said copy shall remain attached to the parcel.

Article 134

Treatment of franking notes after delivery of parcels for delivery free of charges and fees

1 After delivery to the addressee of a parcel for delivery free of charges and fees, the office which has advanced charges of any kind on behalf of the sender shall complete, so far as it is concerned, with the use of carbon paper, the details appearing on the back of parts A and B of the franking note which is drawn up officially by the office of destination when the request for delivery free of charges and fees has been made after the posting of the parcel. This office shall send part A, accompanied by the supporting vouchers, to the office of origin; this transmission shall be effected in a closed envelope, without indication of the contents. Part B shall be retained by the administration of destination for accounting with the debtor administration.

2 Each administration may specially appoint certain offices to return part A of the franking notes on which charges have been paid or to receive part A of the franking notes returned after delivery of the parcel; the name of the office to which part A is to be returned shall be entered in every case on the front of this part by the office of origin of the parcel.

3 When a parcel endorsed "*Franc de taxes et de droits*" (Free of charges and fees) arrives 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 near as possible, the date of posting of the parcel. When the franking note is lost after delivery of the parcel a duplicate shall be prepared under the same conditions.

4 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 and attached to the dispatch note.

5 On receipt of part A of a franking note showing the charges paid out by the administration of destination, the administration of origin shall convert the amount into its own currency, at a rate which shall not be higher than the rate fixed for the issue of postal money orders in the country concerned. The result of the conversion shall be shown in the main part 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.

6 When the sender disputes the amount of the charges shown in part A of the franking note, the administration of destination shall verify the amount of the sums paid out, if necessary approach its national Customs services and, after making any necessary corrections, send part A of the note in question to the administration of origin. Likewise, if the administration of destination finds an error or omission regarding the charges relating to a parcel free of charges and fees for which part A of the franking note has been returned to the administration of origin, it shall issue a corrective duplicate, sending part A of it to the administration of origin to put the matter in order.

Article 135

Treatment of advices of delivery after delivery of parcels with advices of delivery

1 Immediately the parcel has been delivered, the office of destination shall return the C 5 form, duly completed, to the address shown by the sender à découvert and post free by the quickest route (air or surface).

2 If the C 5 form does not reach the office of destination, that office shall automatically make out a new copy of it.

Section II

Treatment of undelivered parcels

Article 136

Advice of non-delivery

1 An advice of non-delivery in the form of the annexed specimen CP 9 on which all the particulars shown on the CP 7/CP 8 labels and the date of posting of the parcel shall be recapitulated, shall be sent under registered cover and by the quickest route (air or surface) to the administration of the sender's country of residence after having been duly completed:

- a by the administration of destination:
 - i in the event of non-delivery, for every parcel of which the sender has asked to be advised of non-delivery or in application of article 29, paragraph 1, b, ii, last sentence, of the Agreement;
 - ii for every parcel automatically retained or undelivered because of theft or damage or for some other cause of the same kind; however, this procedure shall not be compulsory in cases of force majeure or when the number of parcels automatically retained is such that the sending of an advice is physically impossible;
- b by the intermediate administration concerned; for every parcel automatically retained in course of transmission either by the postal service (accidental interruption of traffic) or by the Customs (customs control) subject to the reservation made under a, ii.

2 The advice of non-delivery shall be accompanied by the dispatch note, except when the advice is sent to a third party, in accordance with article 22, paragraph 2, b, of the Agreement; in the circumstances referred to in paragraph 1, a, ii, and b of this article, the advice shall be endorsed in bold letters "*Colis retenu d'office*" (Parcel automatically retained). If the parcel is pending owing to theft or damage, a copy of the CP 14 report giving information on the extent of the damage shall accompany the advice of non-delivery.

3 In the case of several parcels posted at the same time by the same sender and addressed to the same addressee, it shall be permissible to send only one advice of non-delivery, even if these parcels were accompanied by several dispatch notes; in such a case, all these notes shall be attached to the advice of non-delivery.

4 As a general rule, advices of non-delivery shall be exchanged between the office of destination and the office of the sender's place of residence. However, any administration may request that the advices concerning its service be sent to its central administration or to a specially appointed office; the name of that office shall be notified to administrations through the International Bureau. The administration of the sender's country of residence shall be responsible for advising the sender. The exchange of advices of non-delivery shall be expedited as much as possible by all the offices concerned.

Article 137

Non-delivery. New instructions by the person concerned

1 The advice of non-delivery shall be returned under registered cover and by the quickest route (air or surface) to the office which prepared it, completed with fresh instructions from the sender or the third party and accompanied, if appropriate, by the dispatch note; new instructions shall be sent by telegraph when the telegraph charge is paid.

2 Since the only fresh instructions which the sender or the third party referred to in article 22, paragraph 2, b, of the Agreement shall be authorized to give are listed in article 28, paragraph 1, of the Agreement, the following rules shall apply in the undermentioned special cases:

- a if the sender (or third party) requests that a cash-on-delivery parcel be delivered against payment of a sum less than the original sum, a new R 4, R 7 or R 9 form shall be prepared in accordance with article 107, paragraph 3, of the Detailed Regulations of the Cash-on-Delivery Agreement;
- b if the sender or the third party gives as his instructions that the parcel is to be delivered free of charges and fees either to the original addressee or to another addressee, the office concerned shall apply article 111.

3 When a parcel which has been the subject of an advice of non-delivery is delivered or redirected before the receipt of fresh instructions, the sender shall be so informed through the office of his place of residence. If the advice has been sent to a third party appointed by the sender this information shall be communicated to that third party. If a cash-on-delivery parcel is concerned and if the R 4, R 7 or R 9 money order form referred to in article 105, paragraph 1, of the Detailed Regulations of the Cash-on-Delivery Agreement has already been sent to the sender, the latter need not be advised.

Article 138

Return of parcels to sender

1 An office which returns a parcel for any reason whatsoever shall give the reason for non-delivery by means of a stamped impression or a label conforming to the specimen C 33/CP 10 on the parcel and on the dispatch note which accompanies it. If there is no dispatch note, the reason for the return shall be entered on the parcel bill. The endorsement shall be made in French, each administration having the option of adding a translation in its own language and any other appropriate particulars; this endorsement shall be made in a clear and concise form such as "*inconnu*" (unknown), "*refusé*" (refused), "*en voyage*" (travelling), "*parti*" (gone away), "*non réclamé*" (unclaimed), "*décédé*" (deceased), etc.

2 The office of destination shall strike out the address particulars with which it is concerned and write "*Retour*" (Return) on the front of the parcel and on the dispatch note; it shall also apply its date-stamp beside the indication "*Retour*".

3 Unless the sender asks for the return of a parcel by air, it shall be returned by the route used for the outward journey in the case of surface parcels and by the quickest surface route in the case of air parcels, unless it is impossible to do so.

4 Parcels shall be returned to sender in their original packing; they shall be accompanied by the dispatch note prepared by the sender. If for any reason a parcel has to be repacked or the original dispatch note replaced by another note, the name of the office of origin of the parcel, the original serial number and, as nearly as possible, the date of posting shall invariably appear on the new packing and on the dispatch note.

5 If an air parcel is returned to sender by surface, the "*Par avion*" (By airmail) label and any notes relating to transmission by air shall be automatically struck through with two thick horizontal lines.

6 Every parcel returned to sender shall be entered on the parcel bill with the note "*Retour*" (Return) in the "Observations" column.

7 The allocation and recovery of rates, charges and fees paid on the parcel under articles 29, paragraph 3, 33, paragraph 1, and 37, paragraph 1, of the Agreement shall be made as mentioned in article 147. They shall be indicated in detail on a statement of charges, in the form of the annexed specimen CP 25, which shall be affixed at one edge to the dispatch note.

Article 139

Redirection of a parcel in consequence of the change of address of the addressee

1 When the rates, charges and fees mentioned in article 31, paragraph 6, of the Agreement are paid at the time of redirection the parcel shall be dealt with as if it had originated in the redirecting country and been addressed to the country of the new destination; no conveyance charge shall be collected by the administration of that country at the time of delivery.

2 Article 138, paragraphs 4 to 7, shall be applicable to redirected parcels. In particular, the endorsement "*réexpédié*" (redirected) shall appear on the parcel bill in the "Observations" column opposite the entry of the parcel.

Article 140

Express parcel to be redirected

If an express parcel to be redirected has been the subject of an unsuccessful attempt at delivery to the place of address by special messenger, the redirecting office shall strike through the label or endorsement "*Exprès*" (Express) with two thick horizontal lines.

Article 141

Treatment of requests for withdrawal from the post or for alteration of address

1 On receipt of the request for withdrawal from the post or for alteration of address in accordance with article 112, the office of destination shall search for the parcel in question and act on the request.

2 When it receives the telegraph request referred to in article 112, paragraph 2, the office of destination shall hold the parcel and not comply with the request until receipt of the postal confirmation; however, the administration of destination may, on its own responsibility, act on the telegraph request without waiting for this confirmation.

Article 142

Sale. Destruction

1 When a parcel has been sold or destroyed in accordance with the provisions of article 36 of the Agreement, a formal report of the sale or destruction shall be drawn up. A copy of the report accompanied by the dispatch note shall be sent to the office of origin.

2 The proceeds of the sale shall serve in the first instance to defray the charges on the parcel; the balance, if any, shall be sent to the office of origin to be handed to the sender; the latter shall bear the costs of forwarding it.

Chapter V

Inquiries

Article 143

Treatment of inquiries

1 Every inquiry about a parcel shall be dealt with according to article 147, paragraphs 1 to 14 of the Detailed Regulations of the Convention, subject to replacement of the R 3, R 6 or R 8 form used for the letter post by the R 4, R 7 or R 9 form referred to in article 105, paragraph 1, of the Detailed Regulations of the Cash-on-Delivery Agreement.

2 Every C 9 form concerning an inquiry relating to a parcel received by an administration other than the administration of origin shall be forwarded to the latter. It shall reach the administration of origin within the period prescribed in article 154, paragraph 1. If the certificate of posting can be produced by the sender, the C 9 form shall bear the indication "*Vu récépissé de dépôt*" (Certificate of posting seen).

Article 144

Inquiries concerning an advice of delivery or an advice of embarkation not received

1 When the sender inquires about an advice of delivery which he has not received within a reasonable time, the procedure shall follow that outlined in article 135, paragraph 6, of the Detailed Regulations of the Convention.

2 Any inquiry by the sender concerning an advice of embarkation not received within a reasonable time shall give rise to the preparation of a C 9 inquiry form, referred to in article 143, paragraph 2, and exempt from any charges. This form, accompanied by a duplicate CP 6 advice of embarkation, which the office of origin shall endorse "*Duplicata*" (Duplicate), shall be dealt with in accordance with article 143; the advice of embarkation charge shall not be collected a second time.

Article 145

Settlement of cases of reservations on delivery of rifled or damaged parcels

If the liability assumed according to article 40, paragraph 1, a and b, has to be shared with another administration the request to this effect shall be sent to it by letter accompanied by a copy or a translation of the CP 14 report and, where appropriate, by a copy of the CP 13 verification note.

Chapter VI

Accounting

Section I

Allocation of rates and dues

Article 146

Rates and dues credited to other administrations by the administration of origin

1 In the case of exchange of closed mails, the administration of origin shall credit the administration of destination and each intermediate administration with the land and sea rates which are due to them including the exceptional rates authorized by the present Agreement or by the Final Protocol annexed thereto.

2 In the case of exchange in transit à découvert the administration of origin shall credit:

- a the administration of destination of the mail with the rates enumerated in paragraph 1 as well as rates due to the subsequent intermediate administrations and to the administration of destination;
- b the administration of destination of the mail with the amounts in respect of air conveyance dues to which it is entitled under article 51, paragraphs 3 and 4, of the Agreement for reforwarding air parcels;
- c the intermediate administrations preceding the administration of destination of the mail with the rates enumerated in paragraph 1.

3 When article 53, paragraph 3, of the Agreement has been applied, the administration of origin shall credit the administration of destination and any intermediate administrations with sums calculated for each parcel or kilogramme of gross weight of the mails instead of with the rates mentioned in paragraph 1.

Article 147**Allocation and recovery of rates, charges and fees in the case of return to sender or redirection**

1 When rates, charges and fees have not been paid at the time of return to sender or redirection, the returning or redirecting administration shall proceed as indicated below for the allocation and recovery of these rates, charges and fees.

2 In the case of exchange of direct mail between the returning or redirecting country and the country of residence of the sender or of the new destination, the returning or reforwarding administration shall:

a recover from the administration to which the mail is addressed:

i the rates due to it and to the intermediate administrations;

ii the following charges provided for in article 13 of the Agreement:

- presentation-to-Customs charge,
- delivery charge,
- advice of arrival charge,
- repacking charge,
- poste restante charge,
- storage charge,
- additional express charge (article 9, paragraph 2, of the Agreement) due to the administration which has attempted delivery, if this charge has not been collected at the time of presentation of the parcel at the place of address of the addressee;

iii the redirection charge provided for in article 31, paragraph 6, a, of the Agreement;

iv the fees it has had to lay out (article 15 of the Agreement);

b credit the intermediate administrations with the rates due to them.

3 In the case of transmission in transit à découvert, the intermediate administration, after having been debited by the administration which returns or redirects the parcel with the amounts due to this latter administration by virtue of the rates and charges enumerated at paragraph 2, a, shall credit itself, by debiting the administration to which it hands over the parcel, with the sum due to it and with that due to the returning or redirecting administration. This procedure shall be repeated, if need be, by each intermediate administration.

4 In the case of parcels returned to sender or redirected by air, air conveyance dues shall be recovered, where appropriate, from the administration of the countries where the request for return or redirection originated.

5 In the case of the redirection of missent parcels, the allocation and the recovery of the rates, charges and fees shall be made in accordance with article 131, paragraph 3.

Article 148**Special case of recovery of dues**

Air conveyance dues for air parcel dispatches re-routed in the course of conveyance shall be settled in accordance with article 87, of the Convention.

Article 149**Determination of average payments per parcel or per kilogramme**

1 The average payment per parcel laid down in article 53, paragraph 3, of the Agreement shall be obtained by dividing the amount of the land and sea rates due from the administration of origin to the administration of destination and, as appropriate, to the intermediate administrations for parcels dispatched during a period of at least three months, by the number of these parcels.

2 The average payments per kilogramme mentioned in the same article of the Agreement shall be obtained by dividing the sum of the land and sea rates by the gross weight of the mails dispatched to the administration of destination during the same period.

3 These average payments may be revised:

- a automatically, in the event of modification of the charges, by applying the new charges to the basic statistical factors;
- b at the request of one of the administrations concerned, made at least one year after the last revision, by using new statistical factors.

Section II

Preparation and settlement of accounts

Article 150

Preparation of accounts

1 Each administration shall arrange for its offices of exchange to prepare monthly or quarterly for all the items received from one and the same administration,

- a for surface parcels, a statement in the form of the annexed specimen CP 15 giving, by dispatching office and per mail,
 - i the total sums entered to its credit and debit on CP 11 parcel bills;
 - ii as applicable, the number of parcels per weight step or the total number of parcels or the gross weight, entered on the CP 11 and CP 12 parcel bills, with indication of the appropriate rate and the monthly or quarterly product of the payment;
- b for air parcels, a statement in the form of the annexed specimen CP 15bis giving, by dispatching office and per mail,
 - i the total sums entered to its credit and debit on CP 20 parcel bills;
 - ii as applicable, the number of parcels per weight step or the total number of parcels or the gross weight, entered on the CP 20 parcel bills, with indication of the appropriate rate and the monthly or quarterly product of the payment.

2 In the event of alteration of CP 11, CP 12 or CP 20 parcel bills, the number and date of the CP 13 verification note prepared by the transferring office of exchange or the office of exchange to which the transfer is made shall be shown in the "Observations" column of the CP 15 or CP 15bis statements.

3 The CP 15 and CP 15bis statements shall be summarized in an account in the form of the annexed specimen CP 16 made out in duplicate.

4 The CP 16 account, accompanied by the CP 15 and CP 15bis statements, but without the parcel bills, shall be sent by the quickest route (air or surface) to the administration concerned for examination during the two months following the arrival of the last parcel bill of the period to which it related. "Nil" accounts shall not be

prepared. In the amount of the balance of the CP 16 account, centimes shall be ignored. Totals shall never be altered; any differences shall be noted in statements in the form of the annexed specimen CP 17. These statements shall be sent in duplicate to the administration concerned which shall incorporate the amount in its next CP 16 account. If this is not done, the administration which prepared the CP 17 statements shall consider them as fully accepted and draw attention to them in its next CP 16 summarized account. No CP 17 statement shall be made out when the final amount of the differences does not exceed 30 francs (9.80 SDR) per account.

5 After they have been checked and accepted, the CP 16 accounts and CP 15 and CP 15bis statements shall be returned to the administration which prepared them at the latest by the end of the third month from the date of dispatch. If the administration which has sent the account does not receive any notice of amendment during this period, the account shall be regarded as fully accepted. Debtor administrations may refuse to check and to accept CP 16 accounts which have not been submitted by the creditor administrations within 18 months of the date of receipt of the CP 11, CP 12 and CP 20 parcel bills by the offices of exchange.

6 As soon as the CP 16 accounts between two administrations are accepted or regarded as fully accepted, they shall be summarized in a quarterly general account in the form of the annexed specimen CP 18 prepared by the creditor administration; this account may, however, be prepared half-yearly by agreement between the administrations concerned. The CP 18 account shall be sent to the debtor administration by the quickest route (air or surface). If, one month from the date of dispatch of the CP 18 account, the debtor administration has raised no objection, payment shall be made to the creditor administration.

7 When the balance of a CP 18 general account prepared quarterly or half-yearly does not exceed 50 francs (16.33 SDR), it shall be carried into the next CP 18 general account. If, after carrying out this procedure for the whole year, the CP 18 general account drawn up at the end of the year shows a balance not exceeding 50 francs (16.33 SDR), the debtor administration shall be exempted from all payment.

8 Accounting in respect of the sums paid out by each administration on behalf of another for parcels delivered free of charges and fees shall be effected on the following bases:

- a the creditor administration shall draw up each month in the currency of its own country a detailed monthly account on a form conforming to the annexed specimen CP 19; 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;
- b 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;
- c the accounts shall be checked under the conditions laid down by the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement;
- d the accounts shall be settled separately; each administration may, however, request that these accounts be settled with the postal money order accounts, the CP 16 parcel accounts or the R 5 accounts relating to cash-on-delivery items, without being incorporated in them.

9 When it is necessary to recover payments from the administrations responsible in accordance with article 44 of the Agreement and several amounts are involved, these shall be summarized on a form conforming to the annexed specimen CP 22 and the total amount shall be carried forward to the CP 16 account.

Article 151

Account for air parcel mails

The account for air conveyance dues for air parcel mails shall be drawn up according to articles 218 to 222 of the Detailed Regulations of the Convention.

Article 152

Settlement of accounts

1 The amount of the balance of the general accounts shall be paid by the debtor administration to the creditor administration in accordance with article 12 of the Convention.

2 The preparation and dispatch of a general account may be carried out, without waiting for the CP 16 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 CP 18 account by the debtor administration and payment of the balance shall be carried out within a period of three months after receipt of the general account. The debtor administration shall not be obliged to accept accounts which are not transmitted to it within eighteen months of the end of the year to which they refer.

3 Any administration which has consistently owing to it every month by another administration a sum greater than 30 000 francs (9800.72 SDR) shall be entitled to claim a monthly payment on account of up to three quarters of the amount of the debt; its request shall be met within a period of two months.

Chapter VII

Miscellaneous provisions

Article 153

Forms for the use of the public

For the purpose of applying article 10, paragraph 4, of the Convention, the following shall be considered as forms for the use of the public:

- CP 2 (Dispatch note),
- C 2bis (Sender's instruction label),
- C 2/CP 3 (Customs declaration),
- C 3/CP 4 (Franking note),
- CP 6 (Advice of embarkation).

Article 154

Period of retention of documents

1 Documents of the parcels service, including dispatch notes, shall be kept for a minimum period of 18 months from the day following the date to which they refer. However, if the documents are reproduced on microfilm, microfiche or similar medium, they may be destroyed as soon as it is established that the reproduction is satisfactory.

2 Documents concerning a dispute or an inquiry shall be kept until the matter has been settled. If the inquiring administration, duly informed of the result of an inquiry, allows six months to elapse from the date of the communication without raising any objections, the matter shall be regarded as settled.

Chapter VIII

Final provisions

Article 155

Entry into force and duration of the Regulations

- 1 These Regulations shall come into force on the day on which the Postal Parcels Agreement comes into operation.
- 2 They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

Done at Hamburg, 27 July 1984.

Signatures: same as on pages 345 to 377.




ANNEXES: FORMS

LIST OF FORMS

No	Title or nature of form	References
1	2	3
CP 1	Table CP 1	Art 102, para 1
CP 2	Dispatch note	Art 106, para 1, a
CP 2bis	Sender's instruction label	Art 106, para 7
C 2/CP 3	Customs declaration	Art 106, para 1, b
C 3/CP 4	Franking note	Art 110, para 3, b
CP 5	Envelope for transmission of dispatch note, customs, etc, documents	Art 121, para 4
CP 5bis	Envelope for transmission of dispatch note, customs, etc, documents	Art 121, para 4
CP 6	Advice of embarkation	Art 110, para 11, b
CP 7	"V" label for insured parcel combined with the number of the parcel and the name of the office of origin	Art 108, c
CP 8	Parcel label with the number of the parcel and the name of the office of origin	Art 107, para 1, a
CP 9	Advice of non-delivery	Art 136, para 1
C 33/CP 10	Label showing the reason for non-delivery	Art 138, para 1
CP 11	Parcel bill	Art 119, para 1
CP 12	Special parcel bill	Art 119, para 6
CP 13	Verification note	Art 125, para 3
CP 14	Report concerning the rifling, damage or decrease in weight of a postal parcel	Art 129, para 2
CP 15	<u>Monthly</u> <u>Quarterly</u> statement of amounts due for surface parcels	Art 150, para 1, a
CP 15bis	<u>Monthly</u> <u>Quarterly</u> statement of amounts due for air parcels	Art 150, para 1, b
CP 16	Summarized account	Art 150, para 3
CP 17	Statement of differences observed in the summarized account	Art 150, para 4
CP 18	General account	Art 150, para 6
CP 19	Detailed monthly account of customs, etc, charges	Art 150, para 8, a
CP 20	Air parcel bill	Art 119, para 1
CP 21	Table CP 21	Art 102, para 1
CP 22	Statement of amounts due in respect of indemnity for postal parcels	Art 150, para 9
CP 23	Label for parcel mail	Art 122, para 1, a
CP 24	Label for air parcel mail	Art 122, para 1, a
CP 24bis	Label for parcel mail	Art 122, para 1, a
CP 25	Statement of charges	Art 138, para 7

TABLE CP 1
Surface parcels

Countries for which the above-mentioned administration accepts postal parcels in transit on the conditions given below														
Amounts expressed in														
<input type="checkbox"/> gold francs <input type="checkbox"/> SDR														
Serial No	Country of destination	Routes	Limit of insured value	Weight steps	Rates to be credited to the administration of	Rates						Number of customs declarations	Observations	
						Breakdown of the amounts in column 6								Countries and sea services to which they are due
						1 kg	3 kg	5 kg	10 kg	15 kg	20 kg			
1	2	3	4	5	6	7						8	9	10
				kg		a	b	c	d	e	f			

(Country of origin)	DISPATCH NOTE	Number(s) of parcel(s)	Space reserved for CP 7 and CP 8 labels	Stamps	CP 2 (Front)
Name and address of the sender					
Name and full address of addressee, including country of destination				Route to be followed	
Insured value – words		figures	Insured value		
COD amount – words		figures			
Giro account No, giro centre				Customs stamp	Stamp of the office of origin or of the dispatching office of exchange 
Holder of the giro account				Customs duty	
Number of		Description of packing ¹		Weight (gross)	
parcels				kg	g
cert's & invoices					
customs declarations					
¹ Case, packet, carton, etc.					

INSTRUCTIONS TO BE GIVEN BY THE SENDER
(Give one instruction only)

The sender must indicate, in the space below and on the parcel, the manner in which the latter is to be treated in case of non-delivery.

Parcels may be returned without advice, if the sender has given no or contradictory instructions. In such a case, and also if instructions c, d, e and f, below apply, the sender is obliged to pay the charges demanded for each new transmission as well as the other charges made by the administrations concerned.

If the parcel described on the front of this note cannot be delivered, I request:

a that an advice of non-delivery be sent to me

Name and address of a third person in the country of destination

b that an advice of non-delivery be sent to

c that the parcel be returned to me forthwith by surface air

d that the parcel be returned to me at the end of the period shown below by

Number of days

surface air

e that the parcel be delivered or redirected by surface air

(Mention, where appropriate, if the parcel is to be delivered without collection of the COD amount or against payment of a sum less than the original sum.)

Name and address of new addressee

f that the parcel be redirected by surface air

for delivery to the original addressee

g that the parcel be treated as abandoned

Signature of sender

RECEIPT OF ADDRESSEE

The undersigned declares that he has received the parcel(s) described on the front of this note

Date and signature

**SENDER'S INSTRUCTION LABEL
IN THE EVENT OF NON-DELIVERY**
(Give one instruction only)

CP 2bis

a	<input type="checkbox"/>	Send advice of non-delivery to sender
b	<input type="checkbox"/>	Send advice of non-delivery to address given below
c	<input type="checkbox"/>	Return to sender forthwith by <input type="checkbox"/> surface by <input type="checkbox"/> air
d	<input type="checkbox"/>	Return to sender after by <input type="checkbox"/> surface by <input type="checkbox"/> air
e	<input type="checkbox"/>	Deliver or redirect to address given below by <input type="checkbox"/> surface by <input type="checkbox"/> air
f	<input type="checkbox"/>	Redirect for delivery to original addressee by <input type="checkbox"/> surface by <input type="checkbox"/> air
g	<input type="checkbox"/>	Treat parcel as abandoned
Name and address (if b or e applies)		
Signature of sender		

Parcels, Hamburg 1984, art 106, para 7 – Size: 74 x 105 mm

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 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.

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



(Front)

COUPON TO BE HANDED TO THE SENDER		C 3/CP 4 Part A																													
DETAILS OF CHARGES DUE in the currency of the country of destination of the item		Part to be filled in by the administration of destination																													
Stamp of the office which has advanced the charges																															
<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Fee for delivery free of charge²</td> <td style="width: 10%;"></td> <td style="width: 30%;">TOTAL OF CHARGES ADVANCED</td> <td style="width: 30%;"></td> </tr> <tr> <td>Customs duty</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Presentation-to-Customs charge</td> <td></td> <td>Amount in figures, in the currency of the country of destination of the item</td> <td></td> </tr> <tr> <td>Other charges</td> <td></td> <td>Office which has made the advance</td> <td>Date</td> </tr> <tr> <td>Total</td> <td></td> <td>No of register</td> <td>Signature of the official</td> </tr> <tr> <td>Total after conversion</td> <td></td> <td>Amount in figures after conversion</td> <td></td> </tr> <tr> <td>Stamp of the office which has recovered the charges</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">  </td> <td>No in-register</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">  </td> </tr> <tr> <td></td> <td>Signature of the official who has converted the amount</td> </tr> </table>				Fee for delivery free of charge ²		TOTAL OF CHARGES ADVANCED		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	Total after conversion		Amount in figures after conversion		Stamp of the office which has recovered the charges		No in-register	
Fee for delivery free of charge ²		TOTAL OF CHARGES ADVANCED																													
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																												
Total after conversion		Amount in figures after conversion																													
Stamp of the office which has recovered the charges		No in-register																													
		Signature of the official who has converted the amount																													
² Also called "Commission charge".		Administration of origin																													
		Administration of origin																													
¹ For parcels only.		Postal administration																													
		C 3/CP 4 FRANKING NOTE Part B																													
Nature of the item		No	Weight																												
Insured value		Office of posting																													
Name and full address of sender																															
Name and full address of addressee																															
The item is to be delivered free of charges and fees, which I undertake to pay		Stamp of the office of origin																													
Signature of sender																															

Part A (back)

Part B (front)

Convention, Hamburg 1984, art 117, para 2; Parcels, Hamburg 1984, art 110, para 3, b -
Size: 148 x 105 mm, colour: yellow

DETAILS OF CHARGES DUE in the currency of the country of destination of the item			C 3/CP 4 Part B	
			Part to be filled in by the administration of destination	
Fee for delivery free of charge ²			TOTAL OF CHARGES ADVANCED Amount in figures, in the currency of the country of destination of the item	
Customs duty				
Presentation-to-Customs charge			Office which has made the advance Date	
Other charges				
Total			No of register	Signature of the official
? Also called "Commission charge":			C 3/CP 4 FRANKING NOTE Part A	
			Postal administration	
COUPON			FRANKING NOTE	
Nature of the item Weight ¹		Nature of the item No Weight ¹		
No Insured value		Insured value Office of posting		
Office of posting		Name and full address of addressee		
Name and full address of addressee		Name and full address of sender		
Name and full address of addressee		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	
				
			To be returned to the office of	

Part B (Back)


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

Part A (Front)




For parcels only.

DISPATCH NOTE, CUSTOMS, ETC, DOCUMENTS ENCLOSED

CP 5

Postal administration of origin		ADVICE OF EMBARKATION		CP 6
To be filled in by the office of origin		On Postal Service	Stamp of the office returning the advice 	
Office of posting				
Date	Parcel No			
Insured value				
Name and address of addressee		The sender will give his address for the return of the advice		
		Name		
		Street and No		
The sender wishes to know when and on which ship the parcel was loaded		Locality		
Port or country of embarkation		Country		

Parcels, Hamburg 1984, art 110, para 11, b – Size: 148 x 105 mm

To be filled in by the dispatching office of exchange of the mail		
Mail in which the parcel described overleaf was included		
Date	No	
From		
To		
To be filled in by the office of exchange at the port of embarkation		
Loading of the parcel described overleaf, or of the mail mentioned above		
Port of embarkation		
Ship		
Date of departure		

CP 7

V 475 AMSTERDAM 1
V 475 AMSTERDAM 1

Parcels, Hamburg 1984, art 108, c – Size: 52 x 37 mm, colour: pink

CP 8

475 GENÈVE 1
475 GENÈVE 1

Parcels, Hamburg 1984, art 107, para 1, a –
Size: 52 x 37 mm

Note. – Administrations using bar codes in their services may use CP 8 labels bearing such codes in addition to the indications already provided for.

ADVICE OF NON-DELIVERY

Office of origin of CP 9 advice	<p>Notes. To be sent by registered post by the fastest route (air or surface).</p> <p>One form is sufficient for several parcels posted at the same time by the same sender to the same address.</p>
Office or service of destination of CP 9 advice	
Date of advice	

Undelivered parcel. The dispatch note is attached

Office of origin	Parcel No and date of posting
Number of parcels	Number of dispatch notes
Name and full address of sender	Name and full address of addressee

The parcel is held undelivered at my office for the following reason

<input type="checkbox"/> The parcel was refused by the addressee	<input type="checkbox"/> The parcel has not been claimed
<input type="checkbox"/> The addressee is unknown	<input type="checkbox"/> The addressee is away
<input type="checkbox"/> The addressee is deceased	<input type="checkbox"/> The addressee has left without leaving an address
New address!	
<input type="checkbox"/> The addressee has left	
<input type="checkbox"/> The address is insufficient	<input type="checkbox"/> The address on the parcel does not agree with that on the dispatch note
<input type="checkbox"/> The addressee refuses to pay customs duty	<input type="checkbox"/> The addressee refuses to pay the COD amount
<input type="checkbox"/> The addressee refuses to pay the other charges and fees payable on the parcel	
<input type="checkbox"/> Customs duty and other charges and fees are payable on the parcel	
Present amount (currency of the country preparing the advice)	For extended storage, this amount will be increased by
<input type="checkbox"/> The addressee has no import licence	
<input type="checkbox"/> The parcel has been rifled	<input type="checkbox"/> The parcel has been damaged

Other reasons

Please ask the sender or the person named below to give instructions and inform him that if these instructions do not reach me within a period of two months the parcel will be returned to the sender, subject to subsequent payment of charges. Until the instructions arrive, the office is authorized either to deliver the parcel to the original addressee or to another addressee if one is given on the back of the dispatch note, or to reforward it to a new address.

Third person named on back of CP 2 dispatch note to reply to CP 9 advice

Office stamp and signature | This form must be returned to

¹ Depending on the legislation of the first country of destination, give the full address or the name of the new country of destination. Parcels, Hamburg 1984, art 136, para 1 - Size: 210 x 297 mm

REPLY

Office or service of destination	Date of reply
----------------------------------	---------------

The parcel should be

<input type="checkbox"/> presented again to the original addressee	
<input type="checkbox"/> delivered to the original addressee or the person described below	
<input type="checkbox"/> redirected to the original addressee or the person described below by <input type="checkbox"/> surface <input type="checkbox"/> air	
Name and full address of the original addressee or of another person	
.....	
.....	
.....	
<input type="checkbox"/> without collection of the COD amount	
<input type="checkbox"/> against payment of a reduced COD amount	
New COD amount	
New COD money order attached	
<input type="checkbox"/> without collection of customs duty or other charges payable on the parcel	
Franking note attached	
<input type="checkbox"/> returned to the sender by <input type="checkbox"/> surface <input type="checkbox"/> air	
<input type="checkbox"/> forthwith <input type="checkbox"/> on the expiry of a period of <input type="text" value="Number of days"/>	
The sender undertakes to pay the transport and other charges	
<input type="checkbox"/> treated as abandoned	

The person concerned having failed to reply to the requests for instructions which have been addressed to him, the parcel should be returned to the sender at the expiry of the prescribed period.

Office stamp, date and signature

RETURN **C 33/CP 10**

Tick as appropriate

<input type="checkbox"/>	Refused
<input type="checkbox"/>	Unclaimed
<input type="checkbox"/>	Gone away
<input type="checkbox"/>	Unknown
<input type="checkbox"/>	Deceased
<input type="checkbox"/>	Insufficient address
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Convention, Hamburg 1984, art 143, para 2;
Parcels, Hamburg 1984, art 138, para 1 –
Maximum size: 52 x 74 mm, colour: pink

Dispatching office of exchange	Date of departure	Time	Mail No
Office of exchange of destination	Number of receptacles in dispatch	Number of parcels comprising the dispatch	
	Number of receptacles to be returned	<input type="checkbox"/> A C 27 note is attached to the mail	
	No of the parcel bill (if several)		
	Ship		

Detailed entry

Number		Number of parcels	Office of origin	Place of destination ¹	Weight ² of each insured parcel		Insured value	Rates payable		Observations
serial	of parcel				kg	g		g fr	SDR	
1	2	3	4	5	6	6	7	8	9	10
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Carried over from back										
Totals										

Bulk entry

Enter parcels subject to inward rates
Use section a, b or c, as appropriate

a Number of parcels per weight step						b Total number of parcels	c Gross weight kg
< 1 kg	1-3 kg	3-5 kg	5-10 kg	10-15 kg	15-20 kg		

Stamp of the dispatching office of exchange
Signature of the official

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



¹ Not to be completed if the parcels are addressed to the same office as the parcel bill.
For parcels in transit à découvert, indicate place and country of destination.

² If necessary, this column may be used for entering the weight of uninsured parcels.
Parcels, Hamburg 1984, art 119, para 1 - Size: 210 x 297 mm

Number		Number of parcels	Office of origin	Place of destination ¹	Weight ² of each insured parcel		Insured value	Rates payable		Observations	
serial	of parcel							by dispatching administration to receiving administration	by receiving administration to dispatching administration		
											8
1	2	3	4	5	6	kg	g	7	8	9	10
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35											
To be carried over to front											

¹ Not to be completed if the parcels are addressed to the same office as the parcel bill.
 For parcels in transit à découvert, indicate place and country of destination.
² If necessary, this column may be used for entering the weight of uninsured parcels.

Dispatching administration



SPECIAL PARCEL BILL
Payment of rates due for the transit of parcels

CP 12

Dispatching office of exchange

Date of CP 12 bill

No

Intermediate office of exchange				Date of departure		Time	Mail No
Transit administration				Ship			
Office of destination of the mail							
<input type="checkbox"/> Land transit			<input type="checkbox"/> Sea transit				
a Number of parcels per weight step (use section a, b or c as appropriate)						b Total number of parcels	c Gross weight of parcels
< 1 kg	1-3 kg	3-5 kg	5-10 kg	10-15 kg	15-20 kg		kg
Nature of parcels		Number of receptacles		Number of parcels in receptacles		Number of parcels not in receptacles	
Uninsured parcels							
Insured parcels							
Totals							
Stamp of the dispatching office of exchange Signature of the official				Stamp of the intermediate office of exchange Signature of the official			
							

Office of origin of note	Date of note	No	Mail No
	Date of dispatch	Time	
Office of destination of note	Name of ship or train No, flight No, etc		Parcel bill No
	Dispatching office of exchange		
	Office of exchange of destination		
	Date of arrival of mail	Date of opening of mail	

1 Missing parcels

Amounts expressed in gold francs SDR

Number		Office of origin	Address (as full as possible)	Credit	Correction	Observation
serial ¹	of parcel					
1	2	3	4	5	6	7

2 Excess parcels

Number		Office of origin	Full address		Weight	Insured value	Type of receptacle (bag, basket, etc)
serial ¹	of parcel		of sender	of addressee			
1	2	3	4	5	6	7	8
					kg	g	

3 Errors

3a Detailed entry

Number		Office of origin	Name and address of addressee	Weight				Number of the column	Entry by the dispatching office of exchange	Correction by the office of exchange of destination	
serial ¹	of parcel			shown	observed						
1	2	3	4	kg	g	kg	g	5	6	7	8
Totals											

3b Bulk entry

Entry by the dispatching office of exchange	a Number of parcels per weight step						b Total number of parcels	c Gross weight
	< 1 kg	1-3 kg	3-5 kg	5-10 kg	10-15 kg	15-20 kg		
								kg
Correction by the office of exchange of destination							Total number of parcels	Gross weight
	< 1 kg	1-3 kg	3-5 kg	5-10 kg	10-15 kg	15-20 kg		
								kg

¹ Col 1 of the parcel bill.

4 Rifled or damaged parcels

Number		Office of origin	Address of the sender	Address of the addressee	Contents	Weight				Insured value	Type of receptacle (bag, basket, etc)
serial ¹	of parcel					shown		observed			
1	2	3	4	5	6	7		8	9		
						kg	g	kg	g		

Description and apparent cause of rifling or damage, or other observations

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5 Irregularities

Missing parcel bill, insufficient packing or fastening, etc

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.....

.....

.....

.....

6 Carrier or carrier's representative

Name and capacity	Signature

Stamp of the office preparing the note
Officials' signatures

Seen and accepted

Stamp of the office of destination of the note
Signature of the official in charge



¹ Col 1 of the parcel bill.

To be sent by registered post

Part 1

Office completing part 1		Date	Reference
Reason for report	<input type="checkbox"/> Rifling	<input type="checkbox"/> Damage	<input type="checkbox"/> Decrease in weight
Posting of parcel	Office	Date	No
Sender	Name and full address		
Addressee	Name and full address		
Special particulars	Insured value		
	COD amount and currency		
	Supplementary charge for fragile parcels paid		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Weight	Shown		Observed
	External		
Packing	Internal		
	The packing should be regarded as		
	<input type="checkbox"/> regulation	<input type="checkbox"/> non-regulation	
Mail in which the parcel was sent	Date of dispatch	Date of arrival	No
	Dispatching office		
	Office of destination		
Method of conveyance	<input type="checkbox"/> Travelling post office	Name or number	
	<input type="checkbox"/> Railway van		
	<input type="checkbox"/> Ship		
	<input type="checkbox"/> Flight		
Parcel arrived	<input type="checkbox"/> In bag	<input type="checkbox"/> Unenclosed	
Detailed statement of the facts			

Stamp of the reporting office
Signatures

Office completing part II

Date

Reference

Contents

From the invoice From the customs declaration According to the addressee or sender

The contents have been examined in the presence of
 the addressee the sender

Contents established on examination

Contents damaged

Contents missing

Estimate of loss

According to the addressee According to the sender

The loss is estimated at the amount of

Cause

The loss is due to

Subsequent treatment of the parcel

After repacking and weighing, the item has been forwarded to its destination

New weight

The contents have been destroyed by the undersigned office

The packing is held here

The addressee refuses the item The sender refuses the item

The addressee has accepted the item The sender has accepted the item

Amount of indemnity claimed

Signature of the addressee or sender

Attestation. In witness whereof we have drawn up this report, a duplicate of which has been sent, with a verification note, to the authority shown below.

Authority to which the report should be sent

Signature of the postal officials

Signature of the customs officer

Administration of destination of CP 16 account

STATEMENT OF DIFFERENCES
observed in the summarized account (CP 16 form)
To be sent in duplicate

CP 17

Dispatching administration of CP 16 account					Date of statement						
					Month				Year		
					Quarter				Year		
Serial number		Parcel mails			Amount in		Credit due to the administration		Observations Use back if necessary		
CP 17	CP 16	No	from	to	gold francs	SDR	of	of			
1	2	3	4	5	6		7		8	9	10
1											
2											
3											
4											
5											
Administration of destination of the account Place, date and signature					Seen and accepted by the dispatching administration of the account Place, date and signature						

GENERAL ACCOUNT

Corresponding administration	Date of account	
	Quarter	Year
	Half year	Year

Exchange	Period	Balance of CP 16 accounts in favour of the		Observations
		administration preparing the account	corresponding administration	
1	2	3	4	5
		<input type="checkbox"/> g fr <input type="checkbox"/> SDR	<input type="checkbox"/> g fr <input type="checkbox"/> SDR	
Received by the administration preparing the account				
Sent by the administration preparing the account				
Totals				
Less				
		Name of creditor administration		
Credit balance				

Administration preparing the CP 18 account
Place, date and signature

DETAILED MONTHLY ACCOUNT
 Customs, etc, charges

Debtor administration	Date of account		
	<table style="width:100%; border: none;"> <tr> <td style="width:80%; border: none;">Month</td> <td style="width:20%; border: none;">Year</td> </tr> </table>	Month	Year
Month	Year		

Serial No	Date of payment	Number of franking note	Office which made the payment	Amount of each franking note		Observations
				<input type="checkbox"/> g fr	<input type="checkbox"/> SDR	
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						
Total						

Creditor administration
 Place, date and signature

Dispatching office of exchange	Date of departure	Time	Mail No
Office of exchange of destination	Number of receptacles in dispatch		Number of parcels comprising the dispatch
	Number of receptacles to be returned		A C 27 note is attached to the mail
	No of the bill (if several parcels)		
	Flight		

Detailed entry

Amounts expressed in
 gold francs SDR

Number		Number of parcels	Office of origin	Place of destination ¹	Weight ² of each insured parcel	Insured value	Land and sea rates payable		Air conveyance dues payable		Observations
serial	of parcel						by dispatching administration to receiving administration	by receiving administration to dispatching administration	by dispatching administration to receiving administration	by receiving administration to dispatching administration	
1	2	3	4	5	6	7	8	9	10	11	12
					kg g						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
Carried over from back											
Totals											

Bulk entry Enter parcels subject to inward rates
Use section a, b or c, as appropriate

a Number of parcels per weight step						b Total number of parcels	c Gross weight in kg
< 1 kg	1-3 kg	3-5 kg	5-10 kg	10-15 kg	15-20 kg		

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

¹ Not to be completed if the parcels are addressed to the same office as the parcel bill.
For parcels in transit à découvert, indicate place and country of destination.
² If necessary, this column may be used for entering the weight of uninsured parcels.

Number		Number of parcels	Office of origin	Place of destination ¹	Weight ² of each insured parcel	Insured value	Land and sea rates payable		Air conveyance dues payable		Observations
serial	of parcel						by dispatching administration to receiving administration	by receiving administration to dispatching administration	by dispatching administration to receiving administration	by receiving administration to dispatching administration	
1	2	3	4	5	6	7	8	9	10	11	12
					kg	g					
11											
12											
13											
14											
15											
16											
17											
18											
19											
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25											
26											
27											
28											
29											
30											
To be carried over to the front											

¹ Not to be completed if the parcels are addressed to the same office as the parcel bill.
 For parcels in transit à découvert, indicate place and country of destination.
² If necessary, this column may be used for entering the weight of uninsured parcels.

TABLE CP 21
Air parcels

Date of table

Reference

The above-mentioned administration accepts, on the terms shown below, air parcels addressed to its own territory and in transit to countries for which it is in a position to serve as an intermediary.

Section A Information on the internal service

Questions	Answers
<p>1 Does the administration preparing this table undertake to reforward air parcels by air in the interior of its country, on all or part of the journey?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2 If so, to which places? (In alphabetical order)</p>	
<p>3 Can air parcels addressed elsewhere be sent to these places at the request of the sender?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Section B Conditions for the internal service

Weight steps	Inward rates payable to the administration of destination	Observations
	<input type="checkbox"/> g fr <input type="checkbox"/> SDR	
1	2	3
kg		

Section C Services to other countries

The amounts shown in column 5a cover the inward rates with which the administration of destination is to be credited. The amounts mentioned in column 5b cover the transit rates payable to the intermediate administration for air parcels in transit à découvert. When transit land rates, where land conveyance is used, or sea rates are to be allocated as well, the amounts must be shown in column 5b with an appropriate note. The total inward and transit rates to be allocated to the intermediate administration shall be shown in column 5c. Unless otherwise stated, the charges shown in column 7 shall be allocated compulsorily for all parcels. The amounts are expressed in gold francs SDR.

Country of destination	Routes	Air sectors used	Weight steps	Rates payable to the administration			Total air conveyance dues by weight payable to the administration		Observations
				of			of		
				Inward rates according to weight	Transit rates per parcel	Total columns a+b	as far as the country of destination	in the interior of the country of destination	
1	2	3	4	5a	5b	5c	6	7	8
			kg						

STATEMENT
Amounts due in respect of indemnity for postal parcels

Debtor administration

Debtor administration	Notes. Compensation for postal parcels lost, damaged, sold, etc		
	Month	Quarter	Year

Serial No	Postal parcels		Letters authorizing recoveries (No of statement, name of office, date, reference No of debtor administration)	Amount	
	Parcel No and office of origin	Destination		<input type="checkbox"/> g fr	<input type="checkbox"/> SDR
1	2	3	4	5	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total (to be carried over to CP 16 summarized account)					

Montreal (Canada)	POSTAL PARCELS		to	CP 23
	from			
Montreal (Canada)	Liverpool		MONTREAL	
	Mail No			
	Date of dispatch	Via		
	Receiptacle No	Ship		
	Number of parcels	Port of disembarkation		

Parcels, Hamburg 1984, art 122, para 1, a –
Size: 125 x 60 mm or 148 x 52 mm, colour: yellow ochre

Note. – Bearing in mind the needs of their service, administrations may make slight changes in the text and dimensions of the form, so long as they do not depart unduly from the directives which this specimen contains.

Rio de Janeiro (Brazil)	POSTAL PARCELS		By airmail		CP 24
	from				
Rio de Janeiro (Brazil)	Stockholm Utrikes		to		
	Mail No		RIO DE JANEIRO		
	Date of dispatch	(Brazil)			
	Receiptacle No	Flight No			
	Number of parcels	Airport of transhipment		Offloading airport	
	Kg			RIO	

Parcels, Hamburg 1984, art 122, para 1, a –
Size: 125 x 60 mm or 148 x 52 mm, colour: yellow ochre

Note. – Bearing in mind the needs of their service, administrations may make slight changes in the text and dimensions of the form, so long as they do not depart unduly from the directives which this specimen contains.

4-34

Rio de Janeiro (Brazil)	POSTAL PARCELS		S.A.L.		CP 24bis
	from		surface par avion		
	Stockholm Utrikes		to		RIO DE JANEIRO
	Mail No		(Brazil)		
	Date of dispatch				
Receptacle No		Flight No			
Number of parcels		Airport of transhipment		RIO	
kg		Offloading airport			

Parcels, Hamburg 1984, art 122, para 1, a —
 Size: 125 x 60 mm or 148 x 52 mm, colour: yellow ochre

CP 25

STATEMENT OF CHARGES

Stamp of dispatching office of exchange

Administration of

Office of exchange of



Parcel No	
Reason for return	
<input type="checkbox"/> Unknown	<input type="checkbox"/> Refused
<input type="checkbox"/> Gone away	<input type="checkbox"/> Unclaimed
	<input type="checkbox"/> Importation prohibited
	<input type="checkbox"/> g fr <input type="checkbox"/> SDR
Presentation-to-Customs charge	
Storage charge	
Return charge	
Redirection charge	
Non-postal fees	
Miscellaneous	
Total	

