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of the  
REGULATIONS OF EXECUTION OF THE CONVENTION**

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<sup>1</sup> See French text, pp. 3251-3278.

REGULATIONS OF EXECUTION OF THE  
UNIVERSAL POSTAL CONVENTION

*Ante*, p. 3310.

The undersigned, in view of Article 5 of the Universal Postal Convention concluded at Paris on July 5, 1947, have, in the name of their respective Administrations, drawn up, by common consent, the following measures to assure the execution of the said Convention:

TITLE I.

General Provisions.

SOLE CHAPTER.

ARTICLE 101.

*Transit in closed mails and transit in open mail.*

1. Administrations may send reciprocally, through the intermediary of one or more of them, both closed mails and correspondence in open mail, in accordance with the needs of the traffic and the requirements of the service.

2. The transmission of correspondence in open mail to an intermediate Administration must be limited strictly to cases where the preparation of closed mails, either for the country of destination itself or for a country nearer the latter, is not justified.

ARTICLE 102.

*Exchange in closed mails.*

1. The exchange of correspondence in closed mails is governed by mutual agreement between the Administrations concerned.

2. It is obligatory to make up closed mails whenever one of the intermediate Administrations so requests, basing its request on the fact that the number of articles in open mail is such as to hinder its operations.

3. The Administrations through whose intermediary closed mails are to be dispatched shall be duly notified in advance.

4. In case of alteration in an exchange of closed mails established between two Administrations through the intermediary of one or more third countries, the Administration of origin of the dispatch gives notice thereof to the Administrations of those countries.

5. If it is a question of a change in the routing of the dispatches, the new route to be followed shall be indicated to the Administrations which have previously effected the transit, while the former route is indicated, as information, to the Administrations which will subsequently perform such transit.

## ARTICLE 103.

*Routing of mails.*

1. Each Administration is bound to forward, by the most rapid routes which it employs for its own dispatches, the closed mails and articles in open mail which are delivered to it by another Administration.

2. When a mail is composed of several sacks, they shall, as far as possible, remain together and be forwarded in the same dispatch.

3. Missent articles of all kinds are forwarded without any delay to their destination by the most rapid route.

Missent articles.

4. The Administration of the country of origin has the option of indicating the route to be followed by the closed mails which it dispatches, provided that the employment of that route does not involve special expenses for an intermediate Administration. With the same reservation, the Administrations intervening in the transportation shall take account of the route to be followed which has been indicated by the sender on articles sent to them in open mail.

Optional routes.

5. Administrations which make use of the option of collecting supplementary charges, representing the extraordinary expenses pertaining to certain routes, are at liberty not to send unprepaid or insufficiently prepaid correspondence by those routes.

Unprepaid or insufficient postage. 1947

## ARTICLE 104.

*Distant countries.*

1. Countries between which the shortest transit time by land or sea exceeds ten days, as well as those between which the average frequency of the mails is less than two trips a month, are considered as distant countries.

2. Countries of very great extent, or those whose internal routes of communication are but little developed, for questions where those factors play a decisive part, are assimilated to distant countries, in regard to the periods prescribed by the Convention and Agreements.

3. The International Bureau prepares a list of the countries mentioned in Sections 1 and 2.

## ARTICLE 105.

*Fixing of equivalents.*

1. Administrations fix the equivalents of the rates and fees contemplated by the Convention and Agreements by agreement with the Swiss Postal Administration, which latter Administration shall give notice of the equivalents through the intermediary of the International Bureau. The same procedure is followed in case of change of equivalents.

2. The equivalents or changes of equivalents cannot enter into force except on the first of a month, and at the earliest fifteen days after their notification by the International Bureau.

Entry into force.

Tables.

3. That Bureau makes up a table indicating, for each country, the equivalents of the rates and fees mentioned in Section 1, showing the percentage of increase or reduction, if any, made in the rates by virtue of article II of the Final Protocol of the Convention.

*Ante*, p. 3337.

Monetary fractions.

4. Monetary fractions resulting from the additional charge applicable to shortpaid correspondence may be rounded off by the Administrations which collect such charge. The sum to be added on that account may not exceed the amount of 5 centimes.

Equivalent for indemnity.

5. Each Administration notifies the International Bureau directly of the equivalent fixed by it for the indemnity contemplated by Article 59 of the Convention.

*Ante*, p. 3329.

#### ARTICLE 106.

##### *Postage stamps and postage-paid impressions.*

Colors.

1. The postage stamps representing the basic rates of the Union or their equivalents in the money of each country are made up in the following colors:

The stamp representing the postage on a single-rate ordinary letter, in blue;

The stamp representing the rate for an ordinary post card, in red;

The stamp representing the postage on a single-rate ordinary print, in green.

2. Impressions produced by stamping machines shall be bright red, whatever value they represent.

Lettering.

3. Postage stamps and postage-paid impressions shall bear, in Latin characters as far as possible, the indication of the country of origin, and mention their postage value in accordance with the table of equivalents adopted. The number of monetary units or fractions of the unit serving to express that value is indicated in Arabic figures.

Prepaid prints.

*Ante*, p. 3325.

4. As for prints prepaid by means of indicia, printed or otherwise obtained (Article 50 of the Convention), the indication of the country of origin and the postage value may be replaced by the name of the office of origin and the note *Taxe perçue* (postage collected), *Port payé* (postage paid), or a similar expression. That note may be worded in French or in the language of the country of origin; it may also be abbreviated, e. g.: *T. P.* or *P. P.* In all cases, the indication adopted shall be boxed or underscored with a heavy line.

Commemorative, etc., stamps.

5. Commemorative or charity stamps, for which an additional charge is to be paid in addition to the postage value, shall be made up in such a way as to avoid any doubt as to that value.

Perforations.

6. Postage stamps may be marked with distinctive perforations, under the conditions fixed by the Administration which has issued them.

## TITLE II.

## Conditions for Acceptance of Articles of Correspondence.

## CHAPTER I.

## Provisions Applicable to all Classes of Articles.

## ARTICLE 107.

*Preparation and address.*

1. The Administrations shall advise the public:
  - (a) To address mail articles in Latin characters, and to place the address lengthwise, in such a way as to leave the necessary space for the service notations or labels;
  - (b) To indicate the names of the locality and country of destination in capital letters;
  - (c) To indicate the address in a precise and complete manner, so that the dispatch of the article and its delivery to the addressee may be effected without research;
  - (d) To place postage stamps or postage-paid impressions in the upper right-hand corner of the address side;
  - (e) To indicate the name and address of the sender, either on the front and at the left side, in such a way as not to affect either the clarity of the address or the application of the service notations or labels, or on the back;
  - (f) To use, for articles of all kinds, envelopes whose dimensions are not less than 10 centimeters in length and 7 centimeters in width;
  - (g) To make up their articles securely, particularly if they are addressed to distant countries;
  - (h) To add the word *Lettre* (letter) on the address side of letters which, by reason of their volume or packing, may be mistaken for other articles;
  - (i) On articles sent at the reduced rate, to indicate, by annotations such as: *Papiers d'affaires* (commercial papers), *Imprimés* (prints), *Echantillon* (sample), *Petit paquet* (small packet), etc.; the class to which they belong.
2. Articles of any kind whose address side has been wholly or partly divided into several spaces intended to receive successive addresses are not accepted.
3. Non-postage stamps and charity or other stamps capable of being mistaken for postage stamps may not be affixed to the address side. The same applies to imprints of stamps which might be confused with postage-paid impressions.

## ARTICLE 108.

*Articles mailed under franking privilege.*

1. Correspondence of the postal service mailed under franking privilege shall bear, in the upper left-hand corner of the front, the notation *Service des postes* (postal service), or a similar notation.

*Ante*, p. 3326.

2. Correspondence admitted to the franking privilege as contemplated in Sections 2 to 4 of Article 52, shall bear in the upper left-hand corner of the front, the notation *Service des prisonniers de guerre* (Prisoners of war mail) or *Service des prisonniers civils* (Mail for civilian prisoners), as the case may be.

3. The indications contemplated in Sections 1 and 2 may be followed by a translation in another language.

## ARTICLE 109.

*General-delivery articles.*

The address of articles sent to general delivery shall indicate the name of the addressee. The use of initials, figures, simple given names, fictitious names, or conventional marks of any kind, is not permitted for such articles.

## ARTICLE 110.

*Articles in panel envelopes.*

1. Articles in transparent-panel envelopes are accepted under the following conditions:

- (a) The panel shall lie parallel to the longest dimension, so that the address of the addressee appears in the same direction and the application of the date stamp is not hindered;
- (b) The transparency of the panel shall assure perfect legibility of the address, even by artificial light, and shall not interfere with the application of a written note; panel envelopes whose vitrified part causes reflection of artificial light are excluded;
- (c) Only the name and address of the addressee shall appear through the panel; the contents of the envelope shall be folded in such a way that the address cannot be wholly or partly covered as a result of slipping;
- (d) The address shall be indicated legibly, in ink, in typewriting, or by printing, in dark colored letters; articles whose addresses are written in ordinary or indelible pencil are not accepted.

Entirely transparent, etc., envelopes.

2. Articles in entirely transparent envelopes or open-panel envelopes are not accepted.

## ARTICLE 111.

*Articles subject to customs inspection.*

1. Articles to be submitted to customs inspection shall bear on the front a green label conforming to Form C 1 hereto appended. In regard to small packets, the affixing of the label is obligatory in all cases.

*Ante*, p. 3251.



2. If the country of destination requires it or if the sender prefers, the articles mentioned in Section 1 are also accompanied by the prescribed number of separate customs declarations conforming to Form C 2 hereto appended, attached securely to the outside of the article by a crossed string or inserted within the article itself. In this case, only the upper part of the label C 1 is affixed to the article.

*Ante*, p. 3252.

3. In regard to prints, and shipments of serums and vaccines, the absence of the label C 1 cannot involve the return of those articles to the office of origin.

Prints, serums, and vaccines.

4. The Administrations do not assume any responsibility for the customs declarations, regardless of the form in which they are made up.

Customs declarations.

#### ARTICLE 112.

##### *Articles free of charges.*

1. Articles to be delivered to the addressees free of all charges shall bear at the top of the address side the conspicuous heading *Franc de droits* (free of charges) or a similar notation in the language of the country of origin. Such articles shall bear, on the address side, a yellow label also bearing in large letters the notation *Franc de droits* (free of charges).

2. Every article sent free of charges is accompanied by a prepayment bulletin conforming to Form C 3 hereto appended, made of yellow cardboard, the front of which is filled in by the office of mailing. The prepayment bulletin is securely attached to the article.

*Ante*, p. 3253.

#### CHAPTER II.

##### Special Provisions Applicable to Each Class of Articles.

#### ARTICLE 113.

##### *Letters.*

No condition of form or sealing is required for letters, provided the stipulations of Article 110 are observed. The necessary space must be left absolutely free on the front for the prepayment, the address, and the service notes or labels.

#### ARTICLE 114.

##### *Single post cards.*

1. Post cards shall be made of cardboard, or of paper strong enough not to hinder manipulation.

2. Folded sheets of paper whose two inner faces have been glued completely one over the other, so that other articles do not run the risk of slipping inside, are assimilated to post cards.

3. Post cards shall bear, at the top of the address side, the heading *Carte postale* (post card) in French or the equivalent of that heading in another language. That heading is not obligatory for cards of private manufacture.

4. Post cards shall be sent uninclosed, i. e., without wrapper or envelope.

Uninclosed.

Reserved spaces.

5. At least the right half of the front is reserved for the address of the addressee and the service notes or labels; the postage stamps or postage-paid impressions shall be applied to the front, and, as far as possible, to the right half of the card. The sender may use the back and the left half of the front, subject to the provisions of Section 6 following.

Approved attachments.

6. It is forbidden to join or attach samples of merchandise or similar articles to post cards. However, illustrations, photographs, stamps of any kind, labels and clippings of any kind, of paper or other very thin material, as well as address labels or slips to be folded back, may be affixed thereto, on condition that such articles are not of such a nature as to alter the character of the post cards, and that they adhere completely to the card. Such articles may be affixed only on the back or on the left half of the address side of the post card, except address labels or slips, which may occupy the entire front. As for stamps of any kind likely to be mistaken for postage stamps, they may be placed only on the back.

7. Post cards not fulfilling the conditions laid down for that class of articles are treated as letters with the exception, however, of those on which the irregularity consists solely of the application of the stamps on the back. The latter are considered as unprepaid and are treated accordingly, depending upon the classification to which they belong, based on the text which they contain or their dimensions.

#### ARTICLE 115.

##### *Post cards with reply paid.*

1. Post cards with reply paid shall have on the front, in the French language, as the heading of the first part: *Carte Postale avec réponse payée* (post card with reply paid), and *Carte postale-réponse* (reply post card) on the second part. Each of the two halves shall, moreover, fulfill the other conditions laid down for a single post card; they are folded, one over the other, so that the fold forms the upper edge, and may not be fastened in any manner.

2. The address of the reply card shall be on the inside of the article.

3. It is permissible for the sender to indicate his name and address on the front of the reply half.

4. The sender is also authorized to have printed on the back of the reply card a questionnaire to be filled in by the addressee; the latter may also return the inquiry half attached to the reply portion. In this case, the address of the inquiry card shall be crossed out and placed on the inside of the article.

5. The prepayment of the reply half by means of postage stamps of the country which has issued the card is valid only if both halves of the post card with reply card have arrived joined together from the country of origin and if the reply half is sent from the country where it was received by mail and is addressed to the said country of origin. If those conditions are not fulfilled, it is treated as an unprepaid post card.

## ARTICLE 116.

*Commercial papers.*

1. The following are considered as commercial papers, on condition that they do not have the character of actual personal correspondence: All papers and documents, wholly or partly written or drawn; such as out-of-date articles of correspondence (opened letters and post cards) which have already reached their original destination, and copies thereof; papers of legal procedure; documents of all kinds drawn up by ministerial officers; waybills or bills of lading; invoices; certain documents of insurance companies; copies of or extracts from documents under private seal written on stamped or unstamped paper; scores or sheets of music in manuscript; manuscripts of works or newspapers sent separately; original and corrected exercises of students, but without any notes not relating directly to the execution of the work.

2. Such documents may be accompanied by reference slips or invoices bearing the following or similar notations: Enumeration of the pieces composing the shipment, references to correspondence exchanged between the sender and the addressee, such as: "Inclosure for our letter of . . . . . addressed to M. . . . . Our reference . . . . . Customer's reference . . . . ."

Reference slips, notations.

3. Out-of-date correspondence may bear canceled postage stamps or postage-paid impressions which have served to pay the original postage.

4. The following are also considered as commercial papers, even when they have the character of actual and personal correspondence: All articles containing correspondence exchanged between students in schools, provided that such articles are sent through the intermediary of the heads of the schools concerned.

5. Commercial papers are subject, in regard to form and make-up, to the provisions laid down by Article 120 hereafter for prints.

Form and makeup.

## ARTICLE 117.

*Prints.*

1. The following are considered as prints: Newspapers and periodicals, books, pamphlets, sheet-music, visiting cards, address cards, printing proofs, engravings, photographs and albums containing photographs, pictures, drawings, plans, maps, patterns to be cut out, catalogs, prospectuses, advertisements, and printed, engraved, lithographed or autographed notices of various kinds, and, in general, all impressions or reproductions obtained on paper or other material assimilable to paper, on parchment or on cardboard, by means of printing, engraving, lithography, autography or any other easily recognizable mechanical process, with the exception of the copying press, stamps with movable or immovable type, and the typewriter.

2. The print rate does not apply to prints which bear any marks capable of constituting a conventional language, or, with the exceptions specifically authorized by Articles 118 and 119 hereafter, to those whose text has been modified after printing.

Exclusions from print rate.

Motion-picture  
films, etc.

3. Motion-picture films, phonograph records, as well as perforated papers intended to be used on automatic musical instruments, are not accepted at the print rate. The same applies to articles of stationery properly so called, when it appears clearly that the printed text is not the essential part of the article.

Post cards.

4. Cards bearing the heading *Carte postale* (post card) or the equivalent of that heading in any language are admitted at the print rate, provided that they fulfill the general conditions applicable to prints. Those which do not fulfill such conditions are treated as post cards, or, if occasion arises, as letters, by application of the provisions of Article 114, Section 7.

*Annex*, p. 3356.

#### ARTICLE 118.

##### *Articles assimilated to prints.*

Reproductions, by a mechanical process of polygraphy, chromography, etc., of a manuscript or typewritten original, are assimilated to prints, provided they are mailed under the conditions prescribed by the domestic regulations of the Administration of origin. Each such reproduction may receive the annotations authorized for prints.

#### ARTICLE 119.

##### *Prints. Authorized annotations and inclosures.*

1. It is permissible, on the outside and inside of all print articles:

- (a) To indicate the name, title, profession, firm and address of the sender and the addressee, the date of mailing, the signature, telephone number and the telephone exchange, the telegraphic address and code, and current postal-check or bank account of the sender, as well as a serial or entry number relating exclusively to the article;
- (b) To correct mistakes in printing;
- (c) To strike out, underline or inclose by means of marks certain words or passages in the printed text, unless that is done with the intention of constituting correspondence.

2. It is also permissible to indicate or add:

- (a) On notices concerning the departure and arrival of ships: The dates and hours of such departures and arrivals, as well as the names of the ships and the ports of departure, call and arrival;
- (b) On travelers' announcements: The name of the traveler, the date, hour and name of the place through which he contemplates passing, as well as the place where he intends to stop;
- (c) On order, subscription or offer blanks for publications, books, newspapers, engravings and pieces of music: The works and the number of copies ordered or offered, the price of such works, as well as annotations representing price factors, the method of payment, the edition, the names of the authors and publishers, the catalog number and the words *broché* (stitched or paper-bound), *cartonné* (boards), or *relié* (bound);

Sender's and ad-  
dressee's names, etc.

Corrections.

Reference by marks,  
etc.

Maritime move-  
ments.

Travelers' an-  
nouncements.

Order blanks, etc.

- (d) On forms used in connection with loans from libraries: The titles of the books, number of copies requested or sent, names of authors and publishers, catalog numbers, number of days permitted for reading, name of the person desiring to consult the book, as well as other brief indications relating to the works in question; Library forms.
- (e) On illustrated cards, printed visiting cards, as well as on Christmas and New Year cards: Good wishes, congratulations, thanks, condolences or other forms of politeness expressed in five words or by means of five conventional initials at most; Illustrated, etc., cards.
- (f) On printing proofs: Such changes and additions as relate to corrections, form and printing, as well as notes such as *Bon à tirer* (ready for printing), *Vu-Bon à tirer* (O. K. for printing), or any similar note relating to the preparation of the work. In case of lack of space, the additions may be made on separate sheets; Printing proofs.
- (g) On fashion plates, maps, etc.: Colors; Fashion plates, maps, etc.
- (h) On current price lists, offers for advertisements, market and stock quotations, commercial circulars and prospectuses: Figures; any other notations representing price factors; Current price lists, etc.
- (i) On books, pamphlets, newspapers, photographs, engravings, sheet-music, and, in general, on all printed, engraved, lithographed or autographed literary or artistic productions: A dedication consisting of a simple tribute; and, on photographs or engravings, a very concise explanatory legend and other summary information concerning the photograph or engraving itself; Books, etc.
- (j) On passages cut from newspapers and periodicals: The name, date, number and address of the publication from which the article is taken; Press clippings.
- (k) On advices of change of address: The new address of the sender and the effective date thereof, or the old address and the date of the change. Change of address.
3. The additions and corrections contemplated in Sections 1 and 2 may be made by hand or by any mechanical process. Additions and corrections.
4. Finally, it is permissible to attach:
- (a) To corrected or uncorrected printing proofs: The manuscript belonging thereto; Proofs; manuscript.
- (b) To articles of the classes mentioned under Section 2, letter (i): An open invoice covering the article sent, reduced to its essential terms; Invoice of article sent.
- (c) To articles mentioned in Article 36, Sections 3 and 4 of the Convention: A transfer form bearing the printed designation of a current postal account; *Annex*, p. 3320.
- (d) To all prints: A card, envelope or wrapper bearing the address of the sender of the article and prepaid for the return by means of postage stamps of the country of destination of the article. Prepaid reply card, etc.

## ARTICLE 120.

*Prints. Preparation of articles.*

1. Prints shall be placed either under wrapper, in rolls, between boards, in an open case, or in an unsealed envelope, provided, if need be, with easily removable fasteners offering no danger, or be fastened with a string which is easily untied.

2. Prints in the shape and consistency of a card may be sent open, without wrapper, envelope or fastening. The same mode of dispatch is allowed for prints folded in such a way that they cannot become unfolded en route.

3. At least the right half of the front of prints sent in the form of cards, including illustrated post cards benefiting by the reduced rate, is reserved for the address of the addressee and the service notations or labels. The postage stamps or postage-paid impressions shall be applied to the front and, in so far as possible, to the right half of the card.

4. In all cases, the articles shall be made up in such a way that other articles do not run the risk of becoming lost within them.

## ARTICLE 121.

*Articles assimilated to raised print for the blind.*

Plates bearing characters for the use of the blind are assimilated to raised prints for the blind. The same applies to sound recordings intended only for the use of the blind, provided that they are sent by an officially recognized institution for the blind or addressed to such an institution.

## ARTICLE 122.

*Samples. Authorized annotations.*

It is permissible to indicate, by hand or by a mechanical process, on the outside or inside of packages of samples, and, in the latter case, on the sample itself or on a special sheet relative thereto, the name, title, profession, firm and address of the sender and of the addressee, as well as the date of mailing, the signature, telephone number and telephone exchange, the telegraphic address and code, current postal-check or bank account of the sender, a manufacturer's mark or trademark, a brief indication concerning the manufacturer and the supplier of the merchandise or concerning the person to whom the sample is addressed, as well as serial or entry numbers, prices and any other annotations representing price factors, particulars relative to weight, measurements and size, as well as the quantity available, and such as are necessary to determine the origin and character of the merchandise.

## ARTICLE 123.

*Samples. Preparation of articles.*

1. Samples of merchandise shall be placed in sacks, boxes or removable envelopes.

2. Articles of glass or other fragile materials, articles containing liquids, oils, fatty substances, dry powders (whether dyes or not), as well as articles containing live bees, leeches and silkworm eggs, or the parasites mentioned in Article 49, Section 1 of the Convention, are accepted for transmission as samples of merchandise, provided that they are packed in the following manner:

*Ante*, p. 3324.

(a) Articles of glass or other fragile materials shall be securely packed (in boxes of metal, wood or strong corrugated pasteboard), so as to avoid all danger to postal employees and the mails;

Glass, etc.

(b) Liquids, oils and substances which easily liquefy shall be inclosed in hermetically sealed containers. Each receptacle shall be placed in a separate box of metal, strong wood or strong corrugated pasteboard containing sawdust, cotton or spongy material in sufficient quantity to absorb the liquid in case of breakage of the receptacle. The lid of the box shall be fastened in such a way that it cannot be easily detached;

Liquids, etc.

(c) Fatty substances which do not easily liquefy, such as ointments, soft soap, resin, etc., as well as silkworm eggs, the transmission of which presents fewer difficulties, shall be inclosed in an inside cover (box, bag of linen or parchment, etc.), which shall itself be placed in a second box of wood, metal or stout, thick leather;

Fatty substances.

(d) Dry powdered dyes such as aniline blue, etc., are not accepted unless inclosed in stout tin boxes, placed in turn inside wooden boxes, with sawdust between the two packings. Dry non-coloring powders shall be placed in boxes of metal, wood or pasteboard; the boxes themselves shall be inclosed in a bag of linen or parchment;

Dry powdered dyes, etc.

(e) Live bees, leeches and parasites shall be inclosed in boxes so constructed as to avoid all danger.

Live bees, leeches, etc.

3. Articles which would deteriorate if packed in accordance with the general rules, as well as samples placed in a transparent container permitting verification of their contents, may, as an exception, be accepted in a hermetically sealed container. The same applies to samples of industrial or vegetable products mailed under seal by the manufacturer or sealed by the inspection authorities of the country of origin. In such cases, the Administrations concerned may require the sender or the addressee to facilitate inspection of the contents, either by opening certain articles indicated by them, or in some other satisfactory manner.

Hermetically sealed containers.

4. No packing is required for articles consisting of a single piece, such as pieces of wood, metal, etc., which it is not the custom of the trade to pack.

Single articles.

5. The address of the addressee shall be indicated, as far as possible, on the wrapper or on the article itself. If the packing or the article is not suitable for the inscription of the address and service information, or for the application of the postage stamps, use shall be made

Addressing, etc.

of a tag, preferably of parchment, to be securely attached. The same applies when stamping is likely to damage the article.

ARTICLE 124.

*Articles assimilated to samples.*

The following are admitted at the sample rate: Electrotypes, cut out patterns sent singly, keys sent singly, fresh cut flowers, articles of natural history (dried or preserved animals and plants, geological specimens, etc.), tubes of serum or vaccine and pathological objects rendered inoffensive by their mode of preparation and packing. Such articles, with the exception of tubes of serum and vaccine sent in the general interest by laboratories or institutions officially recognized, may not be sent for commercial purposes. Their packing shall be in accordance with the general regulations concerning samples of merchandise.

ARTICLE 125.

*Grouped articles.*

1. The inclusion in a single packet of articles of correspondence of different classes is limited to commercial papers, to prints other than raised print for the blind, and to samples of merchandise, on condition:

- (a) That each article taken singly does not exceed the limits which are applicable to it in regard to weight and dimensions;
- (b) That the total weight does not exceed 2 kilograms per article;
- (c) That the postage paid is at least the minimum charge for commercial papers if the article contains commercial papers, and the minimum charge for samples if it is composed of prints and samples.

2. These provisions are applicable only to articles subject to the same rate per unit. When an Administration detects the inclusion in one and the same article of objects liable to different rates, that article is charged, for its total weight, with the rate applicable to the class for which the rate is highest.

ARTICLE 126.

*Small packets.*

1. Small packets are subject to the provisions laid down for samples of merchandise in regard to preparation and packing.

2. It is permissible to inclose therein an open invoice, reduced to its essential elements, as well as a simple copy of the address of the article with mention of the address of the sender.

3. The names and addresses of the senders shall appear on the outside of the packets.

ARTICLE 127.

*"Phonopost" articles.*

1. Subject to the provisions specially fixed for *Phonopost* articles, these shall be governed by the regulations applicable to letters.



2. Phonograph records mailed as *Phonopost* articles shall be inclosed in strong unsealed envelopes.

3. The sender shall mention in conspicuous characters on the front of the envelope, in addition to the ordinary annotations, the word *Phonopost*. It is permissible to print on the front, in one or more languages, an explanatory notice concerning the manner of reproducing the record.

4. It is permitted to inclose, adequately protected, the necessary needles for the reproduction of the record.

### TITLE III.

## Registered Articles. Return Receipts.

### SOLE CHAPTER.

#### ARTICLE 128.

##### *Registered articles.*

1. Registered articles shall bear on the address side the conspicuous notation *Recommandé* (registered), or a similar notation in the language of the country of origin.

2. With the exceptions below, no special conditions as to form, sealing or wording of the address are required for such articles.

3. Articles of correspondence which bear an address written in pencil or consisting of initials are not accepted for registration. However, the address of articles other than those which are sent in transparent-panel envelopes may be written with indelible pencil.

4. Registered articles shall bear, in the left-hand corner of the address side, a label conforming to Form C 4 hereto appended, with indication in Latin characters of the letter *R*, the name of the office of origin and the serial number of the article. However, it is permissible for Administrations whose domestic legislation at present opposes the use of labels to defer the adoption of this measure and to use, for the designation of registered articles, stamps reading *Recommandé* (registered) or *R*, beside which shall appear the indication of the office of origin and that of the serial number. Such stamps shall likewise be applied in the left-hand corner of the address side.

*Ante*, p. 3251.

5. No serial number shall be placed on the front of registered articles by the intermediate Administrations.

#### ARTICLE 129.

##### *Return receipt.*

1. Articles for which the sender requests a return receipt shall bear, on the front, the conspicuous notation: *Avis de réception* (return receipt); or the imprint of a stamp: *A. R.* The sender shall inscribe his name and address on the outside of the article, in Latin characters.

Marking of return receipts.

2. They are accompanied by a form of the consistency of a post card, light red in color, conforming to Form C 5 hereto appended;

Prescribed form.

*Ante*, p. 3254.

that form is made up by the office of origin or any other office to be designated by the Administration of origin, and fastened securely to the outside of the article. If it does not reach the office of destination, the latter makes up a new return receipt.

3. The weight of the return-receipt form is not considered in calculating the postage.

Return to sender.  
*Ante*, p. 3254.

4. The office of destination returns the Form C 5, duly completed, in the ordinary mail, without cover and free of postage, to the address of the sender of the article.

Failure to return to sender.

5. When the sender makes inquiry about a return receipt which has not reached him within the proper period, the procedure set forth in Article 130 hereafter is followed. In such a case, a second fee is not collected, and the office of origin enters at the top of the Form C 5 the note: *Duplicata de l'avis de réception etc.* (duplicate return receipt requested, etc.).

#### ARTICLE 130.

##### *Return receipt requested after mailing.*

1. When the sender requests a return receipt after mailing the article, the office of origin fills out a Form C 5.

*Ante*, p. 3254.

*Ante*, p. 3260.

*Post*, p. 3370.

2. The Form C 5 is attached to a tracer, Form C 9, mentioned in Article 141 hereafter; that tracer, after having been provided with a postage stamp representing the fee payable, is treated in accordance with the provisions of the said Article 141, except that, in case of regular delivery of the article, the office of destination removes the Form C 9 and returns the Form C 5 to origin in the manner prescribed by Article 129, Section 4.

3. The special provisions adopted by the Administrations by virtue of Article 141 hereafter, for the transmission of inquiries for registered articles, are applicable to requests for return receipts made after mailing.

#### ARTICLE 131.

##### *Articles to be delivered to the addressee only.*

1. Articles to be delivered to the addressee only shall bear, underlined in red, the notation *A remettre en main propre* (To be delivered to the addressee only) or an equivalent notation in a language known in the country of destination.

2. The Administrations must make two attempts to deliver such articles.

#### TITLE IV.

### Operations Upon Departure and Arrival.

#### SOLE CHAPTER.

#### ARTICLE 132.

##### *Application of the date stamp.*

1. Correspondence is postmarked on the front by the office of origin with a stamp indicating, in Latin characters as far as possible, the place

of origin and the date of mailing. In localities having several post offices, the stamp shall indicate which is the office of mailing.

2. The application of the stamp contemplated in Section 1 is not obligatory for correspondence prepaid by means of impressions of stamping machines if the indication of the place of origin and date of mailing appears in such impressions. Neither is the application of the stamp in question required for unregistered articles at the reduced rate, on condition that the place of origin is indicated on such articles.

Prepaid correspondence.

Unregistered articles.

3. All valid postage stamps shall be canceled.

Cancellation of valid stamps.

4. Unless the Administrations have prescribed cancellation by means of a special marking, postage stamps not canceled through error or oversight on the part of the service of origin shall be canceled with a heavy line by the office which detects the irregularity. In no case shall these stamps be marked with the date stamp.

5. Missent correspondence, except unregistered articles at reduced rate, shall be struck with the impression of the date stamp of the office at which it arrives through error. This obligation is imposed not only upon fixed post offices, but also upon traveling post offices as far as possible. The impression shall be placed on the back in the case of letters, and on the front in the case of post cards.

Missent correspondence.

6. The postmarking of correspondence mailed on board ships is incumbent upon the postal agent or the officer on board in charge of the service, or in their absence upon the post office at the port of call where such correspondence is delivered in open mail. In such a case, the office marks the articles with its date stamp and places on them the note *Navire* (ship), *Paquebot* (mail steamer), or a similar notation.

Correspondence mailed on board ship.

7. The office of destination of a reply-paid post card may apply its date stamp on the left side of the front of the reply half.

Reply-paid post cards.

#### ARTICLE 133.

##### *Special-delivery articles.*

Articles to be specially delivered shall have affixed beside the indication of the place of destination, a printed label of dark red color, or in place of it an inscription bearing in large letters the word *Expres* (special delivery).

#### ARTICLE 134.

##### *Unprepaid or insufficiently prepaid articles.*

1. Articles of correspondence on which any charge is to be collected after mailing, either from the addressee, or from the sender in the case of return as undeliverable, are marked with the T-stamp (postage due) in the upper right-hand corner of the front; the indication in francs and centimes of the amount to be collected is entered in very legible figures beside the stamp.

2. The application of the T-stamp, as well as the indication of the amount to be collected, is incumbent upon the Administration of origin, or, in case of reforwarding or return as undeliverable, upon the redispersing Administration. However, if it is a question of articles coming from countries which apply reduced rates in relations with the

redispatching Administration, the amount to be collected is indicated by the Administration which effects delivery.

3. The delivering Administration marks the article with the amount of postage to be collected.

4. Every article not bearing the T-stamp is considered as duly prepaid and treated accordingly, save in case of obvious error.

5. Account is not taken of postage stamps or postage-paid impressions not valid for prepayment. In such a case, the figure zero (0) is placed beside such stamps or impressions, which shall be boxed with pencil.

#### ARTICLE 135.

##### *Return of prepayment bulletins. Recovery of charges advanced.*

1. After the delivery to the addressee of an article free of charges, the office which has advanced the customs or other charges on behalf of the sender completes, in regard to itself, the indications which appear on the back of the prepayment bulletin, and transmits the latter, accompanied by the supporting papers, to the office of origin of the article; such transmission is effected in a sealed envelope, without indication of the contents.

2. However, each Administration has the right to cause the return of prepayment bulletins bearing charges by offices specially designated, and to request that the bulletins be sent to a certain office.

3. The name of the office to which the bulletins are to be returned is indicated, in all cases, by the office of origin of the article on the front of the prepayment bulletin.

Duplicate bulletins.

4. When an article bearing the notation *Franc de droits* (free of charges) reaches the office of destination without any prepayment bulletin, the office charged with the customs clearance issues a duplicate bulletin, on which it mentions the name of the country of origin, and, as far as possible, the date of mailing of the article.

5. When the prepayment bulletin is lost after the delivery of the article, a duplicate is prepared under the same conditions.

Cancellation on return of articles.

6. Prepayment bulletins belonging to articles which are returned to origin for any reason shall be canceled by the Administration of destination.

Currency conversion.

7. On receipt of a prepayment bulletin indicating the charges paid by the service of destination, the Administration of origin converts the amount of those charges into its own money at a rate which shall not be higher than the rate fixed for the issuance of money orders destined for the corresponding country. The result of the conversion is indicated in the body of the form and on the lateral coupon. After having recovered the amount of the charges, the office of origin delivers the coupon of the bulletin, and, if need be, the supporting papers, to the sender.

#### ARTICLE 136.

##### *Forwarded articles.*

Change of address.

1. Correspondence addressed to persons who have changed their residence is considered as addressed directly from the place of origin to the place of new destination.

2. Articles which are not prepaid, or which are insufficiently prepaid for the first part of their journey, are marked with the charge which would have been applied to them if they had been addressed directly from the point of origin to the place of new destination.

Unprepaid, etc., articles.

3. Articles regularly prepaid for the first part of their journey and on which the additional charge for their subsequent transmission has not been paid before their redirection are marked with a charge equal to the difference between the amount of postage already paid and that which would have been collected if the articles had originally been sent to their new destination.

Articles prepaid for part of journey.

4. Articles originally addressed to the interior of a country and duly prepaid in accordance with the domestic rates are considered as articles regularly prepaid for their first transmission.

Articles for interior delivery.

5. Articles originally sent free of postage in the domestic service of a country are marked with the charge to which they would have been liable if they had been addressed directly from the point of origin to the place of new destination.

6. At the time of forwarding, the redispaching office applies its date stamp on the front in the case of articles in the form of cards, and on the back for all other classes of mail.

Date stamp locations.

7. Ordinary or registered articles which are returned to the senders for completion or correction of the address are not considered as redirected correspondence when returned to the service; they are treated as new correspondence, and are therefore liable to new postage charges.

8. The customs duties and other non-postal charges whose cancellation it has been impossible to obtain upon redirection or return to origin (Article 138 hereafter) are recovered, through the C. O. D. service, from the Administration of new destination. In that case, the Administration of original destination attaches to the article an explanatory note and a C. O. D. money order (Form R 3 of the Agreement concerning collect-on-delivery articles). If the C. O. D. service is not in operation between the Administrations concerned, the charges in question are recovered through correspondence.

Customs duties, etc.; C.O.D. service.

9. In the event that the attempt to deliver an article at the addressee's residence by special messenger has been unsuccessful, the redispaching office shall cross out the label or the notation *Expres* (special delivery) by means of two heavy transverse lines.

Unsuccessful delivery by special messenger.

#### ARTICLE 137.

##### *Forwarding envelopes and collective envelopes.*

1. Articles of ordinary correspondence to be forwarded to one and the same person who has changed his residence may be inclosed in special envelopes conforming to Form C 6 hereto appended, furnished by the Administrations, on which shall be written only the name and new address of the addressee.

Ante, p. 3255.

2. Articles subject to customs examination or articles whose form, volume or weight gives rise to risks of tearing may not be included in such envelopes; the total weight of an envelope and its contents shall in no case exceed 500 grams.

Exclusions.

3. The envelope shall be presented open to the reforwarding office, to permit it to collect such additional charges, if any, as may be due on the articles which it contains, or to indicate on such articles the charges to be collected on arrival when the additional postage has not been prepaid. After verification, the forwarding office seals the envelope and applies the T-stamp to it if necessary, indicating in francs and centimes the total amount of the charges to be collected.

Verification of contents.

4. On arrival at destination, the envelope may be opened and its contents verified by the office of delivery, which collects the additional charges not already paid, if any.

Ship mail.

5. Ordinary articles of correspondence addressed either to seamen and passengers on board one and the same ship, or to persons taking part in a joint voyage, may likewise be treated in accordance with the provisions of Sections 1 to 4. In that case, the collective envelopes shall be marked with the address of the ship, navigation or travel agency, etc., to which they are to be delivered.

#### ARTICLE 138.

##### *Undeliverable articles.*

Indication of cause of non-delivery.

1. Before returning to the Administration of origin correspondence which has not been delivered for any reason, the office of destination shall indicate in a clear and concise manner, in the French language, and when possible on the front of such articles, the cause of the non-delivery, in the following form: *Inconnu* (unknown), *Refusé* (refused), *En voyage* (traveling), *Parti* (removed), *Non réclamé* (unclaimed), *Décédé* (deceased), etc. In the case of post cards and prints in the form of cards, the reason for the non-delivery is indicated on the right half of the front.

2. That indication is furnished by applying a stamp or affixing a label. Each Administration has the option of adding a translation in its own language of the cause of non-delivery, and any other indications which may be convenient for it.

3. The office of destination shall cross out the indications of place which concern it, and place on the front of the article the note *Retour* (return), beside the indication of the office of origin. It shall also apply its date stamp to the back of letters and the front of post cards.

Return.

4. Undelivered articles are returned either singly or in a special bundle labeled *Rebuts* (undeliverable mail matter).

5. Registered articles which are undeliverable are returned to the exchange office of the country of origin as if it were a question of registered correspondence to be sent to that country.

Correspondence of domestic service.

6. Correspondence of the domestic service which is undeliverable and must, for return to the senders, be sent to a foreign country, is treated in accordance with the provisions of Article 136.

Correspondence addressed in care of a Consul.

7. Correspondence for seamen and other persons addressed in care of a Consul and returned by him to the post office as unclaimed shall be treated as undeliverable. The amount of the charges collected on such correspondence shall be refunded.

## ARTICLE 139.

*Withdrawal. Change of address.*

1. Requests for withdrawal of correspondence or for change of address give rise to the preparation, by the sender, of a form in conformity with Form C 7 hereto appended; a single form may be used for several articles mailed simultaneously at the same office by the same sender addressed to the same addressee. In submitting the request to the post office, the sender shall prove his identity and produce the certificate of mailing, if necessary. After he has proved his identity, for which the Administration of the country of origin assumes responsibility, the procedure is as follows:

Form of request.

*Ante*, p. 3256.

- (a) If the request is intended to be sent by mail, the form, accompanied by a perfect facsimile of the envelope or address of the article, is sent directly, under registered cover, to the office of destination;
- (b) If the request is to be made by telegraph, the form is turned over to the telegraph service, which is charged with transmitting the terms thereof to the post office of destination. The telegram is worded in the French language.

Request by mail.

Request by telegraph.

2. On receipt of the Form C 7 or the telegram taking its place, the office of destination searches for the correspondence in question and takes the necessary action.

Searches.  
*Ante*, p. 3256.

3. If the search is fruitless, if the article has already been delivered to the addressee, or if the telegraphic request is not explicit enough to permit the article to be surely recognized, the fact is reported at once to the office of origin, which advises the applicant accordingly. The same applies when the customs examination reveals an irregularity.

4. Any Administration may request, by a notification addressed to the International Bureau, that the exchange of requests concerning it be effected through the intermediary of its central Administration or an office specially designated.

Exchange of requests.

5. In the event that the exchange of requests is effected through the intermediary of the central Administrations, account shall be taken of requests sent directly by the offices of origin to the offices of destination, to the extent that the correspondence in question is withheld from delivery pending the arrival of the request from the central Administration.

6. Administrations which avail themselves of the option provided for by Section 4 assume any expense which may be incurred by the transmission, in their domestic service, by mail or telegraph, of the communications to be exchanged with the office of destination. Employment of the telegraph service is obligatory when the sender himself has made use of that service, and when the office of destination cannot be advised in time by mail.

Expenses.

Telegraph service.

## ARTICLE 140.

*Inquiries. Ordinary articles.**Ante*, p. 3258.

1. Every inquiry relative to an ordinary article gives rise to the preparation of a form in conformity with Form C 8 hereto appended, which must be accompanied, whenever possible, by a facsimile of the envelope or of the address of the article.

2. The office which receives the inquiry sends that form directly, without letter of transmittal, in a sealed envelope, to the corresponding office. The latter, after having obtained the necessary information from the addressee or from the sender, as the case may be, returns the form in the same manner to the office which has prepared it.

3. If the inquiry is seen to be well founded, the latter office sends the form to its central Administration, for purposes of further investigation.

4. A single form may be used for several articles mailed simultaneously at the same office by the same sender addressed to the same addressee.

5. Any Administration may request, by a notification addressed to the International Bureau, that inquiries concerning its service be transmitted to its central Administration or an office specially designated.

6. Form C 8 shall be returned to the Administration of origin of the article inquired about in accordance with the provisions of Article 141, Section 8, hereafter.

## ARTICLE 141.

*Inquiries. Registered articles.**Ante*, p. 3260.

1. Every inquiry relative to a registered article is made on a form in conformity with Form C 9 hereto appended, which shall be accompanied, as far as possible, by a facsimile of the envelope or address of the article.

C. O. D. articles.

2. If the inquiry concerns a C. O. D. article, it shall also be accompanied by a duplicate of the money order R 3 of the Agreement concerning collect-on-delivery articles, or by a transfer bulletin, as the case may be.

Single form.

3. A single form may be used for several articles mailed simultaneously at the same office by the same sender addressed to the same addressee.

Procedure.

4. The inquiry is, as a general rule, sent directly by the office of origin to the office of destination; such transmission takes place without letter of transmittal and in a sealed envelope. If the office of destination is in a position to furnish information as to the final disposal made of the article, it completes the form and returns it to the office of origin.

5. When the disposal of the article cannot be established by the office of destination, the latter states the fact on the form and returns it to the office of origin, attaching thereto, whenever possible, a



declaration of the addressee stating that he has not received the article. In that case, the Administration of origin completes the form by indicating thereon the particulars of dispatch to the first intermediate Administration. It then transmits it to the latter Administration, which enters its observations thereon and transmits it to the next Administration, if any. The inquiry thus passes from one Administration to another until the disposal of the article inquired about is established. The Administration which has effected delivery to the addressee, or which cannot prove either delivery or regular transmission to another Administration, as the case may be, shows the fact on the form and returns it to the Administration of origin.

6. However if the Administration of origin or of destination requests it, the inquiry is transmitted from the very first from office to office, following the same route as the article. In that case, the investigations are continued from the Administration of origin as far as the Administration of destination, observing the procedure indicated in Section 5.

7. Any Administration may request, by a notification addressed to the International Bureau, that inquiries concerning its service be transmitted to its central Administration or an office specially designated.

Transmittal of inquiries.

8. The Form C 9 and the papers attached thereto shall in all cases be returned to the Administration of origin of the article inquired about within the shortest period possible, and at the latest within a period of three months, counting from the date of the inquiry. That period is extended to six months in relations with distant countries.

*Ante*, p. 3260.

9. The foregoing provisions do not apply to cases of rifling of mails, shortage of a dispatch or other similar cases which involve more extended correspondence between the Administrations.

#### ARTICLE 142.

##### *Requests for information.*

Requests for information concerning ordinary or registered articles are treated in accordance with the provisions fixed by Articles 140 and 141, respectively.

#### ARTICLE 143.

##### *Inquiries and requests for information concerning articles mailed in another country.*

In the case contemplated by Article 56, Section 5, of the Convention, the forms C 8 and C 9 concerning inquiries or requests for information are transmitted to the Administration of origin. The Form C 9 shall be accompanied by the certificate of mailing.

*Ante*, p. 3328.

*Ante*, pp. 3258, 3260.

2. The Administration of origin shall be put in possession of the form within the periods prescribed by Article 56 of the Convention.

## ARTICLE 144.

*Employment of postage stamps presumed to be fraudulent or of counterfeit impressions of stamping machines or printed indicia.*

1. Subject expressly to the provisions of the legislation of each country, the following procedure is followed for establishing the use, for the prepayment of postage, of fraudulent postage stamps or counterfeit impressions of stamping machines or printed indicia:

- (a) When the presence on any article of a fraudulent stamp (counterfeit or already used) or of counterfeit impressions of stamping machines or printed indicia is detected upon dispatch, the stamp or impression is not altered in any way, and the article, accompanied by a form in conformity with Form C 10 hereto appended, is addressed under official registered cover to the office of destination. A copy of the form is transmitted to the Administrations of the countries of origin and destination, for their information.
- (b) The article is not delivered to the addressee, who is summoned to establish the violation, unless he pays the postage due, makes known the name and address of the sender, and places at the disposal of the post office, after having taken note of the contents, either the entire article, if it is inseparable from the evidence of the violation, or the part of the article (envelope, wrapper, part of letter, etc.) which contains the address and the impression or stamp reported as fraudulent. The result of the summons is set forth in a report of proceedings conforming to Form C 11 hereto appended, signed by the postal agent and the addressee. If the latter refuses, the fact is stated in that document.

*Ante*, p. 3262.

Report of proceedings.

*Ante*, p. 3263.

Transmittal to country of origin.

2. The report is transmitted, with supporting papers, under official registration, to the Administration of the country of origin, which takes the necessary action thereon in accordance with its legislation.

3. Administrations whose legislation does not permit the procedure contemplated in Section 1, letters (a) and (b) above shall give notice of the fact to the International Bureau for the information of the other Administrations.

## TITLE V.

## Exchange of Mails.

## SOLE CHAPTER.

## ARTICLE 145.

*Letter bills.*

1. The letter bills accompanying the dispatches are in conformity with Form C 12 hereto appended. They are placed in blue envelopes bearing in large characters the indication *Feuille d'avis* (letter bill).

2. The dispatching office fills in the letter bill with all the details called for by the text, observing the following provisions:

*Ante*, p. 3264.

Details required.

- (a) Table I: The presence of ordinary articles to be specially delivered is indicated by a line underscoring the corresponding notation;
- (b) Table II: Barring contrary agreement, the dispatching offices number the letter bills according to an annual series for each office of destination, when the dispatches are not made up every day. In that case, each dispatch takes a separate number, even if it is a question of a supplementary dispatch taking the same route or the same ship as the ordinary dispatch. For the first dispatch of each year, the bill shall bear, in addition to the serial number of the dispatch, that of the last dispatch of the preceding year. The name of the ship which carries the dispatch is indicated when the dispatching office is in a position to know it;
- (c) Table III: Use may be made of one or more special lists conforming to Form C 13 hereto appended, either to replace Table V or to serve as a supplementary letter bill. The exclusive use of special lists is obligatory if the Administration of destination so requests. The lists in question shall indicate the same serial number as the one mentioned on the letter bill of the corresponding dispatch. When more than one list is employed, they shall be numbered. The number of registered articles which may be entered in one and the same special list is limited to 60;
- (d) Table IV: If occasion arises, the number of empty sacks belonging to an Administration other than the one to which the dispatch is addressed shall be mentioned separately, with indication of the Administration. The open letters on official business and the various communications or recommendations of the dispatching office relative to the exchange service are also mentioned in Table IV;
- (e) Table V: This Table is set aside for the entry of the registered articles when exclusive use is not made of special lists. In the event that the corresponding Administrations have agreed upon the bulk billing of registered articles in the letter bills, the total number of such articles shall be indicated in figures and spelled out in full. When the dispatch does not contain any registered articles, the note *Néant* (nil) is entered in Table V.

*Ante*, p. 3265.

3. Administrations may come to an agreement to create other tables or headings in the letter bill, when they deem it necessary. They may, in particular, arrange Tables V and VI in accordance with their requirements.

Creation of additional tables, etc.

4. When an exchange office has no articles to deliver to a corresponding office, and when, in relations between the Administrations concerned, the letter bills are not numbered, by application of Section 2, letter (b), that office merely sends a negative letter bill in the next dispatch.

Negative letter bills.

Closed mails.

5. When closed mails must be sent by means of ships which the intermediate Administration to which they belong does not regularly utilize for the transportation of its own mails, the weight of the letters and other articles shall be indicated in the address of such mails when the Administration charged with assuring the embarkation so requests.

#### ARTICLE 146.

##### *Transmission of registered articles.*

Separate packets for registered articles, etc.

1. Registered articles, and, if occasion arises, the special lists mentioned in Article 145, Section 2, are made up into one or more separate packets or sacks, which shall be suitably wrapped or inclosed and sealed with wax or lead in such a manner as to protect the contents. The registered articles are arranged in each packet according to their entry numbers. When several special lists are used, each of them is tied up with the registered articles to which it relates, and placed after the first article in the bundle.

Inclusion in envelope containing letter bill.

2. Subject to agreement between the Administrations concerned, and when the volume of registered articles permits it, such articles may be included in the special envelope containing the letter bill. The envelope shall be sealed.

3. In no case may registered articles be mixed with ordinary correspondence.

4. Subject to agreement between the Administrations, registered "A. O." (articles other than letters and post cards) which are sent in separate sacks may be accompanied by special lists upon which they are entered in bulk.

5. Whenever possible, not more than 600 registered articles shall be placed in a single sack.

6. To the outside of the packet of registered articles is attached, by means of a crossed string, the special envelope containing the letter bill; when the registered articles are contained in a sack, the said envelope is tied to the neck of such sack.

Labeling of supplementary sacks.

7. If there is more than one packet or sack of registered articles, each of the supplementary packets or sacks is provided with a label indicating the nature of the contents.

#### ARTICLE 147.

##### *Transmission of special-delivery articles.*

Ordinary articles.

1. Ordinary special-delivery articles are tied together in a special bundle having a label bearing the note *Express* (special delivery) in large characters and inserted by the exchange offices in the envelope containing the letter bill which accompanies the dispatch.

2. However, if the envelope must be affixed to the neck of the sack of registered articles (Article 146, Section 6), the bundle of special-delivery articles is placed in the outside sack. The presence in the dispatch of articles of that kind is then announced by a slip placed inside the envelope containing the letter bill. The same procedure is followed when it has not been possible to inclose the special-delivery articles with the letter bill because of their number, form or dimensions.

3. Registered special-delivery articles are arranged in order among the other registered articles, and the note *Exprès* (special delivery) is placed in the *Observations* column of Table V of the letter bill or of the special lists, opposite the entry concerning each of them. In case of bulk billing, the presence of registered articles to be specially delivered is indicated simply by the note *Exprès* (special delivery) in Table V of the letter bill.

Registered articles.

*Ante*, pp. 3264, 3373.

## ARTICLE 148.

*Preparation of dispatches.*

1. As a general rule, articles are sorted and tied in bundles according to the nature of the correspondence, letters and post cards being included in the same bundle, and newspapers and periodicals being made up into packets, apart from those containing ordinary prints. The bundles are designated by labels bearing the indication of the office of destination or redispach of the articles contained in the bundles. Articles of correspondence capable of being tied in bundles shall be faced in the same direction. Prepaid articles are separated from those which are unprepaid or shortpaid, and the labels of bundles of articles which are unprepaid or shortpaid are marked with the T-stamp.

Sorting; bundles.

2. Letters bearing traces of opening, deterioration or damage shall be marked with a mention of the fact and be marked with the date stamp of the office which has detected it.

Damaged, etc., letters.

3. Money orders sent uninclosed are tied in a separate bundle, which shall be included in a packet or sack containing registered articles and, should the occasion arise, in the packet or sack of insured articles. If the dispatch does not contain either registered or insured articles, the orders are placed in the envelope containing the letter bill or tied up with the latter.

Money orders.

4. Dispatches are inclosed in sacks suitably closed, sealed with wax or lead, and labeled. When use is made of string, it shall be passed twice around the neck of the sack before being tied. The imprints on the wax or lead seals shall reproduce, in very legible Latin characters, the name of the office of origin or an indication sufficient to permit that office to be determined.

Closing, etc., of sacks.

5. The labels of the dispatches shall be of cloth, strong cardboard, parchment, or paper pasted on a wooden block; in relations between adjacent offices, use may be made of labels of strong paper. The labels are made up in the following colors:

Labels, etc.

- (a) In vermilion red, for sacks containing registered articles;
- (b) In white, for sacks containing only ordinary letters and post cards;
- (c) In light blue, for sacks containing only ordinary *other articles*;
- (d) In green, for sacks containing only empty sacks returned to origin.

Color designations.

6. Unless the Administration of transit or of destination advises to the contrary, it is also permissible to use white labels with an

oblique stripe two centimeters wide on each side, whose color corresponds with the contents of the sack.

7. Sacks containing mixed ordinary correspondence (letters, post cards and other articles) shall bear the white label.

8. The use of vermilion red, white and light blue labels is obligatory; on the other hand, green labels are used only if the Administration of destination so demands.

Label data.

9. The labels bear the indication, printed in small Latin characters, of the name of the dispatching office, and, in heavy Latin characters, the name of the office of destination, preceded by the words *de* (from) and *pour* (for) respectively. In exchanges between distant countries not effected by direct maritime services, the indications are completed by the mention of the date of dispatch, the number of the mail, and the port of debarkation, if the Administration concerned so requests.

10. The sacks shall indicate legibly, in Latin characters, the office or country of origin, and shall bear the note *Postes* (posts) or some other similar note characterizing them as postal dispatches.

11. Intermediate offices shall not place any serial number on labels of sacks or packets of closed mails in transit.

Small or negative  
dispatches.

12. Barring contrary agreement, dispatches of small size or negative dispatches are simply wrapped in strong paper in such a manner as to avoid all harm to the contents, then tied and sealed with wax or lead. In case of lead sealing, such dispatches shall be prepared in such a way that the string cannot be detached. When they contain nothing but ordinary correspondence, they may be fastened by means of gummed seals bearing the printed indication of the dispatching office or Administration. The addresses of the packets shall comply, in regard to the printed indications and the colors, with the provisions laid down by Sections 4 to 11 for the labels of sacks of mail.

13. When the number or volume of the mails requires the employment of more than one sack, separate sacks shall be used, as far as possible:

(a) For letters and post cards;

(b) For other articles; if occasion arises, separate sacks shall also be used for small packets; the labels of these latter sacks bear the note *Petits paquets* (small packets).

Registered articles.

*Ante*, p. 3374.

14. The packet or sack of registered articles, tied together with the letter bill in the manner prescribed by Article 146, Section 6, is placed in one of the letter sacks or in a separate sack; the outside sack shall in any case bear the red label. When there is more than one sack of registered articles, the additional sacks furnished with the red label, may be sent uninclosed.

15. The label of the sack or packet containing the letter bill, even if the latter is negative, is always marked with the letter *F*, traced in a conspicuous manner.

16. In accordance with the provisions of Section 5, a red label shall not be used unless the sack contains registered articles.

Weight limit.

17. No sack shall exceed 30 kilograms in weight.

18. As far as possible, the exchange offices insert in their own dispatches for a given office, all dispatches of small dimensions (packets or sacks) which reach them for that office.

19. Unless the Administration of destination advises to the contrary, all packages of prints for the same addressee and for the same address may be placed in one or more special sacks. In this case, besides the regular indications, the label should indicate the addressee of the articles. When registered articles are involved, they should be entered on a special list C 13 and separated from the other articles included in the dispatch.

*Ante*, p. 3265.

#### ARTICLE 149.

##### *Delivery of dispatches.*

1. The delivery of dispatches between two corresponding offices is effected in accordance with the conditions prescribed by the Administrations concerned.

2. Only the sacks and packets designated by red labels need, at the time of delivery, be subjected to complete verification of their closing and condition. As for the other sacks and packets, their verification is optional and they are always delivered in bulk.

3. Dispatches shall be delivered in good condition. However, a dispatch may not be refused because of damage. When a dispatch is received in bad condition by an intermediate office, it shall be placed, just as it is, under new packing. The office which effects the repacking shall enter the indications of the original label on the new label and place on the latter an imprint of its date stamp, preceded by the note *Remballé à* . . . . . (repacked at . . . . .).

Damaged dispatches.

#### ARTICLE 150.

##### *Verification of dispatches.*

1. When an intermediate office must proceed to repack a dispatch, it verifies the contents thereof if it presumes that they have not remained intact. It makes up a bulletin of verification conforming to Form C 14 hereto appended, complying with the provisions of Sections 4 to 6 hereafter. The bulletin is sent to the exchange office from which the dispatch was received; a copy thereof is addressed to the office of origin and another is inserted in the repacked dispatch.

Intermediate office.

*Ante*, p. 3266.

2. The office of destination verifies whether the dispatch is intact, and whether the entries on the letter bill, and on the special lists of registered articles, if any, are correct. In case of shortage of a dispatch, or of one or more sacks forming part thereof, of registered articles, of a letter bill, of a special list of registered articles, or when it is a question of any other irregularity, the fact is established at once by two employees. The latter make the necessary corrections on the bills or lists, taking care to strike out the erroneous items in such a manner as to allow the original entries to be recognized. Except in case of obvious error, the corrections prevail over the original statement.

Office of destination.

3. When an office receives letter bills or special lists which are not intended for it, it sends those documents to the office of destination, or, if its domestic regulations so prescribe, certified copies thereof.

Bulletin of verification.

4. The facts established are reported by means of a bulletin of verification to the office of origin of the dispatch, and, in case of actual shortage, to the last intermediate office, by the first mail available after complete verification of the dispatch. The indications of the bulletin shall specify as exactly as possible what sack, packet or article is involved.

Duplicate of bulletin of verification.

5. A duplicate of the bulletin of verification is sent, under the same conditions as the original, to the Administration to which the office of origin of the dispatch belongs, when that Administration so demands. When it is a question of important irregularities giving rise to the presumption of loss or rifling, the envelope or sack as well as the string and the wax or lead seal which fastens the packet or sack of registered articles are, except in case of proven impossibility, attached to the bulletin of verification addressed to the office of origin. The same applies to the outer envelope or sack, with its string, label and wax or lead seal. In the exchange with Administrations which require the sending of a duplicate, the exhibits mentioned above are attached to the duplicate.

Telegraphic notices.

6. In the cases contemplated by Sections 1 to 3, the office of origin, and the last intermediate exchange office, if any, may also be advised by telegram at the expense of the Administration sending the telegram. Telegraphic notice shall be given whenever the dispatch shows evident traces of rifling, in order that the dispatching or intermediate office may proceed without any delay to investigate the matter, and, if need be, recommend to the preceding Administration, likewise by telegram, that the investigation be continued.

Traces of rifling, etc.

When bulletin is unnecessary.

7. When the absence of a dispatch is the result of a failure of mails to connect, or when it is duly explained on the waybill, the preparation of a bulletin of verification is not necessary, unless the dispatch does not reach the office of destination by the next mail.

8. The sending of the duplicate provided for by Section 5 may be postponed if it is presumed that the shortage of the dispatch is due to delay or misdirection.

9. Upon receipt of a dispatch, the absence of which had been reported to the office of origin, and to the last intermediate exchange office, if any, it is necessary to send a second bulletin of verification to the said offices announcing the receipt of that mail.

Return of bulletin.

10. The offices to which the bulletins of verification are addressed return them as promptly as possible after having examined them, and after having entered thereon their observations, if any. If the bulletins are not returned to the Administration of origin within the period of two months, counting from the date of their issue, they are considered, until the contrary is proved, as duly accepted by the offices to which they were addressed. The period is extended to four months in relations with distant countries.



11. When a receiving office upon which the verification of the dispatch was incumbent has not sent to the office of origin, and to the last intermediate exchange office, if any, by the first mail available after verification, a bulletin reporting any irregularities, it is considered, until the contrary is proved, as having received the dispatch and its contents. The same presumption exists in the case of irregularities which have not been mentioned, or which have been reported in an incomplete manner, in the bulletin of verification; and the same applies when the provisions of this Article concerning the formalities to be observed have not been fulfilled.

Presumption of correctness.

12. The bulletins of verification and the duplicates are transmitted under registered cover.

Transmittal of bulletins.

#### ARTICLE 151.

##### *Return of empty sacks.*

1. Barring contrary agreement between the corresponding Administrations, sacks shall be returned empty, by the next mail, in a direct dispatch for the country to which such sacks belong. The number of sacks returned by each mail shall be entered under the *Service Information* heading of the letter bill.

2. The return is effected between the exchange offices designated for that purpose.

3. The empty sacks shall be rolled up in suitable bundles; the label blocks, as well as the labels of cloth, parchment or other strong material, if any, shall be placed inside the sacks. The bundles shall be provided with a label indicating the name of the exchange office from which the sacks were received, whenever they are returned through the intermediary of another exchange office.

4. If the empty sacks to be returned are not too numerous, they may be placed inside the sacks containing the correspondence; otherwise, they shall be placed in separate sealed sacks labeled with the names of the exchange offices. The labels shall bear the note *Sacs vides* (empty sacks).

5. In the event that the check made by an Administration on the return of sacks belonging to it shows that 10 percent of the total number of sacks used during a year for the preparation of dispatches have not been returned before the end of that year, the Administration which cannot prove the return of the empty sacks is bound to reimburse the dispatching Administration for the value of the missing sacks. Reimbursement shall also be effected if the number of missing sacks does not reach 10 percent but exceeds 50 sacks.

Reimbursement for unreturned sacks.

6. Each Administration fixes, periodically, and uniformly for all kinds of sacks which are used by its exchange offices, an average value in francs, and communicates it to the Administrations concerned through the intermediary of the International Bureau.

Average value.

## TITLE VI.

## Provisions Concerning Transit Charges.

## CHAPTER I.

## Statistical Operations.

## ARTICLE 152.

*Transit statistics.*

Computation of  
transit charges.  
*Ante*, p. 3333.

1. The transit charges collectible under Articles 67 and following of the Convention are computed on the basis of statistics taken once every three years, and alternately during the first fourteen or twenty-eight days of the month of May or during the first fourteen or twenty-eight days following the 14th of October.

2. The statistics are taken during the second year of each triennial period.

3. Dispatches made up on board ships are included in the statistics when they are unloaded during the statistical period.

4. The payments of transit charges for the period from the month of September 1939 to December 31, 1948, shall be made on the basis of the actual weight of the mails conveyed according to the conditions fixed by special Agreements concluded between the countries concerned. The statistics of May 1949 shall apply to the years 1949 and 1950; those of October–November 1952, to the years 1951, 1952, and 1953.

Provisional annual  
payments.

5. The annual payments of transit charges to be made on the basis of a set of statistics shall be continued provisionally, until the accounts made up in accordance with the following statistics are approved or considered as automatically accepted (Article 161 hereafter). The adjustment of the payments made provisionally is undertaken at that time.

*Post*, p. 3385.

Revision of transit-  
charge accounts.

6. When an important modification takes place in the routing of correspondence from one country to another, and if such modification affects a period or periods amounting to a total of at least twelve months, any Administration concerned may request a revision of the transit-charge accounts. In that case, the sums to be paid by the dispatching Administrations are determined in accordance with the intermediate services actually employed, but the total weights which serve as the basis for the new accounts shall normally be the same as those of the dispatches sent during the statistical period mentioned in Sections 1 to 3. When an agreement as to the manner of division cannot be reached, special statistics shall be taken in order to adjust the apportionment of those weights among the various services employed. No modification in the routing of correspondence for a given country is considered as important unless it affects the accounts between the Administration of origin and the intermediate Administration concerned by more than 5,000 francs a year. If the modification exceeds that amount it has its effect on the accounts of the Administration of origin with the Administrations which have

performed the transit previously and the Administrations which perform it subsequent to the modification which has occurred, even when the reduction of the accounts does not attain the prescribed minimum for certain Administrations. The request for a revision of the accounts, and, if need be, for special statistics, may be made when the modification in the routing of the correspondence in question has lasted at least nine months. However, the results of those statistics are not taken into consideration unless the period of twelve months is actually completed.

7. If, when special statistics are taken, it is found that the total weights of the mails exchanged between two Administrations and transported by a third Administration have increased by 100 per cent or diminished by 50 per cent as compared with the results of the last statistical period, and that the account of the third Administration would undergo, for that reason, a modification of more than 5,000 francs a year, the new weights established shall serve as the basis for the transit charges due to that Administration.

Basis for charges in special cases.

8. Likewise, when an intermediate Administration establishes, during the six months following the statistics, that a difference of 20 per cent at least in the total weights conveyed exists between the dispatches sent by another Administration during the statistical period and the normal traffic, the Administration concerned may demand the taking of new statistics, if the accounts between two Administrations are affected by a modification of more than 5,000 francs a year.

Demand for new statistics; condition.

#### ARTICLE 153.

##### *Preparation and designation of closed mails during the statistical period.*

1. During each statistical period, the exchange of correspondence in closed mails across the territory or by means of the services of one or more intermediate Administrations gives rise to the employment of separate sacks for *letters and post cards* and for *other articles*.

2. The number of sacks utilized for the preparation of a dispatch must be reduced to the strict minimum.

3. The obligation of preparing separate sacks for *letters and post cards* and for *other articles* does not apply to dispatches whose total gross weight does not exceed 3 kg., i. e., the average weight considered in the accounts for light sacks by virtue of Article 161 hereafter. Each Administration therefore has the option, in such cases, of including all the articles in a single sack, which is then counted as an *L. C.* sack. It is understood, however, that such a dispatch may not contain any other sack giving rise to the payment of transit charges.

4. When the volume of the mails permits, the separate sacks of articles of all kinds (*L. C.* and *A. O.*) for one and the same destination shall be inclosed in a single collective sack.

5. By exception to the provisions of Articles 146 and 147, every Administration has the option, during the statistical period, of including registered and special-delivery articles other than letters and post cards in one of the sacks intended for *other articles*, mentioning

*Ante*, p. 3374.

Optional inclusions.

*Ante*, p. 3374.

Statistical label.

Empty sacks, etc.

*Ante*, p. 3334.

Collective sack.

that fact on the letter bill; but if, in accordance with Articles 146 and 147, such articles are included in a sack of letters, they are considered as letters insofar as the statistics are concerned.

6. During the statistical period all dispatches exchanged in transit shall bear, in addition to the ordinary labels, a special label bearing in large letters the note *Statistique* (statistics), followed by the indication *5 kilograms*, *15 kilograms*, or *30 kilograms*, according to the division of weight (Article 154, Section 1, hereafter). The statistical label shall also bear the note *L. C.* or *A. O.*, as the case may be.

7. In regard to sacks which contain nothing but empty sacks, or correspondence exempt from all transit charges (Article 68 of the Convention), the note *Statistique* is followed by the word *Exempt*.

8. When the sacks composing the dispatch are inclosed in a collective sack, the latter shall be provided with the special *Statistique* label, on which the note *S. C.* is added. The indications concerning the statistics which appear on the inside sacks are not repeated on the collective sack.

#### ARTICLE 154.

##### *Fixing the number of sacks and weight of closed mails.*

*Ante*, p. 3267.

1. For dispatches which give rise to the payment of transit charges, the dispatching exchange office makes use of a special letter bill conforming to Form C 15 hereto appended. It enters on that letter bill the number of sacks, dividing them, if occasion arises, into the following classes:

Description of the sacks	Number of sacks whose gross weight		
	does not exceed 5 kg. (light sacks)	exceeds 5 kg. but not 15 kg. (medium sacks)	exceeds 15 kg. but not 30 kg. (heavy sacks)
1	2	3	4
L. C.			
A. O.			
Number of sacks exempt from transit charges			

Number exempt from transit charges.

Verification.

*Ante*, p. 3268.

2. The number of sacks exempt from transit charges shall be the total of those bearing the indication *Statistique—Exempt* in accordance with the provisions of Article 153, Section 7.

3. The entries in the letter bills are verified by the exchange office of destination. If that office finds an error in the numbers entered, it corrects the bill and immediately reports the error to the dispatching exchange office by means of a bulletin of verification conforming to Form C 16 hereto appended. However, in regard to the weight of a sack, the statement of the dispatching exchange office is considered as valid unless the actual weight exceeds the maximum weight of the class in which that sack has been entered by more than 250 grams.

## ARTICLE 155.

*Preparation of statements for closed mails.*

1. As soon as possible after the close of statistical operations, the offices of destination prepare, in as many copies as there are Administrations concerned, including that of the country of origin, statements conforming to Form C 17 hereto appended, and transmit such statements to the exchange offices of the dispatching Administration to be indorsed with their acceptance. Such offices, after having accepted the statements, transmit them to their central Administration, which distributes them among the Administrations concerned.

Ante, p. 3269.

2. If the Forms C 17 have not reached the exchange offices of the Administration of origin, or if they have not arrived there in sufficient numbers, within a period of three months (four months in exchanges with distant countries), counting from the date of dispatch of the last mail to be included in the statistics, the offices themselves make up the said forms in sufficient numbers in accordance with their own records, and enter on each one of them the note: *Les relevés C 17 du bureau destinataire ne sont pas parvenus dans le délai réglementaire* (The Forms C 17 from the office of destination did not arrive within the prescribed period). They then transmit them to their central Administration, which distributes them among the Administrations concerned.

Procedure if forms not received, etc.

Ante, p. 3269.

## ARTICLE 156.

*List of closed mails exchanged in transit.*

1. As soon as possible, and at the latest within a period of three months after each statistical period, except in cases where the route could not be determined within that period, the Administrations which have sent dispatches in transit send a list of such dispatches on a form conforming to Form C 18 hereto appended to the various Administrations whose intermediary they have employed.

Exchange of lists.

Ante, p. 3270.

2. If the list indicates dispatches in transit which, in accordance with the provisions of Article 153, do not give rise to the preparation of a Form C 17, it shall bear an explanatory note, such as: *Sacs vides* (empty sacks), *Correspondances exemptes* (correspondence exempt from transit charges).

Explanatory notes.

## ARTICLE 157.

*Closed mails exchanged with warships.*

1. It is incumbent upon the Administrations of countries to which warships belong to make up the Forms C 17 relative to the mails dispatched or received by such vessels. Mails dispatched during the statistical period and destined for warships shall bear, on labels, the date of dispatch.

Ante, p. 3269.

2. In case that such dispatches are forwarded, the forwarding Administration so advises the Administration of the country to which the vessel belongs.

## ARTICLE 158.

*Transit bulletin.**Ante*, p. 3271.

1. When the route to be followed and the transportation services to be utilized for mails dispatched during the statistical period are unknown or uncertain, the Administration of origin shall, at the request of the Administration of destination, prepare for each dispatch a bulletin, green in color, conforming to Form C 19 hereto appended. The Administration of origin may also send such bulletin without a formal request from the Administration of destination, if circumstances appear to require it.

*Ante*, p. 3381.

Sending of bulletin.

2. The letter bills of the dispatches which give rise to the preparation of the said bulletin shall be marked at the top with the conspicuous notation: *Bulletin de transit* (transit bulletin). The same notation, underlined in red pencil, is entered on the special *Statistique* (statistical) labels mentioned in Article 153.

*Ante*, p. 3269.

3. The transit bulletin shall be sent in open mail, together with the dispatches to which it relates, to the different services which participate in their transportation. In each country concerned, the exchange offices of entry and departure, to the exclusion of all other intermediate offices, enter on the bulletin the information concerning the transit effected by them. The last intermediate exchange office sends the bulletin C 19 to the office of destination. The bulletin is then returned by that office to the office of origin in support of the Form C 17. When a transit bulletin whose issuance was requested or is announced at the top of the letter bill is missing, the office of destination is bound to make inquiry about it without any delay.

## ARTICLE 159.

*Exceptions to Articles 154, 155, and 158.**Ante*, p. 3268 *et seq.*

1. Each country has the option of notifying the other countries, through the intermediary of the International Bureau, that the bulletins of verification, Form C 16, the statements, Form C 17, and the transit bulletins, Form C 19, are to be addressed to its central Administration.

2. The latter, in that case, takes the place of the exchange offices for the preparation of the statements C 17, in conformity with the provisions of Article 155, Section 2.

## ARTICLE 160.

*Extraordinary services.*

The service maintained for the accelerated land conveyance of the so-called India Mail, and the special motor services from Palestine or Syria to Iraq, are alone considered as extraordinary services giving rise to special transit charges.

## CHAPTER II.

## Accounting. Adjustment of Accounts.

## ARTICLE 161.

*Transit-charge account.*

1. For the preparation of transit accounts, the light, medium or heavy sacks, as defined by Article 154, are considered in the accounts as having their average weights of 3, 12 or 24 kilograms respectively.

*Ante*, p. 3382.

2. The total amounts of credit for the closed mails are multiplied by 26 or 13, as the case may be, and the product serves as the basis for individual accounts showing, in francs, the annual payments due to each Administration.

Basis for individual accounts.

3. In the event that the multiplier 26 or 13 does not correspond to the normal traffic, the Administrations concerned come to an agreement for the adoption of another multiplier which is valid for the years to which the statistics apply.

4. The duty of making up the accounts is incumbent upon the creditor Administration, which transmits them to the debtor Administration.

5. In order to take account of the weight of the sacks and packing, as well as of the classes of correspondence exempt from all transit charges in accordance with the provisions of Article 68 of the Convention, the total amount of the account for closed mails is reduced by 10 percent.

*Ante*, p. 3334.

6. The individual accounts are prepared in duplicate on forms in conformity with Form C 20 hereto appended, on the basis of the statements C 17. They are sent to the dispatching Administration as soon as possible, and at the latest within a period of ten months following the expiration of the statistical period, accompanied by the relative statements C 17.

Accounts in duplicate.

*Ante*, p. 3272.

*Ante*, p. 3269.

7. If the Administration which has sent the individual account has not received any corrective observation within an interval of four months, counting from the date of transmission, that account is considered as automatically accepted.

Automatic acceptance.

## ARTICLE 162.

*General annual account. Intervention of the International Bureau.*

1. The general account covering transit charges is prepared annually by the International Bureau; exceptionally, the Administrations may, should they deem it advisable, agree to settle their accounts directly between themselves.

2. As soon as the individual accounts between two Administrations are approved or considered as automatically accepted (Article 161, Section 7), each of the Administrations transmits without delay, to the International Bureau, an account conforming to Form C 21 hereto appended and indicating the total amounts of such accounts. At the same time, a copy of the account is addressed to the Administration concerned.

Transmission.

*Ante*, p. 3273.

3. Centimes are ignored in the balances.

4. In case of difference between the corresponding items furnished by two Administrations, the International Bureau invites them to come to an agreement and to communicate to it the sums definitely arrived at.

5. When only one of the Administrations has furnished the Form C 21, the amounts indicated by that Administration are valid.

6. In the case provided for by Article 161, Section 7, the accounts shall bear the note: *Aucune observation de l'Administration débitrice n'est parvenue dans le délai réglementaire* (No observation received from the debtor Administration within the prescribed period).

7. If two Administrations agree to make a special settlement, their Forms C 21 bear the note: *Compte réglé à part—à titre d'information* (Account settled separately—for purposes of information); and are not included in the general annual account.

8. The International Bureau prepares, at the end of each year, on the basis of the forms which have reached it up to that time and which are considered as automatically accepted, a general annual account of transit charges. If occasion arises, it complies with the rule laid down by Article 152, Section 5, for annual payments.

*Ante, p. 3380.*

9. The account indicates:

- (a) The debit and credit of each Administration;
- (b) The debit or credit balance of each Administration;
- (c) The sums to be paid by the debtor Administrations;
- (d) The sums to be received by the creditor Administrations.

10. The International Bureau proceeds by way of compensation in such a manner as to restrict to the minimum the number of payments to be made.

*Transmission.*

11. The general annual accounts shall be transmitted to the Administrations by the International Bureau as soon as possible, and at the latest before the expiration of the first quarter of the year following that of their preparation.

#### ARTICLE 163.

##### *Settlement of transit charges.*

1. The balance resulting from the general annual account of the International Bureau or from special settlements, including, if occasion arises, the adjustment provided for in Article 152, Section 5, is paid by the debtor Administration to the creditor Administration in one of the following manners:

*Ante, p. 3380.*

- (a) At the choice of the debtor Administration, in gold or by means of checks or drafts fulfilling the conditions prescribed by Section 2 hereafter and payable at sight in the capital or in a commercial city of the creditor country; or
- (b) Following agreement between the two Administrations, through the intermediary of a bank utilizing the transfer service of the Bank for International Settlements at Basel, or by any other means;



- (c) According to the provisions of special monetary agreements which may exist between the countries to which the Administrations in question belong.

2. In case of payment by means of checks or drafts, according to Section 1 (a), such checks or drafts are issued in money of a country where the central bank of issue or other official issuing institution buys and sells gold or gold currency for national money at fixed rates determined by law or by virtue of an agreement with the Government. If the moneys of several countries fulfill those conditions, it is incumbent upon the creditor country to designate the money which is convenient for it. Any losses or profits arising from an unforeseen fall or rise in the gold parity of the currency in question occurring up to and including the date of receipt of the check or draft are shared equally by the two Administrations. However, in case of delay in sending the check or draft issued, the debtor Administration is responsible for losses resulting from any unjustified lapse of time between the issue by the bank and the mailing of the check or draft; likewise half the actual profits realized shall be credited to that Administration. In all such cases, differences not exceeding 5 per cent are ignored, the conditions of payment fixed by the present Article apply to the settlement of differences, and the periods allowed for settlement begin with the date when the check or draft is received.

Payment.

3. When two countries have come to an agreement on the subject, checks or drafts may also be issued in the money of the creditor country, even when such money does not meet the conditions set forth in Section 2. In that case, the balance is converted at the gold par rate into the money of a country which meets the conditions set forth in Section 2. The result thus obtained is then converted into the money of the debtor country and thence into the money of the creditor country according to the official buying and selling rates respectively prevailing in the debtor country on the day of purchase of the check or draft, or on the preceding day. The creditor country may also specify that the conversion of the balance expressed in gold shall be made in accordance with the gold value fixed for its currency by the International Monetary Fund. When an important variation occurs in the par or market prices which were used as basis for the conversion, the provisions set forth in Section 2, third and following sentences, shall apply, except in case of a rise or fall due to a revaluation or devaluation of the money of the creditor country.

4. When the amount of the balance exceeds 5000 francs, the date of sending of a check or draft, the date of its purchase and its amount shall, if the creditor Administration so requests, be communicated to it by telegram at its own expense.

5. The expenses of payment are borne by the debtor Administration, with the exception of extraordinary expenses, such as the clearing fees, imposed by the creditor country.

Expenses of payment.

6. The payment above mentioned shall be made as soon as possible, and at the latest before the expiration of a period of four months, counting from the date of transmission of the account by the Inter-

Period of payment.

national Bureau, or of the invitation to pay sent by the creditor Administration to the debtor Administration when it is a question of accounts settled separately. That period may be extended to five months in relations between distant countries. After those periods have expired, the sums due bear interest at the rate of 5 percent a year, counting from the date of expiration of the said periods.

Arrearage.

7. If payment has not been effected one year after the expiration of the periods fixed by Section 6, it is permissible for the creditor Administration, in the case of sums for which the account is made up by the International Bureau, to so advise the said Bureau, which invites the debtor Administration to pay within a period which shall not exceed four months.

8. If payment of the sums contemplated in Section 7 is not effected at the expiration of that new period, the International Bureau enters them in the following general annual account, to the credit of the creditor Administration. In this case, compound interest is due; i. e., the interest is added to the principal at the end of each year, until the time of payment.

9. In the event of application of the provisions of Section 8, the general annual account in question and those for the four years following, shall not, insofar as possible, contain, in the balances shown on the compensation table, any amounts to be paid by the defaulting Administration to the creditor Administration concerned.

## TITLE VII.

### Various Provisions.

#### SOLE CHAPTER.

#### ARTICLE 164.

#### *International reply coupons.*

1. International reply coupons conform to Form C 22 hereto appended. They are printed, on paper having in the watermark the letters *UPU* in large characters, through the good offices of the International Bureau, which furnishes them to the Administrations at cost.

*Ante*, p. 3274.

2. Each Administration has the option:

Options.

(a) Of giving the coupons a distinctive perforation which does not interfere with the reading of the text and is not of such a nature as to hinder verification of the coupons;

(b) Of modifying, by hand or by means of a printing process, the selling price indicated on the coupons.

Value.

3. In accounts between Administrations, the value of the coupons is calculated at the rate of 28 centimes per unit.

Annual settlement.

4. Barring contrary agreement, exchanged coupons are sent annually, at the latest within a period of three months after the expiration of the year, to the Administrations which have issued them, with an indication of their total number and value on a statement in accordance with Form C 23 hereto appended.

*Ante*, p. 3275.

5. As soon as two Administrations have come to an agreement as to the number of coupons exchanged in their reciprocal relations, they each make up and transmit to the International Bureau a statement conforming to Form C 24 hereto appended, indicating the debit or credit balance, if such balance exceeds 25 francs and if special settlement has not been provided for between the two countries. At the same time, a copy of Form C 24 is sent to the Administration concerned. If no agreement is reached within a period of six months, the creditor Administration prepares its account and sends it to the International Bureau.

Procedure.

*Ante*, p. 3276.

6. In the event that only one of the Administrations furnishes its statement, the indications of the latter are considered as valid.

7. The balance in which centimes are ignored, is included by the International Bureau in an annual account and payment takes place under the conditions prescribed by Article 163.

8. When the annual balance between two Administrations does not exceed 25 francs, the debtor Administration is released from all payment.

Small balances.

#### ARTICLE 165.

##### *Postal identity cards.*

1. Each Administration designates the offices or services which issue postal identity cards.

2. Such cards are made up on forms in conformity with Form C 25 hereto appended. The forms are furnished at cost by the International Bureau.

*Ante*, p. 3277.

3. At the time of application, the applicant submits his photograph and proves his identity. The Administrations fix the necessary requirements so that cards may not be issued until after careful investigation as to the identity of the applicant.

Requirements.

4. The employee enters the application in a register; fills in with ink, and in Latin characters, by hand or typewriter and without erasures or writing over, all the information required to complete the card and affixes the photograph to it in the designated place; applies, half on the photograph and half on the card, a postage stamp representing the charge collected; and cancels that stamp by means of a very clear impression of the date stamp. He then also applies an impression of the stamp or his official seal in such a manner that it appears both on the upper part of the photograph and on the card, then reproduces that impression on the third page of the card, signs the latter, and delivers it to the party concerned after obtaining his signature.

5. When the appearance of the holder becomes changed to such an extent that it no longer agrees with the photograph or description, the card shall be renewed.

6. Each country reserves the right to issue cards for the international service in accordance with the rules applicable to cards used in its domestic service.

7. Administrations may attach a leaflet to Form C 25 to receive such special annotations as may be required in the domestic service.

ARTICLE 166.

*Mails exchanged with warships.*

1. Notice shall be given, as far as possible in advance, to the intermediate Administrations, of the establishment of an exchange of closed mails between a Postal Administration and naval divisions or warships of the same nationality, or between one naval division or warship and another naval division or warship of the same nationality.

Wording of address.

2. The address of such dispatches is worded as follows:

From the office of -----

For {	the ----- naval	} (Country)
	(nationality)	
	division of -----	
	(name of division)	
at -----		
the ----- ship -----		
(nationality)	(name of ship)	
at -----		

or

From the ----- naval	} (Country)
(nationality)	
division of -----	
(name of division)	
at -----	
From the ----- ship -----	
(nationality)	(name of ship)
at -----	
For the office of -----	

or

From the ----- naval	} (Country)
(nationality)	
division of -----	
(name of division)	
at -----	
From the ----- ship -----	
(nationality)	(name of ship)
at -----	

For {	the ----- naval	} (Country)
	(nationality)	
	division of -----	
	(name of division)	
at -----		
the ----- ship -----		
(nationality)	(name of ship)	
at -----		

Forwarding, etc.

3. Dispatches addressed to or coming from naval divisions or warships are forwarded, in the absence of any indication of a special route in the address, by the most rapid routes, and under the same conditions as dispatches exchanged between post offices.

4. The captain of a mail steamer carrying mails addressed to a naval division or warship holds them at the disposal of the commanding officer of the division or vessel of destination, in case the latter should request their delivery en route.

5. If the ships are not at the place of destination when the dispatches addressed to them arrive there, such dispatches are held at the post office until they are withdrawn by the addressee or forwarded to another point. Redirection may be requested either by the Postal Administration of origin or by the commanding officer of the naval division or vessel of destination; or, finally, by a Consul of the same nationality.

Retention, etc.

6. Those of the dispatches in question which bear the note:

Dispatches in care of Consul.

*Aux soins du Consul d* ----- (in care of the Consul of -----) are delivered to the Consulate indicated. Later on, they may, at the request of the Consul, be turned back to the postal service and returned to the place of origin or forwarded to another destination.

7. Dispatches addressed to a warship are considered as being in transit up to their delivery to the commanding officer of the ship, even if they were originally addressed in care of a post office or to a Consul charged with serving as intermediate forwarding agent; they are not, therefore, considered as having arrived at their address as long as they have not been delivered to the warship of destination.

Dispatches addressed to a warship.

#### ARTICLE 167.

##### *Prepayment bulletins. Accounting for customs charges, etc.*

1. The accounting for customs charges, etc., paid out by each Administration on behalf of another, is effected by means of individual monthly accounts conforming to Form C 26 hereto appended, which are made up by the debtor Administration in currency of the creditor country. The prepayment bulletins are entered in the alphabetical order of the offices which have advanced the charges, and in the numerical order which has been given them.

Ante, p. 3278.

2. If the two Administrations concerned also assure the parcel-post service in their reciprocal relations, they may, in the absence of contrary notification, include in the accounts of prepayment bulletins relative to the latter service those relative to the regular-mail service.

Inclusion of regular-mail service.

3. The individual account, accompanied by the prepayment bulletins, is transmitted to the creditor Administration, at the latest by the end of the month following the one to which it relates. No negative accounts are prepared.

Transmission of accounts.

4. Verification of the accounts takes place under the conditions fixed by the Regulations of the Agreement concerning money orders.

Verification.

5. The accounts give rise to a special settlement. Each Administration may, however, request that such accounts be appended either to the money-order accounts or to the parcel-post accounts C P 16 or the collect-on-delivery accounts R 5.

Settlement.

## ARTICLE 168.

*Forms for the use of the public.**Ante*, p. 3319.

In view of the application of the provisions of Article 33, Section 2, of the Convention, the following Forms are considered as forms for the use of the public:

*Ante*, p. 3251 *et seq.*

- C 1 (customs label),
- C 2 (customs declaration),
- C 3 (prepayment bulletin),
- C 5 (return receipt),
- C 6 (forwarding envelope),
- C 7 (request for return, change of address, or modification of C. O. D. charge),
- C 8 (inquiry about an ordinary article not received),
- C 9 (inquiry about a registered article, etc.),
- C22 (international reply coupon),
- C25 (postal identity card).

## ARTICLE 169.

*Period for retention of documents.*

The records of the international service shall be kept for a minimum period of two years, counting from the day following the date to which such documents refer.

## ARTICLE 170.

*Telegraphic address.*

1. Administrations make use, for telegraphic communications which they exchange among themselves, of the telegraphic address *Postgen*, followed by the name of the city in which the central Administration is located.

2. For communications addressed to offices other than the Central Administration in the country of destination, the telegraphic address shall be *Postbur*, followed by the name of the city to which the telegram is addressed.

## TITLE VIII.

## International Bureau.

## SOLE CHAPTER.

## ARTICLE 171.

*Congresses and Conferences.*

1. The International Bureau prepares the agenda for Congresses and Conferences. It provides for the printing and distribution of the necessary documents.

Director of Bureau.

2. The director of the Bureau attends the sessions of Congresses and Conferences and takes part in the discussions, without the power of voting.

## ARTICLE 172.

*Information. Requests for modification of the Acts.*

1. The International Bureau shall hold itself at all times at the disposal of the Executive and Liaison Committee and of the members of the Union, to furnish them, on questions relative to the service, such information as they may require.

2. It examines requests for modification or interpretation of the provisions governing the Union, and makes known the results of consultations.

## ARTICLE 173.

*Publications.*

1. The International Bureau publishes, with the aid of the documents which are placed at its disposal, a special journal in the English, Arabic, Chinese, Spanish, French, and Russian languages.

Special journal.

2. It publishes, in accordance with the information furnished under the provisions of Article 181 hereafter, an official digest of all information of general interest concerning the execution of the Convention and its Regulations in each country.

Official digest of information.  
Post, p. 3396.

3. Similar digests concerning the execution of the Agreements are published at the request of the Administrations participating in the Agreements.

4. The International Bureau also publishes, with the aid of the information furnished by the Administrations:

Other publications.

- (a) A digest of information concerning the organization of the Administrations of the Union and their domestic services;
- (b) A digest of the rates applied by the Administrations in their domestic services;
- (c) A list of prohibited articles;
- (d) A list of steamship lines;
- (e) A list of distances in kilometers on land routes;
- (f) A list of distant countries and countries assimilated thereto;
- (g) A table of equivalents.

5. Any modifications made in the various documents enumerated in Sections 2 to 4 are communicated by circular, bulletin or any suitable means.

Communication of modifications.

6. The documents published by the International Bureau are distributed among the Administrations in proportion to the number of contributive units assigned to each of them by application of Article 27 of the Convention. Additional copies of the documents requested by Administrations are paid for separately, at cost price.

Distribution of documents.

Annex, p. 3317.

7. The International Bureau is charged with publishing an alphabetical gazetteer of all the post offices in the world, supplemented by general information printed in the languages listed in Section 1 and mentioning, among other items, the services in which each country

Postal gazetteer of world.

participates. The gazeteer is kept up to date by means of supplements, or in any other manner which the International Bureau deems convenient. The gazeteer is distributed among the Administrations at the rate of 10 copies for each contributive unit assigned to each of them by application of Article 27 of the Convention. Additional copies requested by Administrations are paid for separately, at cost price.

8. The gazeteer may be sold to the public by the International Bureau, at a commercial price to be established by the latter.

ARTICLE 174.

*Annual report.*

The International Bureau makes an annual report of its operations, which it forwards to the Executive and Liaison Committee, to be sent by the latter to all the Administrations.

ARTICLE 175.

*Official language of the International Bureau.*

The official language of the International Bureau is the French language.

ARTICLE 176.

*International reply coupons. Postal identity cards.*

The International Bureau is charged with arranging for the manufacture of international reply coupons and postal identity cards, and with supplying them to the Administrations on request.

ARTICLE 177.

*Balancing and settlement of accounts.*

1. The International Bureau is charged with effecting the balancing and settlement of accounts of all kinds relating to the international postal service between Administrations which express their desire to use its intermediary. The latter come to an agreement to that effect between themselves and with the Bureau.

Telegraphic accounts.

2. At the request of the Administrations concerned, telegraphic accounts may also be transmitted to the International Bureau, to be included in the striking of balances.

Special accounts.

3. Each Administration reserves the right to make up, at its option, special accounts for various branches of the service, and to settle them, at its convenience, with its correspondents, without employing the intermediary of the International Bureau, to which it merely gives notice of those branches of the service and the countries for which it requests its offices.

Use of intermediary.

4. Administrations which employ the intermediary of the International Bureau in balancing and settling accounts may cease to use that intermediary three months after having given notice thereof.



## ARTICLE 178.

*Preparation of accounts.*

1. When the individual accounts have been examined and agreed upon, the debtor Administrations transmit to the creditor Administrations, for each class of operations, an acknowledgment, stated in francs and centimes, of the amount of the balance of the two detailed accounts, with indication of the subject of the credit and the period to which it relates.

Transmission of acknowledgment of balance.

2. Barring contrary agreement, an Administration which desires, for its own accounting purposes, to have general accounts, shall make them up itself, and submit them to the corresponding Administration for acceptance.

General accounts.

3. Administrations may agree to apply another system in their relations.

4. Each Administration addresses to the International Bureau monthly, or quarterly, if special circumstances render it desirable, a table indicating its credit resulting from the detailed accounts, as well as the total of the sums due to it by each of the contracting Administrations; each credit figuring in the table shall be justified by an acknowledgment from the debtor Administration.

Credit tables.

5. The table shall reach the International Bureau by the 19th of each month or of the first month of each quarter at the latest. Otherwise, it is included only in the settlement of the following month or quarter.

6. The International Bureau ascertains, by comparing the acknowledgments, whether the tables are correct. Notice of any necessary correction is given to the Administrations concerned.

Examination by Bureau.

7. The debit of each Administration to another is carried over to a recapitulatory table; the sum of the amounts entered in the various columns of the table constitutes the total debit balance of each Administration.

## ARTICLE 179.

*General balance sheet.*

1. The International Bureau assembles the tables and recapitulations into a general balance sheet indicating:

- (a) The total debit and credit of each Administration;
- (b) The debit or credit balance of each Administration;
- (c) The sums to be paid by the debtor Administrations, and the distribution of those sums among the creditor Administrations.

2. As far as possible, it sees that each Administration does not have to make more than one or two separate payments in order to settle its obligations.

3. However, an Administration which habitually finds a sum exceeding 50,000 francs due to it by another Administration has the right to claim payments on account.

4. Such remittances are entered, by both the creditor and the debtor Administrations, at the bottom of the tables which they address to the International Bureau.

Classification of acknowledgments.

5. The acknowledgments transmitted to the International Bureau with the tables are classified according to Administrations. They serve as the basis for settlement of the accounts of each of the Administrations concerned. In the balance sheet shall appear:

- (a) The sums relative to the special accounts concerning the various exchanges;
- (b) The total of the sums resulting from all the special accounts relating to each of the Administrations concerned;
- (c) The totals of the sums due to all the creditor Administrations for each branch of the service, as well as their grand total. The latter must be equal to the debit appearing in the recapitulation.

6. At the bottom of the balance sheet, the balance is struck between the debit and the credit resulting from the tables addressed by the Administrations to the International Bureau. The net amount of the debit or credit must be equal to the debit or credit balance carried into the general balance sheet. Moreover, the sheet indicates the Administrations in favor of which the payment is to be effected by the debtor Administration.

7. The balance sheets shall be sent to the Administrations concerned by the International Bureau by the 22d of each month at the latest.

#### ARTICLE 180.

##### *Payment.*

1. Payment of the sums due, by virtue of a settlement, by one Administration to another Administration, shall be made as soon as possible, and at the latest fifteen days after receipt of the balance sheet by the debtor Administration. The provisions of Article 163, Section 1, are applicable in regard to the other conditions of payment. The provisions of Section 6 of the said Article govern in case of non-payment of the balance within the period fixed.

*Ante*, p. 3386.

Small balances.

2. Debit or credit balances not exceeding 500 francs may be carried over to the settlement for the following month; provided the Administrations concerned are in monthly communication with the International Bureau. Mention is made of such carrying over in the recapitulations and in the settlement accounts for the creditor and debtor Administrations. The debtor Administration, should occasion arise, sends the creditor Administration an acknowledgment of the sum due, to be carried over to the next table.

#### ARTICLE 181.

##### *Communications to be addressed to the International Bureau.*

1. Administrations shall communicate to one another, through the intermediary of the International Bureau, a triplicate collection of their postage stamps and specimen impressions of their stamping

machines, with indication of the date from which postage stamps of previous issues cease to be valid.

2. They shall also communicate to the International Bureau:

- (a) The annotation which they have adopted, by application of Article 106, Section 4, as the equivalent of the expression *Taxe perçue* or *Port payé*; *Ante*, p. 3352.
- (b) The reduced rates which they have adopted by virtue of Article 6 of the Convention, and an indication of the relations to which such rates are applicable; *Ante*, p. 3310.
- (c) An indication of the surcharges which they collect as extraordinary transportation charges by virtue of Articles 39 and 69 of the Convention, as well as a list of the countries to which such surcharges apply, and, if necessary, a designation of the services which give rise to their collection; *Ante*, pp. 3322, 3334.
- (d) All necessary information concerning their customs or other regulations, as well as the prohibitions or restrictions concerning the importation and transit of mail articles in their services;
- (e) The number of customs declarations, if any, required for articles subject to customs examination addressed to their countries, and the languages in which such declarations may be worded;
- (f) Information as to whether or not they admit, in articles prepaid at the letter or sample rate, articles liable to customs duty;
- (g) A list of distances in kilometers on land routes followed in their countries by dispatches in transit;
- (h) A list of the steamship lines whose ships leave their ports and are used for the conveyance of mails, with indication of the routes, distances, transit times between the port of embarkation and each of the subsequent ports of call, frequency of the service, and the countries to which the maritime transit charges are to be paid if use is made of the steamships;
- (i) Their list of distant countries and countries assimilated thereto;
- (j) Their decision in regard to the option of applying or not applying certain general provisions of the Convention and Regulations;
- (k) Pertinent information concerning their organization and domestic services;
- (l) Their domestic postage rates.

3. Notice of any modification in the information contemplated in Section 2 shall be given without delay.

*Notice of change.*

4. Administrations shall furnish the International Bureau with two copies of the documents which they publish, in regard to both the domestic and the international services.

*Documents to be furnished Bureau.*

#### ARTICLE 182.

##### *Postal statistics.*

1. On the basis of information collected by means of questionnaires which are transmitted to the Administrations at least four months

before the beginning of the year to which they relate, the International Bureau publishes:

(a) Every three years:

(1) A "Complete Postal Service Statistics" consisting of five parts: I. General; II. Organization of the Postal Service; III. Traffic; IV. Undeliverable Correspondence; and V. Financial Statement;

(2) A "Statistics of Dispatches in the International Postal Service";

(b) Every intermediate year, when the publications mentioned under (a) do not appear: An "Abridged Postal Statistics," dealing only with Part III. Traffic, and Part V. Financial Statement.

Periodical statements.

2. Service operations which give rise to recording form the subject of periodical statements based on the actual records.

Counting of articles.

3. For all other operations, a count is made each year of articles of all kinds, without distinction between letters, post cards, commercial papers, prints, samples of merchandise, and small packets; and, at least once every three years, a count is made of the different classes of correspondence. Each Administration itself fixes the time and duration of such counts.

Intermediate estimate.

4. In the interval which elapses between special statistics, the numbers of the different classes are estimated in accordance with proportional figures taken from the preceding special statistics.

Questionnaires.

5. The International Bureau prepares and distributes the statistical questionnaires to be filled in by each Administration. It furnishes, to Administrations which so request, all necessary information concerning the rules to be followed in order to assure uniformity in statistical operations.

#### ARTICLE 183.

##### *Expenses of the International Bureau.*

Limitation.

1. The ordinary expenses of the International Bureau shall not exceed the sum of 500,000 francs a year.

Supervision.

2. The Swiss Postal Administration supervises the expenses of the International Bureau, makes the necessary advances, and makes up the annual account which is communicated to the other Administrations.

Repayments.

3. The sums advanced by the Swiss Postal Administration in accordance with Section 2 shall be repaid by the debtor Administrations as soon as possible, and at the latest before the 31st of December of the year in which the account is sent out. After that period, the sums due bear interest, payable to the said Administration, at the rate of 5 per cent a year, counting from the date of expiration of the said period.

Classification of countries.

4. The countries of the Union are classified as follows, in view of the distribution of the expenses:

1st class: Union of South Africa, Germany, United States of America, Argentine Republic, Commonwealth of Australia, Brazil, Canada, China, Spain, France, United Kingdom of Great Britain and Northern Ireland, India, Italy, Japan, New Zealand, Union of Soviet Socialist Republics;

2d class:—

3d class: Whole of the Possessions of the United States of America; Belgium, Egypt, Algeria, Indochina, Whole of the other Overseas Territories of the French Republic and Territories administered as such, Whole of the British Overseas Territories, including the Colonies, the Protectorates and the Territories under Mandate or under Trusteeship exercised by the Government of the United Kingdom of Great Britain and Northern Ireland, Mexico, Netherlands, Netherlands Indies, Poland, Rumania, Sweden, Swiss Confederation, Czechoslovakia, Turkey, Soviet Socialist Republic of Ukraine, People's Federative Republic of Yugoslavia;

4th class: Korea, Denmark, Finland, Hungary, Ireland, Norway, Portugal, Portuguese Colonies in West Africa, Portuguese Colonies in East Africa, Asia and Oceania;

5th class: Austria, Soviet Socialist Republic of Byelorussia, People's Republic of Bulgaria, Chile, Republic of Colombia, Greece, Iran, Morocco (except the Spanish Zone), Morocco (Spanish Zone), Peru, Tunisia;

6th class: Afghanistan, People's Republic of Albania, Bolivia, Republic of Costa Rica, Republic of Cuba, Dominican Republic, Republic of El Salvador, Ecuador, Ethiopia, Guatemala, Republic of Haiti, Republic of Honduras, Luxembourg, Nicaragua, Republic of Panama, Paraguay, Curaçao and Surinam, Siam, Oriental Republic of Uruguay, United States of Venezuela;

7th class: Kingdom of Saudi Arabia, Colony of the Belgian Congo, Whole of the Spanish Colonies, Iraq, Republic of Iceland, Lebanon, Republic of Liberia, Republic of the Philippines, Republic of San Marino, Syria, Hashimite Kingdom of Transjordan, Vatican City State, Yemen.

### Final Provisions.

#### ARTICLE 184.

##### *Effective date and duration of the Regulations.*

1. The present Regulations will be in force from the effective date of the Universal Postal Convention.
2. They will have the same duration as the Convention, unless they are renewed by mutual agreement between the parties concerned.

*Ante*, p. 3336.

Done at Paris, July 5, 1947.

#### *Signatures*

[For signatures, see French text, p. 3188; for romanization, see p. 3416.]