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UNIVERSAL POSTAL CONVENTION

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UNIVERSAL POSTAL UNION
UNIVERSAL POSTAL CONVENTION

(Translation)

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UNIVERSAL POSTAL UNION
UNIVERSAL POSTAL CONVENTION

CONCLUDED BETWEEN

AFGHANISTAN, THE UNION OF SOUTH AFRICA, ALBANIA, GERMANY, UNITED STATES OF AMERICA, THE WHOLE OF THE ISLAND POSSESSIONS OF THE UNITED STATES OF AMERICA OTHER THAN THE PHILIPPINE ISLANDS, THE PHILIPPINE ISLANDS, ARGENTINE REPUBLIC, THE COMMONWEALTH OF AUSTRALIA, AUSTRIA, BELGIUM, THE COLONY OF THE BELGIAN CONGO, BOLIVIA, BRAZIL, BULGARIA, CANADA, CHILE, CHINA, REPUBLIC OF COLOMBIA, REPUBLIC OF COSTA RICA, REPUBLIC OF CUBA, DENMARK, THE FREE CITY OF DANZIG, DOMINICAN REPUBLIC, EGYPT, ECUADOR, SPAIN, THE WHOLE OF THE SPANISH COLONIES, ESTONIA, ETHIOPIA, FINLAND, FRANCE, ALGERIA, THE FRENCH COLONIES AND PROTECTORATES OF INDO-CHINA, THE WHOLE OF THE OTHER FRENCH COLONIES, THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND, GREECE, GUATEMALA, REPUBLIC OF HAITI, THE KINGDOM OF HEJAZ AND NEJD AND DEPENDENCIES, REPUBLIC OF HONDURAS, HUNGARY, BRITISH INDIA, IRAQ, THE IRISH FREE STATE, ICELAND, ITALY, THE WHOLE OF THE ITALIAN COLONIES, JAPAN, CHOSEN (KOREA), THE WHOLE OF THE OTHER JAPANESE DEPENDENCIES, LATVIA, REPUBLIC OF LIBERIA, LITHUANIA, LUXEMBURG, MOROCCO (EXCEPT THE SPANISH ZONE), MOROCCO (SPANISH ZONE), MEXICO, NICARAGUA, NORWAY, NEW ZEALAND, REPUBLIC OF PANAMA, PARAGUAY, NETHERLANDS, DUTCH EAST INDIES, DUTCH COLONIES IN AMERICA, PERU, PERSIA, POLAND, PORTUGAL, PORTUGUESE COLONIES IN AFRICA, PORTUGUESE COLONIES IN ASIA AND OCEANIA, ROUMANIA, REPUBLIC OF SAN MARINO, THE REPUBLIC OF SALVADOR, TERRITORY OF THE SARRE, KINGDOM OF THE SERBS, CROATS AND SLOVENES, SIAM, SWEDEN, SWITZERLAND, CZECHOSLOVAKIA, TUNIS, TURKEY, THE UNION OF SOVIET SOCIALIST REPUBLICS, URUGUAY, THE STATE OF THE CITY OF THE VATICAN, AND UNITED STATES OF VENEZUELA.

The undersigned, plenipotentiaries of the Governments of the above-named countries, being assembled in Congress at London, by virtue of Article 12 of the Universal Postal Convention concluded at Stockholm on the 28th of August, 1924, have, by mutual consent and subject to ratification, revised the said Convention to read as follows:—

PART I

Universal Postal Union

CHAPTER I

Organization and Extent of the Union

ARTICLE 1

Constitution of the Union

The countries between which the present Convention is concluded form, under the title of the Universal Postal Union, a single postal territory for the reciprocal exchange of correspondence. It is also the object of the Postal Union to secure the organization and improvement of the various international postal services.

ARTICLE 2

New Adhesions. Procedure

Any country is allowed at any time to adhere to the Convention.
A request for adhesion must be notified diplomatically to the Government of the Swiss Confederation, and by the latter to the Governments of all the countries of the Union.

ARTICLE 3

Convention and Agreements of the Union

The letter post is governed by the provisions of the Convention.
Other services, such as those relating to insured letters and boxes, postal parcels, money orders, transfers to and from postal cheque accounts, collection of bills, drafts, etc., and subscriptions to newspapers and periodicals, form the subject of Agreements between countries of the Union.
These Agreements are binding only upon the countries which have adhered to them.
Adhesion to one or more of these Agreements is subject to the provisions of the foregoing Article.

ARTICLE 4

Detailed Regulations

The Administrations of the Union draw up, by mutual agreement, in the form of Detailed Regulations, the detailed rules necessary for the carrying out of the Convention and the Agreements.

ARTICLE 5

Special Treaties and Agreements. Restricted Unions

1. Countries of the Union have the right to maintain and to conclude treaties, as well as to maintain and to establish restricted Unions, with a view to the reduction of postage rates or to any other improvement of postal relations.

2. Moreover, Administrations are authorized to make with one another any necessary agreements on the subject of questions which do not concern the Union generally, provided that conditions less favourable than those laid down by the Acts of the Union are not introduced. In the letter post, for example, they may conclude mutual arrangements for the adoption of lower rates of postage within a zone on either side of their frontiers.

ARTICLE 6

Internal Laws

The provisions of the Convention and of the Agreements of the Union do not override the legislation of any country as regards anything which is not expressly covered by these Acts.

ARTICLE 7

Exceptional Relations

Administrations which provide a service with certain territories not included in the Union will be required to be the intermediaries of the other Administrations. The provisions of the Convention and its Detailed Regulations apply to these exceptional relations.

ARTICLE 8

Colonies, Protectorates, &c.

The following are considered as forming a single country or Administration of the Union as the case may be, within the meaning of the Convention or of the Agreements so far as concerns, in particular, their right to vote at a Congress or Conference, and in the interval between meetings, as well as their contribution to the expenses of the International Bureau of the Universal Postal Union:—

1. The whole of the island possessions of the United States of America, except the Philippine Islands, and comprising Hawaii, Porto-Rico, Guam, and the Virgin Islands of the United States of America;
2. The Philippine Islands;
3. The Colony of the Belgian Congo;
4. The whole of the Spanish Colonies;
5. Algeria;
6. The French Colonies and Protectorates in Indo-China;
7. The whole of the other French Colonies;
8. The whole of the Italian Colonies;
9. Chosen (Korea);
10. The whole of the other Japanese Dependencies;
11. The Dutch East Indies;
12. The Dutch Colonies in America;
13. The Portuguese Colonies in Africa;
14. The Portuguese Colonies in Asia and Oceania.

ARTICLE 9

Extent of the Union

1. The following are considered as belonging to the Universal Postal Union:
 - (a) Post offices established by Union countries in countries outside the Union;
 - (b) The Principality of Lichtenstein, as subordinate to the Postal Administration of Switzerland;

- (c) The Farøe Islands and Greenland, as forming part of Denmark;
- (d) The Spanish possessions on the North Coast of Africa, as forming part of Spain;
- (e) The Valleys of Andorra, as served by the Postal Administrations of Spain and France;
- (f) The Principality of Monaco, as subordinate to the Postal Administration of France;
- (g) Walfisch Bay, as forming part of the Union of South Africa; Basutoland, as subordinate to the Postal Administration of the Union of South Africa.

ARTICLE 10

Arbitration

1. In case of disagreement between two or more members of the Union as to the interpretation of the Convention and the Agreements, or as to the responsibility imposed on an Administration by the application of these Acts, the question in dispute is decided by arbitration. To that end, each of the Administrations concerned chooses another member of the Union not directly interested in the matter.

If one of the Offices in disagreement does not take any action on a proposal for arbitration within a period of six months, or of nine months in the case of distant countries, the International Bureau, on a request to that effect, may call on the defaulting Administration to appoint an arbitrator, or may appoint one officially.

2. The decision of the arbitrators is given on an absolute majority of votes.

3. In case of an equality of votes, the arbitrators choose, with the view of settling the difference, another Administration with no interest in the question in dispute.

Failing an agreement in the choice, this Administration is appointed by the International Bureau from among the members of the Union not proposed by the arbitrators.

4. The arbitrators may not be appointed from among Administrations which do not participate in the Agreement concerning which the dispute has arisen.

ARTICLE 11

Withdrawal from the Union. Cessation of Participation in the Agreements

Each contracting party is free to withdraw from the Union or to cease to participate in the Agreements by notice given one year in advance by its Government to the Government of the Swiss Confederation.

CHAPTER II

Congresses. Conferences. Committees

ARTICLE 12

Congresses

1. Delegates of the countries of the Union meet in Congress not later than five years after the date of the entry into force of the Acts of the preceding Congress with the view of revising or of completing them as necessary.

Each country is represented at the Congress by one or several plenipotentiary delegates furnished by their Government with the necessary powers. It may, if it so desires, be represented by the delegation of another country. But it is understood that one delegation can undertake the representation of two countries only, including the country it primarily represents.

In the deliberations each country has one vote only.

2. Each Congress settles the place of meeting of the next Congress. The Government of the country in which it is to take place is responsible, in consultation with the International Bureau, for convening the Congress, and also for notifying to all the Governments of the countries of the Union the decisions taken by the Congress.

ARTICLE 13

Ratifications. Entry into Force and Duration of the Acts of Congresses

The Acts of Congresses shall be ratified as soon as possible and the ratifications shall be communicated to the Government of the country in which the Congress was held, and by that Government to the Governments of the contracting countries.

If one or more of the contracting parties do not ratify one or other of the Acts signed by them, these Acts are not less binding on the States which have ratified them.

These Acts come into force simultaneously and have the same duration.

From the date fixed for the entry into force of the Acts adopted by a Congress, all the Acts of the preceding Congress are repealed.

ARTICLE 14

Extraordinary Congresses

When a request to that effect is made or approved by at least two-thirds of the contracting countries, an extraordinary Congress is held, after arrangement with the International Bureau.

The regulations laid down by Articles 12 and 13 apply equally to the delegations, to the deliberations and to the Acts of Extraordinary Congresses.

ARTICLE 15

Standing Orders of Congresses

Each Congress draws up the standing orders for its work and deliberations.

ARTICLE 16

Conferences

Conferences for the consideration of purely administrative questions may be held at the request of at least two thirds of the Administrations of the Union.

They are convened after arrangement with the International Bureau.

Conferences draw up their own standing orders.

ARTICLE 17

Committees

Committees charged by a Congress or a Conference with the examination of one or more particular questions are convened by the International Bureau after arrangement with the Administration of the country where these Committees are to sit.

CHAPTER III

Proposals Made Between Meetings

ARTICLE 18

Introduction of Proposals

In the interval between meetings, any Administration has the right to address to the other Administrations, through the medium of the International Bureau, proposals concerning the Convention, its Detailed Regulations, and the Final Protocols of both.

The same right is accorded to the Administrations of the countries participating in the Agreements so far as these Agreements, their Detailed Regulations and the Final Protocols are concerned.

In order to be considered, every proposal introduced by an Administration in the interval between meetings must be supported by at least two other Administrations. A proposal lapses when the International Bureau does not receive, at the same time as the proposal, the necessary number of declarations of support.

ARTICLE 19

Examination of Proposals

Every proposal is subject to the following procedure:

A period of six months is allowed to Administrations to examine the proposal and to communicate their observations, if any, to the International Bureau. Amendments are not admitted. The answers are collected by the International Bureau, and communicated to the Administrations, with an invitation to declare themselves for or against. Administrations which have not notified their vote within a period of six months are considered as abstaining. The periods quoted above are calculated from the date of the circulars from the International Bureau.

If the proposal concerns an Agreement, its Detailed Regulations or the Final Protocol of either, only the Administrations which have adhered to that Agreement may take part in the procedure indicated above.

ARTICLE 20

Conditions of Approval

1. In order to become binding, the proposals must obtain

- (a) a unanimous vote if they involve the addition of new provisions or the modification of the provisions of Parts I and II, or of Articles 32 to 36, 52 to 57, 59 to 61, 63 to 66, 68 to 81 of the Convention, of any of the articles of its Final Protocol or of Articles 1, 5, 16, 60, 72 and 93 of its Detailed Regulations or of any of the articles of their Final Protocol;
- (b) a two-thirds vote if they involve a modification of the provisions other than those mentioned in the preceding paragraph;
- (c) a simple majority if they affect the interpretation of the provisions of the Convention, of its Detailed Regulations, or of the Final Protocol of either, except in the case of disagreement to be submitted to arbitration as provided for by Article 10.

2. The conditions to be fulfilled for the approval of proposals concerning the Agreements are fixed by the Agreements themselves.

ARTICLE 21

Notification of Decisions

Additions to and modifications of the Convention, the Agreements and the Final Protocols of these Acts are sanctioned by a diplomatic declaration, which the Government of the Swiss Confederation undertakes to prepare and forward at the request of the International Bureau to the Governments of the contracting countries.

Additions to and modifications of the Detailed Regulations and their Final Protocols are drawn up and notified to the Administrations by the International Bureau. The same applies to the interpretations referred to under (c) in the preceding Article.

ARTICLE 22

Execution of Decisions

No addition or modification adopted comes into force until at least three months after its notification.

CHAPTER IV

International Bureau

ARTICLE 23

General Functions

1. A central Office, situated at Berne, known as the International Bureau of the Universal Postal Union, and placed under the supervision of the Swiss Postal Administration, serves as a medium of liaison, information and consultation for the countries of the Union.

This Office is entrusted especially with the duty of collecting, collating, publishing and distributing information of every kind which concerns the international postal service; of giving, at the request of the parties concerned, an opinion upon questions in dispute; of making known proposals for modifying the Acts of the Congress; of notifying alterations adopted, and, in general, of taking up such enquiries and work in connection with editing and arranging material as the Convention, the Agreements, and their Detailed Regulations shall assign to it, or as may be entrusted to it in the interest of the Union.

2. It acts as clearing-house for the settlement of accounts of every description relative to the international postal service between the Administrations which claim its assistance.

ARTICLE 24

Expenses of the International Bureau

1. Each Congress fixes the maximum figure for the ordinary annual expenditure of the International Bureau.

These expenses, as well as the special expenditure occasioned by the meetings of a Congress, Conference, or Committee, and the costs which may arise out of special work entrusted to the International Bureau, are borne in common by all the countries of the Union.

2. To this end, the latter are divided into seven classes, each contributing to the payment of the expenses in the following proportion:—

1st class	25 units	5th class	5 units
2nd “	20 “	6th “	3 “
3rd “	15 “	7th “	1 unit
4th “	10 “		

3. In the case of a new adhesion, the Government of the Swiss Confederation settles, by agreement with the Government of the country concerned, the class in which the country is to be placed for the apportionment of the expenses of the International Bureau.

PART II

General Regulations

CHAPTER I

ARTICLE 25

Freedom of Transit

1. Freedom of transit is guaranteed throughout the entire territory of the Union.

2. Freedom of transit for postal parcels is limited to the territory of the countries taking part in this service.

Insured articles may be forwarded in closed mails through the territory of countries which do not undertake the insured letter and box service or by the sea services in respect of which responsibility for insured articles is not accepted by

the countries concerned, but the responsibility of these countries is limited to that prescribed for registered articles.

The transit of small packets through the territory of countries which do not accept those articles is optional.

ARTICLE 26

Prohibition of Unauthorized Charges

It is forbidden to impose any postal charge whatever except those prescribed by the Convention and the Agreements.

ARTICLE 27

Temporary Suspension of Service

When an Administration finds itself obliged, owing to exceptional circumstances, temporarily to suspend its services, either wholly or in part, it must at once notify the fact, if necessary by telegraph, to the Administration or Administrations concerned.

ARTICLE 28

Monetary Standard

The franc regarded as the monetary unit in the provisions of the Convention and the Agreements is the gold franc of 100 centimes of a weight of 10/31 of a gramme and of a fineness of 0.900.

ARTICLE 29

Equivalents

In each country of the Union, postage rates are fixed at the closest possible equivalent of the value of the franc in the actual currency of the country.

ARTICLE 30

Forms. Language

1. The forms used by the Administrations in their mutual relations must be drawn up in French, with or without an interlinear translation in another language, unless the Administrations concerned arrange otherwise by direct agreement.

2. The forms used by the public which are not printed in French must include an interlinear translation in that language.

3. So far as the forms referred to in §§1 and 2 are concerned, the wording, colours, and, as far as possible, the dimensions must be those prescribed by the Detailed Regulations of the Convention and of the Agreements.

4. Administrations may by common consent decide upon the language to be used in official correspondence in their reciprocal relations.

ARTICLE 31

Identity Cards

1. Each Administration may issue, to persons who apply for them, identity cards to serve as evidence of identity for all kinds of post office business in the countries which have not notified their refusal to admit them.

2. The Administration which issues an identity card is authorized to make, on this account, a charge which may not exceed 1 franc.

3. Administrations are relieved from all responsibility when it is established that a postal packet was delivered or a money order was paid on presentation of a valid identity card.

Administrations are not responsible for the consequences of the loss, abstraction or fraudulent use of a valid identity card.

4. The identity card is valid for three years from the date of issue.

PART III

Provisions Regarding Correspondence

CHAPTER I

General Provisions

ARTICLE 32

Definition of Correspondence

The term correspondence covers letters, postcards, both single and reply-paid, commercial papers, printed papers of every kind, including articles printed in relief for the use of the blind, samples of merchandise and small packets.

The small packet service is limited to those countries which agree to maintain it in their reciprocal relations or in one direction only.

ARTICLE 33. (See Protocol II and IV.)

Rates of Postage and General Conditions

1. The prepaid rates of postage for the conveyance of correspondence throughout the entire extent of the Union, including delivery at the residence of the addressees in the countries where a delivery is or shall be organized, as well as the limits of weight and dimensions, are fixed as indicated in the following table:—

Articles 1	Units of weight 2	Rates 3	Limits	
			of weight 4	of size 5
Letters....	gr. 20	c. 25	2 kilos.....	45 cm. in each direction.
{first unit of weight...}		15		In roll form:
{each succeeding unit }				75 cm. in length, and 10 cm. in diameter.
Post cards {Single.....}		15		maximum—
				15 cm. in length.
				10.5 cm. in breadth.
{Reply-paid.....}		30		minimum—
				10 cm. in length.
				7 cm. in breadth.
Commercial papers.....	50	5	2 kilos.....	45 cm. in each direction.
Minimum charge.....		25		In roll form:
				75 cm. in length, and 10 cm. in diameter.
Printed papers.....	50	5	2 kilos.....	Printed papers sent unenclosed
			(3 kilos for volumes sent singly)	in the form of cards, whether folded or not, are subject to the same minimum dimensions as post cards.
Blind literature.....	1,000	5	5 kilos.....	
Samples of merchandise.....	50	5	500 gr.....	45 cm. in length.
Minimum charge.....		10		20 cm. in breadth.
				10 cm. in depth.
Small packets.....	50	15	1 kilo.....	In roll form:
Minimum charge.....		50		45 cm. in length and 15 cm. in diameter.

As an exception to paragraph 1 above, Administrations may collect, for the delivery of small packets to the addressees, a special delivery fee which must not exceed 25 centimes per article.

2. The limits of weight and size fixed by § 1 of the present Article do not apply to correspondence relating to the postal service, as specified in § 1 of Article 47.

3. Each Administration has the right, in its relations with those Administrations which have so agreed, to allow a reduction of 50 per cent of the ordinary rate for printed papers or newspapers and periodicals posted directly by the publishers or their agents; but commercial printed papers such as catalogues, prospectuses, price lists, etc., however regularly they are issued, are excluded from this reduction.

Administrations may, in their relations with the same Administrations, allow a similar reduction to books including pamphlets or sheets of music, no matter who is the sender, provided they contain no publicity matter or advertisements other than that appearing on the cover or the fly leaves.

4. Letters must not contain any letter, note or document which has the character of actual and personal correspondence, addressed to persons other than the addressee or persons living with him.

5. Commercial papers, printed papers of every kind, samples of merchandise, and small packets must not contain any letter, note or document which has the character of actual and personal correspondence; they must be made up in such a manner as to admit of their being easily examined, except in the cases specified in the Detailed Regulations.

In small packets an open invoice reduced to its simplest form may be inserted, as well as a simple copy of the address of the article with mention of the sender's address.

6. The enclosure in one and the same packet of correspondence of different categories (articles grouped together) is authorized under the conditions laid down in the Detailed Regulations.

7. Packets of samples of merchandise may not contain any article having a saleable value.

8. Apart from the exceptions prescribed by the Convention and its Detailed Regulations, articles which do not fulfil the conditions laid down in the present Article and the corresponding Articles of the Detailed Regulations are not forwarded.

Articles which have been wrongly accepted may be returned to the Office of origin. But the Office of destination, if its inland regulations so allow, may deliver such articles to the addressees, in which case it must if necessary apply to them the rates of postage and surcharges prescribed for the category of correspondence to which they properly belong. Articles of which the weight exceeds the maximum limits laid down in § 1 of this Article may be taxed according to their actual weight.

ARTICLE 34

Prepayment

As a general rule all the articles mentioned in Article 32 must be fully prepaid by the sender.

Correspondence, other than letters and single post-cards, which is unpaid or insufficiently prepaid, and reply-paid post-cards of which the two halves are not fully prepaid at the time of posting, are not forwarded.

ARTICLE 35

Charge on Unpaid or Insufficiently Prepaid Correspondence

Apart from the exceptions laid down in Article 45, §§ 3, 4 and 5 of the Detailed Regulations for certain classes of redirected articles, letters and single post-cards not prepaid or insufficiently prepaid are liable to a charge equal to double postage or double the amount of the deficiency, to be paid by the addressees; but that charge may not be less than 10 centimes.

The same treatment may be applied in similar circumstances to other articles of correspondence which have been incorrectly forwarded to the country of destination.

ARTICLE 36

Surtaxes

Over and above the rates fixed by Article 33, a surtax proportionate to the expenses incurred may be levied on every article forwarded by extraordinary services which involve special payment.

When the rate of prepayment for the single post-card comprises the surtax authorized by the preceding paragraph, the same rate is applicable to each half of the reply-paid post-card.

ARTICLE 37

Special Charges

1. Administrations are authorized to make an additional charge, in accordance with their own legislation, on articles posted after the ordinary hour of collection.

2. The Administration of the country of destination is authorized to impose a special surcharge, in accordance with its legislation, on articles addressed *poste restante*.

ARTICLE 38

Articles Liable to Customs Duty

Small packets may contain articles liable to customs duty.

The same applies to letters when the country of destination allows the importation of articles liable to customs duty in this manner.

ARTICLE 39

Customs Control

The Administration of the country of destination is authorized to submit to the Customs the correspondence mentioned in the preceding Article, and, if necessary, to open it officially.

ARTICLE 40

Customs Clearance Fee

A customs clearance fee of 50 centimes at most per article may be collected as a postal charge on articles submitted to the Customs in the country of destination.

ARTICLE 41

Customs and other Non-postal Charges

In addition to the postal fees, Administrations are authorized to collect from the addressees the customs charges and any other charges which may be due.

ARTICLE 42

Correspondence for Delivery Free of Charges

1. In the relations between those countries which have notified their agreement to that effect the senders may, by means of a previous declaration at the office of despatch, undertake to pay the whole of the postal and non-postal charges which are due to be collected on the delivery of the articles.

In this case, the senders must undertake to pay the amounts which the office of destination may claim, and, if necessary, pay a sufficient deposit.

The Administration which advances the charges on behalf of the sender is authorized to collect for this service a fee not exceeding 50 centimes per article. This fee is independent of that authorized by Article 40 above for customs clearance.

2. Any Administration is entitled to limit the service of delivery free of charges to registered articles.

ARTICLE 43

Cancellation of Customs Duty

Administrations undertake to request their Customs Administrations to cancel the customs duty on articles returned to the country of origin, destroyed owing to the complete damage of the contents or redirected to a third country.

ARTICLE 44

Express Packets

1. Correspondence is, at the request of the senders, sent out for delivery by special messenger immediately after arrival, in the countries of which the Administrations agree to undertake this service in their reciprocal relations.

2. Such correspondence, which is called "express," is subject, in addition to the ordinary postage, to a special charge amounting as a minimum to double the postage on a single-rate ordinary letter and as a maximum to one franc. This charge must be fully paid in advance by the sender.

3. When the addressee's house is situated outside the local delivery zone of the office of destination, a complementary charge not exceeding that prescribed in the inland service may be collected for express delivery.

In this case, however, express delivery is not obligatory.

4. Express packets, upon which the total amount of the charges payable in advance has not been fully prepaid, are delivered by the ordinary means, unless they have been treated as express by the office of origin. In the latter case they are taxed according to the provisions of Article 35.

ARTICLE 45

Prohibitions

1. It is forbidden to send by post

- (a) articles which, from their nature or by their packing, may expose postal officials to danger, or soil or damage correspondence;
- (b) explosive, inflammable, or dangerous substances;
- (c) living animals, except bees, leeches and silk-worms;
- (d) articles liable to Customs duty, apart from the exceptions laid down in Article 38, as well as samples sent in quantities with the intention of avoiding the payment of this duty.

This prohibition does not, however, apply to printed papers liable to Customs duty;

- (e) opium, morphine, cocaine, and other narcotics;
- (f) obscene or immoral articles;
- (g) any articles whatever of which the importation or circulation is forbidden in the country of origin or of destination.

In addition, it is forbidden to send unregistered, or to enclose in small packets even if registered, coin, bank-notes, currency notes, negotiable instruments payable to bearer, platinum, gold or silver, manufactured or not, precious stones, jewels and other valuable articles.

The transmission of postage stamps, whether obliterated or not, in open packets is forbidden.

2. Packets falling within the prohibitions mentioned above which have been wrongly admitted to the post must be treated as follows:—

- (a) The articles enumerated in § 1 above, under *a*, *d*, *e* and *g* are treated as prescribed by the inland regulations of the Administration which discovers them. Nevertheless, articles containing opium, morphine, cocaine and other narcotics must in no case be delivered to the addressees or returned to origin;
- (b) The articles enumerated under *b* and *f* must be destroyed on the spot by the first Administration which discovers them;
- (c) The articles enumerated under *c*, and in the two last sections of § 1, must be returned to origin, unless the Administration of the country of destination is prepared to deliver them exceptionally to the addressees.

If packets wrongly admitted to the post are neither returned to origin nor delivered to the addressee, the despatching Office must be advised exactly how the packets have been treated in order that it may take such steps as are necessary.

3. The right is, moreover, reserved to every country to refuse to convey *à découvert* over its territory articles other than letters and post-cards in regard to which the laws, ordinances, or decrees which regulate the conditions of their publication or circulation in that country have not been complied with.

These articles must be returned to the Office of origin.

ARTICLE 46

Methods of Prepayment

1. Prepayment of postage is effected either by means of postage stamps valid in the country of origin for the correspondence of private individuals, or by means of impressions of stamping machines, officially adopted and working under the immediate control of the Administration, or, in the case of printed papers, by means of printed impressions or by any other process when such a system is authorized by the inland regulations of the Administration of origin.

2. The following are considered as duly prepaid: reply post-cards bearing postage stamps, impressed or affixed, of the country of issue, articles properly prepaid for their first transmission and on which complementary postage has been paid before their redirection, as well as newspapers or packets of newspapers and periodicals with the words "*Abonnement-poste*" which are sent in virtue of the Agreement for subscriptions to newspapers and periodicals.

3. Correspondence posted on the high seas in the letter box on board a ship or handed to postal officials on board or to the commanders of ships may, in the absence of different arrangements between the Administrations concerned, be prepaid by means of the postage stamps and according to the tariff of the country to which the said ship belongs or by which it is maintained. If the

posting on board takes place during the stay at one of the two terminal points of the voyage or at any intermediate port of call, prepayment is valid only if it is effected by means of the postage stamps and according to the tariff of the country in the waters of which the ship happens to be.

ARTICLE 47

Exemptions from Postage

1. The following are exempt from all postal charges:

Correspondence on Postal Service exchanged between Postal Administrations, between these Administrations and the International Bureau, between post offices of Union countries, and between these offices and Administrations, as well as correspondence of which the free transmission is expressly provided for in the Convention, the Agreements, and their Detailed Regulations.

2. With the exception of articles marked with a trade charge, correspondence intended for prisoners of war or despatched by them is also exempt from all postal charges, not only in the countries of origin and destination, but in intermediate countries.

The same privilege is accorded to correspondence concerning prisoners of war, despatched or received, either directly by, or through the agency of, Information Bureaux established on behalf of such persons in belligerent countries or in neutral countries which have received belligerents on their territories.

Belligerents received and interned in a neutral country are treated like prisoners of war, properly so-called, in so far as the application of the above-mentioned rules is concerned.

ARTICLE 48. (See Protocol V.)

Reply Coupons

Reply coupons are on sale in the countries of the Union.

The selling price of a reply coupon is fixed by the Administrations concerned, but may not be less than 37½ centimes, or the equivalent of this sum in the money of the country of issue.

Each coupon is exchangeable in any country for a stamp or stamps representing the postage on a single-rate letter for abroad originating in that country.

Moreover, any country has the right to demand that reply coupons and the correspondence to be prepaid by means of the stamps received in exchange for these coupons shall be presented at the same time.

ARTICLE 49. (See Protocol I.)

Withdrawal of Correspondence. Alteration of Address

1. The sender of a postal packet can have it withdrawn from the post or have its address altered, so long as the article has not been delivered to the addressee.

2. The request to this effect is sent by post or by telegraph at the expense of the sender, who must pay, for every request by post, the charge for a registered single-rate letter, and for every request by telegraph, the charge for the telegram.

ARTICLE 50

Redirection. Undelivered Correspondence

1. If the addressee changes his address, the correspondence is redirected to him, unless the sender has forbidden redirection, by means of a note to that effect on the address side of the correspondence.

2. Correspondence which is not delivered, from whatever cause, must be returned immediately to the country of origin.

3. The period of retention for correspondence held at the disposal of the addressees or addressed "*poste restante*" is fixed by the rules of the country of destination. This period may not, however, exceed two months as a general rule, except in particular cases when the Administration of destination considers it necessary to prolong the period exceptionally up to a maximum of four months. The return to the country of origin must take place within a shorter period if the sender has requested it by a note on the address side in a language known in the country of destination.

4. Printed papers of no value are not returned to origin, unless the sender, by means of a note on the outside of the article, has asked for their return. Registered printed papers must always be returned.

5. No supplementary postage is charged for the redirection of correspondence from country to country or its return to the country of origin, apart from the exceptions provided for in the Detailed Regulations.

6. Correspondence which is redirected or which is undeliverable is delivered to the addressees or senders, against payment of the charges raised on departure or arrival or in course of transmission in consequence of redirection after the first transmission, without prejudice to the repayment of customs duty or other special charges which the country of destination does not cancel.

7. In case of redirection to another country or of non-delivery, the "*poste restante*" fee, the customs clearance fee, the complementary express fee, and the special fee for delivery of small packets to the addressees are cancelled.

ARTICLE 51

Enquiries

1. For an enquiry in respect of any postal packet a fixed fee not exceeding one franc may be charged.

As regards registered articles, no fee is charged if the sender has already paid the special fee for an advice of delivery.

2. An application is only entertained if made within a year, counting from the day following the posting of the article.

3. Every Office is obliged to accept enquiries concerning articles posted on the territory of other Offices. The whole of the enquiry fee is retained by the Office which accepts the enquiry.

4. When an enquiry has arisen through a service error, the enquiry fee is repaid.

CHAPTER II

Registered Articles

ARTICLE 52. (*See Protocol VI.*)

Charges

1. The articles specified in Article 32 may be registered.

The registration fee on the reply half of a reply-paid post-card cannot, however, be validly prepaid by the original sender of the card.

2. The charge on any registered article must be paid in advance. It is made up of

- (a) the postage ordinarily prepayable on the packet according to its class;
- (b) a fixed registration fee of 40 centimes at most.

3. A receipt must be issued free of charge to the sender of a registered article at the time of posting.

4. Countries prepared to undertake risks arising from causes beyond control are authorized to collect a special charge of 40 centimes at most for each registered article.

5. Unpaid or insufficiently prepaid registered articles which have been incorrectly forwarded to the country of destination are, in case of delivery, charged in accordance with the rules laid down for unregistered articles unpaid or insufficiently prepaid.

ARTICLE 53

Advice of Delivery

The sender of a registered article may obtain an advice of delivery by paying, at the time of posting, a fixed fee of 40 centimes at most.

An advice of delivery may be applied for after the posting of the article within the period and on payment of the fee prescribed for enquiries by Article 51.

ARTICLE 54

Responsibility

Except in the cases provided for in the following Article, Administrations are responsible for the loss of registered articles.

The sender is entitled, in respect of the loss, to compensation, of which the amount is fixed at 50 francs per article.

ARTICLE 55

Exceptions in Respect of Responsibility

Administrations are relieved from all responsibility for the loss of registered articles

- (a) in circumstances beyond control; the responsibility, however, still attaches to the Administration of origin if it has undertaken to cover risks arising from causes beyond control (Article 52, § 4). The country responsible for the loss must decide, according to its internal legislation, if the loss is due to circumstances constituting causes beyond control;
- (b) which they cannot account for in consequence of the destruction of official documents through a cause beyond control;
- (c) of which the contents fall within the prohibitions specified in Article 45, § 1;
- (d) when the sender has not made any application within the period prescribed by Article 51.

ARTICLE 56

Cessation of Responsibility

Administrations cease to be responsible for registered articles which have been delivered under the conditions prescribed by their internal regulations.

For articles addressed "*poste restante*," or held at the disposal of the addressees, responsibility ceases on delivery to a person who has proved his identity according to the rules in force in the country of destination, and whose name and description correspond to those indicated in the address.

ARTICLE 57

Payment of Compensation

The payment of the compensation must be undertaken by the Office to which the despatching office is subordinate, subject to its right to make a claim on the Office responsible.

ARTICLE 58

Period for Payment

1. The payment of compensation must take place as soon as possible, and at the latest within six months from the day following the date of the application. This period is extended to nine months in relations with distant countries.

The despatching Office may exceptionally postpone settlement of the compensation beyond the period mentioned in the preceding paragraph, when the question whether the loss of the article is due to a cause beyond control has not been decided.

2. The Office of origin is authorized to settle with the sender on account of the Office, whether intermediate or of destination, which, duly informed of the application, has let three months pass without settling the matter; this period is extended to six months in relations with distant countries.

ARTICLE 59

Fixing of Responsibility

1. Until the contrary is proved, responsibility for the loss of a registered article rests with the Administration which, having received the article without making any observation, and being furnished with all the materials for inquiry prescribed by the regulations, cannot establish delivery to the addressee or regular transfer to the following Office, as the case may be.

Nevertheless, an intermediate Office or Office of destination is relieved of all responsibility when it can prove that it has not received the inquiry until after the destruction of its service documents relating to the article inquired for, the period of retention prescribed by Article 78 of the Detailed Regulations having expired. This reservation does not affect the rights of the claimant.

If the loss has occurred in course of conveyance without its being possible to ascertain on the territory or in the service of which country the loss took place, the Administrations concerned bear the loss in equal shares. Nevertheless, the whole of the compensation due must be paid to the Office of origin by the first Administration which is unable to establish the regular transfer of the article in question to the next Office. It is left to this Administration to recover from the other responsible Offices the share borne by each in compensating the sender.

2. When a registered article has been lost in circumstances beyond control, the Office on the territory or in the service of which the loss has occurred is responsible to the Office of origin only when both countries undertake risks arising from causes beyond control.

3. The customs and other charges which cannot be cancelled are borne by the Administrations responsible for the loss.

4. By paying compensation the responsible Administration takes over the rights of the person who has received it, up to the amount of this compensation, in any action which may be taken against the sender, the addressee, or third parties.

5. If a registered article considered as lost is subsequently found, the person to whom the compensation has been paid must be advised that he may take possession of the article against repayment of the amount of the compensation.

ARTICLE 60

Repayment of Compensation to the Despatching Office

1. The Office responsible or on whose account payment is made in accordance with Article 58 is bound to repay to the despatching Office within a period of three months after notice of payment the amount of the compensation actually paid to the sender.

This repayment is made free of cost to the creditor Office, by means of either a money order, a cheque or a draft payable at sight in the capital or a commercial centre in the creditor country, or in coin current in that country. After the period of three months, the sum due to the despatching Office bears interest, at the rate of 7 per cent per annum, counting from the day of expiry of the said period.

2. The Office of origin may only claim repayment from the Office responsible within a period of two years counting from the date of notification of the loss, or, if the case arises, from the date of expiry of the period prescribed by Article 58, § 2.

3. The Office whose responsibility is duly proved and which has at first declined to pay the compensation must bear all additional charges resulting from the unwarranted delay in payment.

4. Administrations may come to an agreement to liquidate periodically the compensation which they have paid to the senders and which they have agreed to be justified.

CHAPTER III

Cash on Delivery Packets

ARTICLE 61

Charges and Conditions. Settlement

1. Registered correspondence marked with trade charges to be collected on delivery may be exchanged between countries of which the Administrations agree to provide this service.

In the absence of any contrary arrangement the amount of the trade charge is expressed in the money of the country in which the packet originated.

The maximum trade charge is equal to the maximum amount fixed for money orders addressed to the country in which the article originated.

Packets marked with trade charges are subject to the same regulations and rates as registered articles.

The sender pays, in addition, a fixed charge which must not exceed 50 centimes per packet and a proportional charge not exceeding $\frac{1}{2}$ per cent of the amount of the trade charge.

Each Administration may adopt, for the collection of the proportional charge, the scale which best suits its service.

2. The amount collected from the addressee is transmitted to the sender by means of a trade charge money order, which is issued free of commission.

3. Administrations may agree upon another method of liquidating the sums collected. They may, for example, undertake to pay them into a postal cheque account in the country of destination of the packet.

In that case, in the absence of arrangement to the contrary, the amount of the trade charge must be indicated in the money of the country of destination. A fixed charge not exceeding 25 centimes is collected from the sender, in addition to the charges for a registered article. The Office of destination pays into the postal cheque account, by means of an inland transfer note, the amount collected from the addressee, after deduction of a fixed charge not exceeding 25 centimes and the ordinary charge for payments applicable in its internal service.

ARTICLE 62

Cancellation or Reduction of the Amount of the Trade Charge

The sender of a registered article marked with a trade charge can demand the total or partial cancellation of the amount of the trade charge.

Requests of this nature are subject to the same conditions as requests for the withdrawal of correspondence from the post or alteration of address.

If the request for total or partial cancellation of the amount of the trade charge has to be sent by telegraph, the charge for the telegram is added to the charge for a single rate registered letter.

ARTICLE 63

Responsibility in Case of Loss of the Packet

The loss of a registered article marked with a trade charge involves the responsibility of the postal service under the conditions laid down in Articles 54 and 55.

ARTICLE 64

Sums Duly Collected: Guarantee

The sums duly collected from the addressee, whether or not they have been converted into money orders or paid into a postal cheque account, are guaranteed to the sender under the conditions laid down by the Agreement concerning the Money Order service or by the regulations governing the postal cheque and transfer service.

ARTICLE 65

Compensation in Case of Failure to Collect, or of Insufficient or Fraudulent Collection

1. If the packet has been delivered to the addressee without the collection of the trade charge, the sender is entitled to compensation, provided that application has been made within the period prescribed by Article 51, § 2, and unless the failure to collect the charge is due to fault or negligence on his part, or unless the contents of the packet fall within the prohibitions prescribed by Article 45.

The same rule applies if the amount collected from the addressee is less than the amount of the trade charge indicated or if it has been collected fraudulently.

The compensation may not, in any case, exceed the amount of the trade charge.

2. By paying compensation, the responsible Administration takes over the rights of the person who has received it up to the amount of the compensation in any action which may be taken against the addressee, the sender or third parties.

ARTICLE 66

Sums Duly Collected. Compensation. Payments and Claims

Payment of the sums duly collected as well as of the compensation referred to in the preceding Article must be undertaken by the Administration to which the despatching office is subordinate, subject to its rights to make a claim on the Administration responsible.

ARTICLE 67

Period for Payment

The provisions of Article 58 concerning the periods for payment of compensation for the loss of a registered article apply also to the payment of sums collected or of the compensation in respect of packets marked with trade charges.

ARTICLE 68

Fixing of Responsibility

The payment by the Office of origin of sums duly collected, as well as of the compensation prescribed by Article 65, is made on behalf of the Office of destination. The latter is responsible unless it can prove that the fault is due to a breach of the regulations by the Office of origin.

In the case of fraudulent collection following upon the disappearance in the postal service of a trade charge packet, the responsibility of the Offices concerned is fixed in accordance with the provisions of Article 59 for the loss of an ordinary registered article.

Nevertheless, the responsibility of an intermediate Office which does not participate in the cash on delivery service is limited to that prescribed by Articles 54 and 55 for registered articles.

The other Administrations bear in equal shares the amount not covered by that Administration.

ARTICLE 69

Repayment of Sums Advanced

The Administration of destination is bound to repay to the despatching Administration, under the conditions prescribed by Article 60, the sums which have been advanced on its behalf.

ARTICLE 70

Trade Charge Money Orders and Transfer Notes

1. The amount of a trade charge money order which has not been paid to the payee for any reason whatever is not repaid to the Office of issue. It is held at the disposal of the payee by the Office which despatched the trade charge packet and accrues definitely to that Office after the expiry of the legal period of validity.

In all other respects, and with the reservations prescribed by the Detailed Regulations, trade charge money orders are subject to the provisions of the Agreement concerning the Money Order service.

2. When, for any reason, a transfer note, issued in accordance with the provisions of Article 61, § 3, cannot be carried to the credit of the beneficiary indicated by the sender of the trade charge packet, the amount of this note must be placed, by the Office which has collected it, at the disposal of the Office of origin to be paid to the sender of the packet.

If this payment cannot be effected, the procedure prescribed by § 1 of the present Article is followed.

ARTICLE 71

Division of the Cash on Delivery Charge and Fee

The Administration of origin credits to the Administration of destination, in the conditions prescribed by the Detailed Regulations, a fixed share of 20 centimes for each trade charge packet, plus $\frac{1}{4}$ per cent of the total amount of the trade charge money orders paid.

The charges prescribed by § 3 of Article 61 are wholly retained by the Office which has collected them.

CHAPTER IV

Allocation of Postage Collections. Transit and Warehousing Charges

ARTICLE 72

Allocation of Postage Collections

Except in the cases expressly provided for by the Convention, each Administration keeps the whole of the sums which it collects.

ARTICLE 73

Transit Rates

1. Correspondence exchanged in closed mails between two Administrations, by means of the service of one or more other Administrations (third services), is subject to transit charges to be paid to each of the countries traversed or whose services take part in the conveyance, as indicated in the following table:—

	Per kilogramme	
	of letters and post-cards	of other articles
	Fr. c.	Fr. c.
<i>1. Land transits:</i>		
Up to 1,000 kilometres.....	0·75	0·10
Above 1,000 up to 2,000 km.....	1·00	0·15
Above 2,000 up to 3,000 km.....	1·50	0·20
Above 3,000 up to 6,000 km.....	2·50	0·30
Above 6,000 up to 9,000 km.....	3· 0	0·40
Above 9,000 kilometres.....	4·50	0·50
<i>2. Sea transits:</i>		
Up to 300 nautical miles.....	0·75	0·10
Above 300 up to 1,500 nautical miles.....	2·00	0·25
Between Europe and North America.....	3·00	0·40
Above 1,500 up to 6,000 nautical miles.....	4·00	0·50
Above 6,000 nautical miles.....	6·00	0·75

2. The transit charges for sea conveyance over a distance not exceeding 300 nautical miles are fixed at one-third of the amounts specified in the foregoing paragraph if the Administration concerned already receives, on account of the mails conveyed, the payment applicable to land transit.

3. In the case of sea conveyance performed by two or more Administrations, the charges paid for the entire transit may not exceed 6 francs per kilogramme of letters and post-cards, and 75 centimes per kilogramme of other articles. When the totals of these charges exceed respectively 6 francs and 75 centimes they are shared between the Administrations participating in the service, in proportion to the distances traversed, without prejudice to any other arrangement which may be made between the parties interested.

4. In the absence of any other arrangement, the direct sea conveyance between two countries by means of vessels maintained by one of them is considered as a third service, as well as conveyance between two offices of the same country, by means of services maintained by another country.

5. The transit charges on correspondence exchanged *à découvert* between two Administrations are fixed, irrespective of weight or destination, at 5 centimes per article, whatever its category.

6. Small packets, newspapers or packets of newspapers and periodicals sent in virtue of the Agreement concerning subscriptions to newspapers and periodicals, as well as insured boxes despatched under the Agreement concerning insured letters and boxes, are considered as "other articles" as regards transit in closed mails, and as units as regards transit *à découvert*.

ARTICLE 74. (See Protocol X.)

Warehousing Charges

For the warehousing, in a port, of closed mails brought by one Packet and intended to be taken on by another, a fixed payment of 50 centimes per bag is made to the Postal Administration of the place where the mails are warehoused, provided that that Office does not receive payment for a land or sea transit.

ARTICLE 75

Exemption from Transit Charges

The correspondence exempt from postage mentioned in Article 47, reply post-cards returned to the country of origin, redirected articles, undelivered articles, advices of delivery, postal money orders, and all other documents relative to the postal service, *e.g.*, communications concerning the postal cheque service, are exempt from all charges for land or sea transit.

Mis-sent mails are regarded, in respect of transit and warehousing charges, as if they had followed their normal route.

ARTICLE 76

Extraordinary Services

The transit rates specified in Article 73 do not apply to conveyance by means of extraordinary services specially established or maintained by one Administration at the request of one or more other Administrations. The conditions of this class of conveyance are regulated by mutual consent between the Administrations concerned.

ARTICLE 77

Payment and Accounting

1. The cost of transit and warehousing is borne by the Administration of the country of origin.

2. The general accounting for these expenses is based on data obtained from statistics taken once in every three years, during a period of 14 days. This period is extended to 28 days for mails exchanged less than six times a week by the services maintained by any one country.

The Detailed Regulations fix the period of the statistics and the duration of their application.

3. An Office is authorized to submit for the consideration of a Committee of arbitrators the results of statistics which, in its opinion, differ too much from reality. The arrangements for arbitration are as laid down in Article 10.

The arbitrators are empowered to fix the transit charges proper to be paid.

ARTICLE 78

Exchange of Closed Mails with Ships of War

1. Closed mails may be exchanged between the post offices of any one of the contracting countries and the commanding officers of naval divisions or ships of war of the same country stationed abroad, or between the commanding officer of one of those naval divisions or ships of war and the commanding officer of another division or ship of the same country, through the medium of the land or sea services maintained by other countries.

2. Correspondence of every description enclosed in these mails must consist exclusively of such as is addressed to or sent by the officers and crews of

the ships to or from which the mails are forwarded; the rates and conditions of despatch applicable to them are settled, according to its internal regulations, by the Postal Administration of the country to which the ships belong.

3. In the absence of any contrary arrangement between the Offices concerned, the Post Office which despatches or receives the mails in question is accountable to the intermediate Offices for transit charges calculated in accordance with the provisions of Article 73.

Miscellaneous Provisions

ARTICLE 79

Freedom of Transit: Non-observance

When a country does not observe the provisions of Article 25, relating to freedom of transit, Administrations have the right to suppress the postal service with that country. They must give previous notice of this measure, by telegraph, to the Administrations concerned.

ARTICLE 80

Undertakings

The contracting countries undertake to adopt, or to propose to their respective legislatures, the necessary measures,

- (a) for punishing the counterfeiting and the fraudulent use of international reply coupons, the fraudulent use, for the prepayment of correspondence, of counterfeit or used postage stamps as well as of counterfeit impressions of stamping or printing machines or of impressions already used;
- (b) for prohibiting and suppressing the fraudulent manufacture, sale, hawking, or distribution of impressed and adhesive stamps in use in the postal service, forged or imitated in such a manner that they could be mistaken for the impressed and adhesive stamps issued by the Administration of any one of the contracting countries;
- (c) for punishing the fraudulent manufacture and circulation of postal identity cards, as well as the fraudulent use of these cards;
- (d) for preventing and, if necessary, for punishing the insertion of opium, morphine, cocaine and other narcotics in postal packets, unless their insertion is expressly authorized by the Convention and agreements of the Union.

Final Provisions

ARTICLE 81

Entry into Force and Duration of the Convention

The present Convention shall come into force on the 1st of July, 1930, and shall remain in operation for an indefinite period.

In faith whereof the plenipotentiaries of the Governments of the above-named countries have signed the present Convention in a single copy which shall remain in the Archives of the Government of the United Kingdom of Great Britain and Northern Ireland and of which a copy shall be delivered to each party.

Done at London, the 28th of June, 1929.

For Afghanistan:

For the Union of South Africa:

J. N. REDELINGHUYNS
D. J. O'KELLY

For Albania:

M. LIBOHOVA

For Germany:

DR. K. SAUTTER
DR. W. KUSGEN
K. ZIEGLER

For the United States of America:

FOR JOSEPH STEWART
E. R. WHITE
EUGENE R. WHITE

*For the whole of the Island Possessions
of the United States of
America other than The Phi-
lippine Islands:*

EUGENE R. WHITE

For the Philippine Islands:

C. E. UNSON
JOSÉ TOPACIO

For the Argentine Republic:

For the Commonwealth of Australia:

M. B. HARRY

For Austria:

WALTHER STOECKL

For Belgium:

O. SCHOCKAERT
HUB. KRAINS

For the Colony of the Belgian Congo:

HALEWYCK DE HEUSCH
F. G. TONDEUR
JAMAR

For Bolivia:

ZAC. BENAVIDES

For Brazil:

JM. EULALIO

For Bulgaria:

M. SAVOFF
N. BOSCHNACOFF

For Canada:

L. J. GABOURY
ARTHUR WEBSTER

For Chile:

ANTONIO HUNEEUS
MIGUEL A. PARRA
C. VERNEUIL

For China:

LIU SHU-FAN

For the Republic of Colombia:

JORGE GARCÉS B.

For the Republic of Costa Rica:

PERCY G. HARRISON

For the Republic of Cuba:

GUILLERMO PATTERSON

For Denmark:

V. HOLMBLAD

For the Free City of Danzig:

STANISLAW LOS
VICTOR ZANDER
ALFRED NORDMANN

For the Dominican Republic:

DR. E. R. LLUBERES

For Egypt:

H. MAZLOUM
R. SIDHOM

For Ecuador:

E. CHACÓN Q.
E. L. ANDRADE

For Spain:

A. CAMACHO

For the whole of the Spanish Colonies:

A. RAMOS GARCIA

For Estonia:

G. JALLAJAS

For Ethiopia:

B. MARCOS
A. BOUSSON

For Finland:

G. E. F. ALBRECHT

For France:

M. LEBON
L. GENTHON
BOUSQUIE
MAINGUET
GRANDSIMON
DUSSERRE

For Algeria:

E. HUGUENIN

For the French Colonies and Protectorates of Indo-China:

For M. RÉGISMANSET
J. CASSAGNAC

For the whole of the other French Colonies:

J. CASSAGNAC

For the United Kingdom of Great Britain and Northern Ireland:

F. H. WILLIAMSON
W. G. GILBERT
F. C. G. TWINN
F. R. RADICE
D. O. LUMLEY

For Greece:

TH. PENTHEROUDAKIS
D. BERNARDOS

For Guatemala:

JOSÉ MATOS

For the Republic of Haiti:

J. G. DALZELL

For the Kingdom of Hedjaz and Nejd and Dependencies:

CHEIK HAFIZ WAHBA

For the Republic of Honduras:

HUMBERTO BLANCO-FOMBONA

For Hungary:

G. BARON SZALAY
CHARLES DE FORSTER

For British India:

H. A. SAMS
G. V. BEWOOR
L. P. KULKARNI
P. N. MUKERJI

For Iraq:

DOUGLAS W. GUMBLEY

For the Irish Free State:

P. S. Ó. H. ÉIGEARTAIGH
R. S. O'CRUIMÍN
S. S. PUIRSÉAL

For Iceland:

V. HOLMBLAD

For Italy:

BIAGIO BORRIELLO
PIETRO TOSTI
MICHELE GALDI

For the Whole of the Italian Colonies:

RICCARDO ASTUTO

For Japan:

H. KAWAI
NAOTARO YAMAMOTO
J. SHIMIDZU

For Korea:

NAOTARO YAMAMOTO
JINGORO HIRAO

For the whole of the other Japanese Dependencies:

H. KAWAI
NOBORU TOMIZU

For Latvia:

A. AUZINS

For the Republic of Liberia:

C. W. DRESSSELHUYS

For Lithuania:

A. SRUOGA
G. KROLIS

For Luxembourg:

JAAQUES

For Morocco (except the Spanish Zone):

JACQUES TRUELLE

For Morocco (Spanish Zone):

A. CAMACHO

For Mexico:

LINO B. ROCHÍN
JOSÉ V. CHÁVEZ

For Nicaragua:

EDUARDO PÉREZ-TRIANA

For Norway:

KLAUS HELSING
OSKAR HOMME

For New Zealand:

G. McNAMARA

For the Republic of Panama:

CARLOS A. LÓPEZ G.

For Paraguay:

For the Netherlands:

DAMME

DUYNSTEE

For the Dutch East Indies:

J. VAN DER WERF

W. F. GERDES OOSTERBEEK

DOMMISSE

HOOGWOONING

For the Dutch Colonies in America:

W. F. GERDES OOSTERBEEK

HOOGWOONING

For Peru:

M. DE FREYRE Y S.

A. S. SALAZAR

For Persia:

HOOGHANNES KHAN MOSSAED

R. ARDJOMENDE

For Poland:

LOS

DR. MARJAN BLACHIER

For Portugal:

JOSE VASCO DE CARVALHO

ADALBERTO DA COSTA VEIGA

For Portuguese Colonies in Africa:

MARIO CORRÊA BARATA DA CRUZ

For Portuguese Colonies in Asia and Oceania:

LUCIANO BOTELHO DA COSTA MARTINS

For Roumania:

GÉNÉRAL MIHAIL I. MANEA

For Republic of San Marino:

M. A. JAMIESON

GIOVANNI SOVRANI

For the Republic of Salvador:

ANTONIO REYES-GUERRA

For the Territory of the Sarre:

P. COURTILET

A. AREND

For the Kingdom of the Serbs, Croats and Slovenes:

G. DIOURITCH

For Siam:

PHYA PRAKIT KOLASASTRA

LUANG BAHIDDHA NUKARA

For Sweden:

ANDERS ÖRNE

GUNNAR LAGER

FR. SANDBERG

For Switzerland:

P. DUBOIS

C. ROCHES

L. ROULET

For Czechoslovakia:

DR. OTOKAR RUŽIČKA

JOSEF ZÁBRODSKÝ

For Tunis:

JACQUES DUMAINE

DUPONT

For Turkey:

ALI RAANA

YUSUF ARIFI

For the Union of Soviet Socialist Republics:

DR. EUGÈNE HIRSCHFELD

M. KHODEEFF

E. SYREVITCH

For Uruguay:

F. A. COSTANZO

For the State of the City of the Vatican:

W. A. S. HEWINS

For the United States of Venezuela:

LUIS ALEJANDRO AGUILAR

E. ARROYO LAMEDA

Final Protocol of the Convention

At the moment of proceeding to sign the Universal Postal Convention concluded this day, the undersigned plenipotentiaries have agreed as follows:—

I

Withdrawal of Correspondence. Modification of Address

The provisions of Article 49 of the Convention do not apply to Great Britain and to the British Dominions, Colonies and Protectorates, whose internal legislation does not permit the withdrawal or the modification of the address of correspondence at the request of the sender.

II

Equivalents: Maximum and Minimum Limits

1. Each country has the right to increase up to 50 per cent or to reduce by as much as 20 per cent the postage rates prescribed by Article 33, § 1, as indicated in the following table:—

	Lower limit (gold value) Centimes	Higher limit (gold value). Centimes
Letters—		
first unit.....	20	37·5
each succeeding unit.....	12	22·5
Post-cards—		
single.....	12	22·5
reply-paid.....	24	45·0
Commercial papers (per 50 grammes).....	4	7·5
minimum charge.....	20	37·5
Printed papers (per 50 grammes).....	4	7·5
Blind literature (per 1,000 grammes).....	4	7·5
Samples of merchandise (per 50 grammes).....	4	7·5
minimum charge.....	8	15·0
Small packets (per 50 grammes).....	12	22·5
minimum charge.....	40	75·0

The rates adopted must, as far as possible, maintain the same proportions to one another as the basic rates, each Office being empowered to round up its rates to suit its currency.

2. It is open to any country to reduce to 10 centimes the postage on a single post-card and to 20 centimes that on a reply-paid post-card.

3. The rates adopted by a country apply to the charges to be collected on unpaid or insufficiently prepaid inward correspondence.

III

Posting of Correspondence Abroad

No country is bound to despatch, nor to deliver to the addressees, correspondence which the senders domiciled in its territory post or cause to be posted in a foreign country with the object of profiting by the lower rates in force there. The rule is applied without distinction both to correspondence made up in the country where the sender resides and then carried across the frontier, and to correspondence made up in a foreign country. The Administration concerned is empowered either to return to origin the articles in question, or to tax them at its inland rates. The method of collecting the charges is left to its discretion.

IV

Ounce Avoirdupois

As an exceptional measure, it is agreed that countries which, by reason of their internal regulations, are unable to adopt the decimal-metric system of weight, are empowered to substitute for it the ounce avoirdupois (28·3465 grammes), taking one ounce as equivalent to 20 grammes for letters, and two ounces as equivalent to 50 grammes for commercial papers, printed papers and small packets.

V

Reply Coupons

Administrations have the right not to undertake the sale of reply coupons.

VI

Registration Fee

Countries which cannot fix at 40 centimes the registration fee prescribed by Article 52, § 2, of the Convention are authorized to charge a fee which may amount to 50 centimes or to the charge fixed for their inland service.

VII

Air Services

The provisions regarding the conveyance of letter mails by air are annexed to the Universal Postal Convention and are considered as forming an integral part of it and of its Detailed Regulations.

But, notwithstanding the general rules of the Convention, the modification of these provisions may be considered from time to time by a Conference composed of the representatives of the Administrations directly concerned.

This Conference may be summoned by the intermediary of the International Bureau at the request of at least three of these Administrations.

The whole of the provisions proposed by this Conference must be submitted, by the intermediary of the International Bureau, to the vote of the countries of the Union. The decision will be taken by a majority vote.

VIII

Special Transit Rates by the Trans-Siberian Railway

In modification of the provisions of Article 73, § 1 (Table), the Postal Administration of the Union of Socialist Soviet Republics is authorized to collect transit rates for the Trans-Siberian Railway for both routes (Manchuria or Vladivostok) at the rate of Fr. 4·50 for L.C. and Fr. 0·50 for A.O. per kilogramme respectively for distances exceeding 6,000 kilometres.

IX

Special Transit Rates for Uruguay

Exceptionally, Uruguay is authorized to collect for all oversea mails landed at Montevideo which it forwards by its own services to countries beyond, the land transit rates prescribed by Article 73 of the Convention, *i.e.*, 75 centimes per kilogramme of letters and post-cards and 10 centimes per kilogramme of other articles.

X

Warehousing Charges

Exceptionally, the Portuguese Administration is authorized to collect on all the mails transhipped at the port of Lisbon the warehousing charges prescribed by Article 74 of the Convention.

XI

Protocol Left Open to the Countries not Represented

As Afghanistan and the Argentine Republic, which form part of the Postal Union, were not represented at the Congress, the Protocol remains open to them in order to adhere to the Convention and the Agreements there concluded, or only to one or other of them.

The Protocol also remains open, with the same object, to Paraguay, of which the delegate was obliged to absent himself before the Acts were signed.

XII

Protocol Left Open to the Countries Represented for Signatures and Adhesions

The Protocol remains open to those countries whose representatives have to-day signed only the Convention, or only a certain number of the Agreements drawn up by the Congress, in order to permit them to adhere to the other Agreements signed this day, or to one or other of them.

XIII

Period for the Notification of Adhesions

The adhesions referred to in Articles XI and XII above must be notified diplomatically to the Government of the United Kingdom of Great Britain and Northern Ireland by the respective Governments, and by it to the States of the Union. The period allowed for this notification will expire on the 1st of July, 1930.

XIV

Preparatory Committee

1. A Committee, composed of fourteen members representing the Offices elected by the majority of the votes of the Congress, and the Director of the International Bureau, is directed to prepare for the next Congress, in particular to consider the proposals made in view of that Congress, to compare them, to co-ordinate them, and to give its opinion on all the questions, finally to present a draft and a report suitable to serve as the basis of discussion at the Congress.

2. The Preparatory Committee is summoned by the International Bureau at a suitable time before the opening of the next Congress and the draft and report mentioned in the preceding paragraph are distributed to each Administration at least four months before the opening of the Congress.

3. The International Bureau provides for the secretarial work of the Committee.

In faith whereof the undermentioned plenipotentiaries have drawn up the present Protocol, which shall have the same force and validity as if the provisions which it contains were inserted in the text itself of the Convention to which it relates, and they have signed it in a single copy which shall remain in the Archives of the Government of the United Kingdom of Great Britain and Northern Ireland and of which a copy shall be delivered to each party.

Done at London, the 28th of June, 1929.

(The signatures follow. They are the same as the signatures to the Convention.)

Detailed Regulations for the Execution of the Universal Postal Convention

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REGULATIONS

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- II. Make-up of mails.

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Forms C 1 to C 30.

* Not published.

Detailed Regulations for the Execution of the Universal Postal Convention

The undersigned, having regard to Article 4 of the Universal Postal Convention concluded at London on the 28th of June, 1929, have, in the name of their respective Administrations, settled by mutual consent the following measures for ensuring the execution of the said Convention.

PART I

General Provisions

CHAPTER I

ARTICLE 1

Transit in Closed Mails and à découvert

Administrations may send reciprocally through the medium of one or more of them, both closed mails and correspondence *à découvert*, according to the needs of the traffic and the requirements of the service. The transmission of correspondence *à découvert* to an intermediate Administration must be strictly limited to cases where the making up of closed mails is not justified.

ARTICLE 2

Exchange in Closed Mails

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

The making up of closed mails is obligatory whenever a request to that effect is made by one of the intermediate Administrations on the ground that the amount of correspondence sent *à découvert* is such as to hinder its work.

2. The Administrations through whose services closed mails are to be forwarded must be given suitable notice.

3. In case of alteration in an exchange of closed mails established between two Administrations through the medium of one or more other countries, the Administration which has originated the alteration notifies it to the Administrations of these countries.

ARTICLE 3

Routing of Mails

1. Each Administration is bound to forward, by the most rapid routes that it uses for its own mails, closed mails and correspondence *à découvert* which are delivered to it by another Administration.

When a mail is composed of several bags, these bags must as far as possible be kept together and be forwarded by the same despatch.

Mis-sent correspondence of all kinds is re-forwarded without delay, by the quickest route, to destination.

2. The Administration of the country of origin is entitled to prescribe the route to be followed by the closed mails which it sends, provided that the use of that route does not entail special expense on an intermediate Administration.

Subject to the same reservation, the transmitting Administrations must take account of the route indicated by the sender on articles forwarded to them *à découvert*.

3. Administrations which avail themselves of the power to levy supplementary charges, as representing the extraordinary expenses pertaining to certain routes, are at liberty not to forward unpaid or insufficiently paid correspondence by those routes.

ARTICLE 4

Distant Countries

1. Countries between which the time taken in transmission by the most rapid land or sea route exceeds ten days are considered as distant countries.

2. As regards the fixing of periods, countries of vast extent or those with undeveloped lines of communication in the interior are treated as distinct countries for questions in which these factors play a decisive part. The International Bureau will draw up a list of these countries.

ARTICLE 5

Fixing of Equivalents

1. Administrations fix the equivalents of the postage rates and fees laid down by the Convention and Agreements in agreement with the Swiss Postal Administration whose duty it is to notify the equivalents through the International Bureau.

Each Administration notifies directly to the International Bureau the equivalent which it has fixed of the compensation prescribed by Article 54 of the Convention.

The equivalents can only enter into force on the first day of a month and at the soonest 15 days after their notification by the International Bureau.

The International Bureau draws up a table indicating, for each country, the equivalents of the postage rates and fees mentioned in the first paragraph above and showing, if necessary, the percentage increase or decrease of the rate applied in virtue of Article II of the Final Protocol to the Convention.

2. When an alteration of equivalents is considered necessary, the Administration of the country concerned must follow the procedure indicated in the foregoing paragraph.

The new equivalents can only enter into force on the first day of a month and at the soonest 15 days after their notification by the International Bureau.

3. Monetary fractions resulting from the surcharge on insufficiently paid correspondence may be rounded up by the Administrations which collect the charges. The sum to be added on this account may not exceed the value of one-twentieth of a franc (five centimes).

ARTICLE 6

Postage Stamps and "Postage Paid" Impressions

1. The postage stamps representing the basic rates of the Union or their equivalent in the currency of each country are printed in the following colours:—

In dark blue, the stamp representing the postage on a single-rate letter;

In red, the stamp representing the postage on a post-card;

In green, the stamp representing the postage for a single unit of weight of printed papers.

Impressions produced by postal franking machines must be bright red in colour, whatever the value represented by them.

2. Postage stamps and impressions of postal franking machines must include, as far as possible in Roman characters, an indication of the country of origin and mention their postage value according to the table of equivalents adopted. The number of monetary units or fractions of the unit used to express this value is indicated in Arabic figures. As regards printed papers prepaid by means of impressions obtained from the printing press, the indication of the country of origin and the amount prepaid may be replaced by the name of the office of origin and the mention "*Taxe perçue*" (Charge collected), "*Port payé*" (Postage paid) or a similar expression.

3. Commemorative stamps or charity stamps, for which a supplementary charge is to be paid independently of their postage value, must be produced in such a way as to leave no doubt about the latter.

4. Postage stamps may be specially perforated by means of a punch, subject to the conditions prescribed by the Administration issuing them.

PART II

Conditions of Acceptance of Correspondence

CHAPTER I

Regulations Applicable to all Classes of Articles

ARTICLE 7

Make-Up and Address

1. Administrations must recommend the public
 - (a) to address postal packets in Roman characters, parallel to the length of the article in such a manner as to leave the necessary space for the service indications and labels;
 - (b) to indicate the address precisely and completely so that transmission and delivery to the addressee can be effected without enquiry;
 - (c) to affix postage stamps or the impressions of postal franking machines in the top right-hand corner of the address side;
 - (d) to indicate the name and address of the sender either on the back or on the front in such a manner as not to obscure the address nor prevent the application of the service indications or labels;
 - (e) as regards articles sent at the reduced rate, to indicate the class to which they belong.
2. Stamps other than postage stamps, stamps in aid of charitable objects, and others which might be mistaken for postage stamps must not be affixed to the address side. The same rule applies to impressions of stamps which might be mistaken for impressions of postal franking machines.
3. Correspondence on postal service sent free of postage must bear on the front the note "*Services des postes*" (Postal Service) or a similar indication.

ARTICLE 8

Poste Restante

The address of articles addressed "*poste restante*" must give the name of the addressee. The use of initials, figures, christian names without surnames, fictitious names or conventional marks of any kind is not admitted for these articles.

ARTICLE 9

Panel Envelopes

1. Articles in envelopes with a transparent panel are admitted under the following conditions:—

- (a) The transparent panel must be parallel to the length of the envelope, so that the address of the addressee appears in the same direction and the application of the date-stamp is not interfered with;
- (b) The panel must be sufficiently transparent for the address to be perfectly legible, even in artificial light, and must take writing;
- (c) Only the name and address of the addressee must show through the panel, and the contents of the envelope must be folded so that the address cannot be obscured, wholly or partly, through slipping;
- (d) The address must be legibly indicated in ink or typewriting. Articles addressed in copying-ink pencil or lead pencil are not admitted.

Panel envelopes of which the transparent portion reflects artificial light are excluded from transmission.

2. Articles in envelopes entirely transparent or in envelopes with an open panel are not admitted.

ARTICLE 10

Articles Subject to Customs Control

1. Articles to be submitted to customs control must bear on the front a green label identical with Form C1 annexed; in the case of small packets, this rule applies to all packets without exception.

The articles referred to in the paragraph above are also accompanied, if the sender prefers or if the country of destination requires, by a separate customs declaration, identical with Form C2 annexed, either securely fastened to the outside of the article by a string tied crosswise or inserted in the article. In the latter case, only the upper part of the label C1 is affixed to the article.

2. The Administrations accept no responsibility for the customs declarations, in whatever form they are prepared.

ARTICLE 11

Articles Free of Charges

1. Articles to be delivered to the addressees free of all charges must bear clearly on the front the heading "*Franc de droits*" (Free of charges) or a similar indication in the language of the country of origin. These articles are provided, on the address side, with a yellow label also bearing in large characters the indication "*Franc de droits*."

2. Every article sent free of charges is accompanied by a franking note identical with Form C3 annexed, printed on yellow cardboard and of which the front is filled up by the despatching office. The franking note is securely attached to the article.

CHAPTER II

Special Regulations Applicable to Each Class of Article

ARTICLE 12

Letters

In principle, no conditions as to form or make-up are prescribed for letters, except that the regulations specified in Article 9 above must be observed. The space on the front necessary for the prepayment, the address and the service indications or labels must be left entirely free.

ARTICLE 13

Single Post Cards

1. Postcards must be made of card-board or of paper stout enough to be easily handled.

They must bear on the address side the heading "*Carte postale*" in French, or the equivalent of this heading in another language. This heading is not obligatory for post-cards of private manufacture.

2. Post-cards must be sent unenclosed, that is to say, without wrapper or envelope.

3. The right-hand half at least of the address side is reserved for the address, for indications relating to the postal service and for official labels. The sender may make use of the back and of the left-hand half of the address side, subject to the provisions of paragraph 4 below.

Post-cards of which the whole or a part of the address side has been marked off into several divisions intended to receive successive addresses are prohibited.

4. The public is forbidden to join or attach to post-cards samples of merchandise or similar articles. Nevertheless, illustrations, photographs, stamps of any kind, address labels or slips to fold back for address purposes, labels and cuttings of any kind may be affixed to them, provided that these articles are not of such nature as to alter the character of the post-cards, that they consist of paper or other very thin substance and that they adhere completely to the card. These articles may only be affixed to the back or to the left-hand half of the address side of post-cards, with the exception of address labels or slips, which may occupy the whole of the address side. Stamps of all kinds liable to be mistaken for postage stamps may be affixed only to the back.

5. Post-cards which do not comply with the conditions laid down for this class of correspondence are treated as letters.

ARTICLE 14

Reply-Paid Post-Cards

1. Reply-paid post-cards must bear on the face in French, as heading on the first half, the words "*Carte postale avec réponse payée*", on the second half "*Carte postale-réponse*". Each of the two halves must, moreover, comply with the other conditions laid down for single post-cards; one half is doubled over the other so that the fold forms the upper edge and they may not be closed in any way.

2. The address of the reply half must be on the inside.

The sender of a reply-paid post-card may indicate his name and address on the face of the reply half, either in writing, or by affixing a label.

The sender is also allowed to print on the back of the reply half a questionnaire to be filled up by the addressee.

3. The prepayment of the reply half by means of the postage stamp of the country which has issued the card is valid only if the two halves of the reply-paid post-card were attached to each other when received from the country of origin, and if the reply half is despatched from the country where it has been received by post to the said country of origin.

If these conditions are not complied with, it is treated as an unpaid post-card.

ARTICLE 15

Commercial Papers

1. The following are considered as Commercial Papers: all papers and all documents, wholly or partly written or drawn, not having the character of an actual and personal correspondence, such as open letters and out-of-date post-cards which have already fulfilled their original purpose, papers of legal procedure, documents of all kinds drawn up by public functionaries, way bills or bills of lading, invoices, certain documents of insurance companies, copies of or extracts from deeds under private seal, written on stamped or unstamped paper, musical scores or sheets of music in manuscript, the manuscripts of works or of newspapers forwarded separately, pupils' exercises in original or with corrections, but without any note which does not relate directly to the execution of the work.

These documents may be accompanied by reference slips or statements showing the following or similar particulars: list of the papers included in the packet, references to correspondence exchanged between the sender and the addressee, such as:

"Annex to our letter of.....to Mr.....
Our reference.....Your reference....."

2. Commercial Papers are subject, so far as regards form and make-up, to the regulations laid down for Printed Papers (Article 19 below).

ARTICLE 16

Printed Papers

1. The following are considered as Printed Papers:—Newspapers and periodicals, books, sewn or bound, pamphlets, sheets of music (excluding perforated sheets intended to be used with automatic musical instruments), visiting cards, address cards, proofs of printing with or without the relative manuscript, engravings, photographs and albums containing photographs, pictures, drawings, plans, maps, catalogues, prospectuses, advertisements, and notices of various kinds, printed, engraved, lithographed or mimeographed, and, in general, all impressions or copies obtained upon paper, parchment, or cardboard by means of printing, engraving, lithography, mimeography, or any other mechanical process easy to recognize except the copying-press, hand-stamps, with or without movable type, and the typewriter.

2. The Printed Paper rate is not applicable to printed papers which bear any marks whatever capable of constituting a conventional language, nor, save the exceptions specifically authorized by Article 18, to those of which the text has been modified after printing.

3. Articles of stationery, properly so-called, when it is clearly evident that the printed portion is not the essential part of the article, cannot be sent at the Printed Paper rate.

4. Cards bearing the heading "*Carte Postale*" or the equivalent of this heading in any language are admitted at the rate for Printed Papers, provided that they conform to the general conditions applicable to Printed Papers. Those which do not fulfil these conditions are treated as post-cards or letters, as the case may be, under the provisions of Article 13, § 5, of the Detailed Regulations.

ARTICLE 17

Articles Specially Admitted at Printed Paper Rate

Reproductions of a manuscript or typewritten original are treated as Printed Papers, when they are obtained by a mechanical manifolding process such as hectography, &c.; but, in order to pass at the reduced postage, these

reproductions must be handed over the counter of a post office to the number of at least 20 packets containing precisely identical copies. The manuscript additions authorized for Printed Papers may also be made to these reproductions.

ARTICLE 18

Printed Papers. Authorized Annotations

1. It is permissible, outside or inside a packet of Printed Papers,
 - (a) to indicate by hand or by a mechanical process, the name, position, profession, style, and address of the sender and of the addressee, as well as the date of despatch, the signature, telephone number, telegraphic address and code, the postal cheque or banking account of the sender, as well as a serial or identity number referring solely to the article;
 - (b) to correct errors in printing;
 - (c) to strike out, to underline, or to enclose by marks, certain words or certain parts of a printed text, unless this is done with the object of constituting correspondence.
2. It is also allowed to indicate or to add by hand or by a mechanical process
 - (a) in advices of the departures and arrivals of ships: the dates and times of departures and arrivals, as well as the names of the ships and the ports of departure, call and arrival;
 - (b) in travellers' advices: the name of the traveller, the date, time and place of his intended visit, and the address at which he is staying;
 - (c) in forms of order or subscription for publications, books, newspapers, engravings, pieces of music: the works required or offered, the price of these works, the method of payment, the edition and the names of the authors and publishers, as well as the number of the catalogue and the words "*broché*" (paper covers), "*cartonné*" (stiff covers) or "*relié*" (bound);
 - (d) on pictorial cards and printed visiting cards and also on Christmas and New Year cards: good wishes, congratulations, thanks, condolences, or other formulas of courtesy, expressed in five words or by means of five conventional initials at most;
 - (e) in proofs of printing: alterations and additions concerned with corrections, form and printing, and also notes such as "*Bon à tirer*" (Passed for press), "*Vu—Bon à tirer*" (Read—Passed for press) or any similar note concerned with the execution of the work. In case of want of space these additions may be made on separate sheets;
 - (f) in fashion plates, maps, &c.: colours;
 - (g) in price-lists, tenders for advertisements, stock and share lists, market quotations, trade circulars and prospectuses: figures; any other notes representing essential elements of the price;
 - (h) on books, pamphlets, newspapers, photographs, engravings, sheets of music, and in general on all literary or artistic productions, printed, engraved, lithographed or mimeographed: a dedication consisting simply of an expression of regard and, on photographs, a very concise description;
 - (i) on cuttings from newspapers and periodicals: the title, date, number, and address of the publication from which the article is extracted;
3. It is, moreover, allowed to enclose
 - (a) with proofs of printing, whether corrected or not: the "copy";
 - (b) with articles of the categories mentioned under § 2, (h): the relative invoice.

ARTICLE 19

Printed Papers. Make-up

1. Printed Papers must be either placed in wrappers, upon rollers, between boards, in cases open at both sides or at both ends, or in unclosed envelopes, or secured with a string easy to untie.

2. Printed Papers of the form and substance of a card may be sent unenclosed without band, envelope or fastening. The same method of despatch is allowed for Printed Papers folded in such a way that they cannot become unfolded during transmission, and that there is no risk of their entrapping other articles.

The right-hand half at least of the address side of Printed Papers sent as cards is reserved for the address of the addressee and the service indications or labels.

ARTICLE 20

Samples. Authorized Annotations

It is permissible to indicate by hand or by a mechanical process, outside or inside packets containing samples, the name, position, profession, firm and address of the sender and of the addressee, as well as the date of despatch, the signature, telephone number, telegraphic address and code, postal cheque or banking account of the sender, a manufacturer's or trade mark, numbers, prices and particulars relating to weight, measurement and size, or to the quantity to be disposed of, and such as are necessary to determine the origin and the character of the goods.

ARTICLE 21

Samples. Make-up

1. Samples of merchandise must be placed in bags, boxes or removable covers.

2. Articles of glass or other fragile materials, packets containing liquids, oils, fatty substances, dry powders, whether dyes or not, as well as packets of live bees, leeches, and of silk-worm eggs are transmissible as samples of merchandise, provided that they are packed in the following manner:—

- (a) Articles of glass or other fragile materials must be securely packed (boxes of metal, wood, or strong corrugated cardboard) so as to prevent all danger to postal officers and to correspondence;
- (b) Liquids, oils, and substances which easily liquefy must be enclosed in receptacles hermetically sealed. Each receptacle must be placed in a special box of metal, strong wood or strong corrugated cardboard containing sawdust, cotton, or spongy material in sufficient quantity to absorb the liquid in the event of the breakage of the receptacle. The lid of the box must be fixed in such a manner that it cannot easily become detached;
- (c) Fatty substances which do not easily liquefy, such as ointments, soft-soap, resin, etc., as well as silk-worms eggs, the transmission of which presents fewer difficulties, must be enclosed in an inner cover (box, bag of linen or parchment, etc.), which must itself be placed in a second box of wood, metal, or stout thick leather.
- (d) Dry colouring powders such as aniline, etc., are not admitted unless enclosed in stout tin boxes, placed inside wooden boxes with sawdust between the two covers. Dry non-colouring powders must be placed in boxes of metal, wood, or cardboard; these boxes must be themselves enclosed in a bag of linen or parchment;
- (e) live bees and leeches must be enclosed in boxes so constructed as to avoid all danger.

3. Articles which would be spoilt if packed according to the general rules may exceptionally be admitted in a cover hermetically sealed. In that case, the Administrations concerned may require the sender or the addressee to assist in the check of the contents, either by opening certain packets indicated by them, or in some other satisfactory manner.

4. Packing is not obligatory for articles consisting of one piece, such as pieces of wood, metal, etc., which it is not the custom of the trade to pack.

5. The address of the addressee must be indicated, as far as possible, on the packing or on the article itself. If the packing or the article is not suitable for the inscription of the address and service indications or for affixing the postage stamps, a tie-on label, preferably of parchment, must be securely attached. The same applies when the date-stamping is likely to injure the article.

ARTICLE 22

Articles Specially Admitted at Sample Rate

Transmission at the sample rate is accorded to printers' blocks, keys sent singly, fresh-cut flowers, articles of natural history (dried or preserved animals and plants, geological specimens, etc.), tubes of serum and pathological objects rendered harmless by their mode of preparation and packing. These articles, except tubes of serum sent in the general interest by laboratories or institutions officially recognized, may not be sent for a commercial purpose. Their packing must be in accordance with the general regulations concerning samples of merchandise.

ARTICLE 23

Articles Grouped Together

1. The enclosure of different classes of correspondence in one and the same packet is limited to Commercial Papers, Printed Papers, except printed papers intended for the blind, and to Samples of merchandise, subject to the following conditions:—

- (a) That each article taken singly does not exceed the limits which are applicable to it as regards weight and size;
- (b) That the total weight does not exceed 2 kilogrammes per packet;
- (c) That the charge is at least the minimum charge for Commercial Papers if the packet contains Commercial Papers, and the minimum charge for Samples if it consists of printed matter and Samples.

2. These regulations are applicable solely to articles subject to the same basic rate of postage. When an Administration observes the enclosure in the same packet of articles subject to different postage rates, the packet is charged on its total weight at the rate applicable to the class subject to the highest tariff.

ARTICLE 24

Small Packets

Small packets are subject to the regulations laid down for samples of merchandise as regards their form, make-up and packing.

In addition, the name and address of the sender must be shown on the outside of the packet.

PART III

Registered Articles. Advice of Delivery

CHAPTER I

ARTICLE 25

Registered Articles

1. Registered articles must be conspicuously marked "*Recommandé*" at the head of the address side, or bear a similar indication in the language of the country of origin. Letters to be registered must not show any trace of opening and reclosing before posting. Otherwise, no special condition as to form, make-up or address is prescribed for these articles apart from the exceptions below.

2. Correspondence addressed to initials, or in pencil, is not admitted to registration.

However, the address of articles other than those sent in a transparent envelope may be written in copying-ink pencil.

3. Articles forwarded in transparent envelopes are admitted only if the panel forms an integral part of the envelope.

4. Registered articles must bear in the upper left-hand corner of the address side a label identical with, or similar to, Form C5 annexed, showing in Roman characters the letter R, the name of the office of origin and the serial number under which the article is entered in the records of that office.

Nevertheless, Administrations whose inland regulations do not at present permit of the use of labels may postpone the introduction of this arrangement, and distinguish registered articles by using stamps "*Recommandé*" or "R." by the side of which must appear the name of the office of origin and the serial number. These stamps also must be impressed in the upper left-hand corner of the address side.

No serial number, etc., may be placed on the address side of a registered article by an intermediate Office, in order to avoid confusion with the number given to the article at the office of origin.

ARTICLE 26

Advice of Delivery

1. Articles for which the sender requires an advice of delivery must be marked conspicuously with the words "*Avis de réception*," or be stamped with the letters A.R.

2. They are accompanied by a form of the thickness of a post-card, light red in colour, identical with or similar to Form C6 annexed; this form is made out by the office of origin or by any other office which the despatching office may appoint, and is securely attached to the outside of the article to which it relates. If it does not reach the office of destination, the latter makes out a new advice of delivery.

3. The office of destination, after having duly filled up form C6, returns it in the ordinary mail, unenclosed and free of postage, to the address of the sender of the article.

4. When the sender inquires for an advice of delivery which has not been returned to him after a proper interval, inquiry is instituted in accordance with the rules laid down in the following Article. In this case a second fee is not charged and the office of origin enters at the top of the form C6 the note "*Duplicata de l'avis de réception*, etc."

ARTICLE 27

Advice of Delivery Applied for After Posting

1. When the sender applies for an advice of delivery of a registered article after the article has been posted, the office of origin fills up a form C6.

This form is attached to an inquiry form C13 to which is affixed a postage stamp representing the fee due, and treated as provided in Article 51 hereafter, with the single exception that, in the case of the due delivery of the article, the office of destination withdraws the form C13 and returns to origin form C6 in the manner prescribed by § 3 of the preceding Article.

2. The special arrangements adopted by Administration in virtue of Article 51 hereafter for the transmission of inquiries respecting registered articles are applicable to requests for advices of delivery made after the articles have been posted.

PART IV

Cash on Delivery Packets

CHAPTER I

ARTICLE 28

Particulars to be Shown on the Packet

1. Registered articles marked with trade charges must bear on the address side the heading "*Remboursement*," written or printed conspicuously, followed by the amount of the trade charge expressed in words in Roman characters, and in Arabic figures, without erasure or correction, even if certified.

2. The sender must give on the front of the packet, his name and address in Roman characters. When the sum collected is to be paid into a postal cheque account in the country of destination, the packet must bear in addition, on the address side, the following statement in French or in another language known in the country of destination:—

"*A porter au crédit du compte des chèques postaux No. de M. à tenu par le bureau des chèques d'.....*" (To be placed to the credit of postal cheque account No. of Mr. at kept by the postal cheque office of).

ARTICLE 29

Label

Articles marked with trade charges must bear on the address side an orange-coloured label corresponding exactly to Form C7 annexed.

ARTICLE 30

Trade Charge Money Order

Except as provided in Article 31 hereafter, every packet marked with a trade charge is accompanied by a trade charge money order form of stout card, light green in colour, identical with or similar to Form C8 annexed. This form must bear a statement of the amount of the trade charge in the currency of the country of origin, and show as a general rule the sender of the packet as payee of the money order. Each Administration is, however, free to have the money orders relating to the packets originating in its service addressed to the offices of origin of the packets or to other of its offices. The counterfoil of the trade charge money order must show the name and address of the addressee of the packet as well as the place and date of posting.

The form is securely attached to the article to which it relates.

ARTICLE 31

Payment into Postal Cheque Account

Every packet on which the amount collected has to be paid into a postal cheque account in the country of destination is accompanied, in the absence of arrangements to the contrary, by a transfer note identical with the form prescribed in the inland service of that country. The note must show the holder of the account to be credited and contain all the other details required by the text of the form, except the amount to be credited which will be entered by the Office of destination after collection of the amount of the trade charge. If the transfer note is provided with a coupon, the sender enters on it his name and address, as well as the other details which he considers necessary.

The transfer note is securely attached to the packet.

ARTICLE 32

Conversion of the Amount of Trade Charges

Unless a different arrangement is made, the amount of the trade charge expressed in the money of the country of origin of the packet is converted into the currency of the country of destination by the Administration of that country, which uses the same rate of conversion as it uses for the conversion of money orders drawn on the country of origin of the packets.

ARTICLE 33

Discrepancies Between the Indications of the Amount of the Trade Charge

In case of discrepancy between the indications of the amount of the trade charge appearing on the packet and on the money order, the higher amount must be collected from the addressee.

If the latter refuses to pay this amount, the packet may be delivered, except as provided hereafter, against payment of the lower amount, but subject to the condition that a complementary payment will be made if necessary on receipt of the information which will be supplied by the despatching Office. If the addressee does not accept this condition, delivery of the packet is suspended.

In any case, a request for information is immediately forwarded to the despatching Office, which must answer as soon as possible stating the exact amount of the trade charge.

When the addressee is travelling or has to go away, payment of the higher amount may be required. In case of refusal, the packet is only delivered on receipt of the answer to the request for information.

ARTICLE 34

Period for Payment

The amount of the trade charge must be paid within a period of 7 days, reckoning from the day after that of the arrival of the packet at the office of destination. This period may be extended to one month at most by Administrations whose legislation so requires. On the expiration of the period of retention, the article is sent back to the office of origin. The sender may, however, request, by a note, the immediate return of the article if the addressee refuses to pay the amount of the trade charge when the article is first tendered to him.

ARTICLE 35

Reduction or Cancellation of Trade Charges

1. Requests for cancellation or reduction of trade charges are subject to the rules and formalities prescribed by Article 48 below.

In the case of a request by telegraph, the request must be confirmed, by first post, by a postal request accompanied by the facsimile referred to in Article 48, § 1, and bearing at the head the note underlined in coloured pencil "*Confirmation de la demande télégraphique du . . .*" (Confirmation of the telegraphic request of the . . .).

In that case the office of destination simply retains the packet on the receipt of the telegram and awaits the postal confirmation before giving effect to the request.

However, the Office of destination may on its own responsibility give effect to a request by telegraph without awaiting that confirmation.

2. Except as provided in Article 31, every postal request for reduction of the amount of a trade charge must be accompanied by a new trade charge money order form indicating the amended amount.

In case of a request by telegraph, the trade charge money order must be replaced by the office of destination under the conditions laid down by Article 38 hereafter.

ARTICLE 36

Redirection

Registered packets marked with trade charges may be redirected if the new country of destination maintains, with that of origin, an exchange of packets of this category. In that case, the packets are accompanied by trade charge money order forms made out by the service of origin. The new Office of destination acts in the settlement of the trade charges as if the packets had been forwarded to it directly.

Packets on which the amount collected has to be paid into a postal cheque account in the original country of destination cannot be redirected.

ARTICLE 37

Issue of the Trade Charge Money Order or Transfer Note

Immediately after collecting the amount of the trade charge, the office of destination or any other office appointed by the Administration of the country of destination, fills in the portion of the trade charge money order headed "*Indications de service*" and, after impressing it with the date-stamp of the office, returns it free of postage to the address shown.

When a request for information concerning the exact amount of the trade charge has been sent to the Office of origin, the despatch of the money order is suspended until the receipt of the answer to that request.

Trade charge money orders are paid to the senders of the packets under the conditions fixed by each Administration.

The transfer notes relating to trade charge packets of which the amount has to be credited to a postal cheque account in the country of destination are treated according to the inland regulations of that country concerning postal cheques.

ARTICLE 38

Trade Charge Money Order Forms or Transfer Notes Cancelled or Replaced

1. Trade charge money order forms which become useless on account of requests for cancellation or reduction of the amount of the trade charge, as

well as transfer notes become useless in case of cancellation of the amount of the trade charge (Article 35) are destroyed by the Office of destination of the packets.

2. The forms relating to packets marked with trade charges which, for any reason whatsoever, are returned to origin, must be cancelled by the Office which returns the packets.

3. When the forms relating to packets marked with trade charges are mislaid, lost, or destroyed before the collection of the trade charge the office of destination prepares duplicates on forms C 8 or the transfer note as the case may be.

ARTICLE 39

Trade Charge Money Orders Undelivered or Not Cashed

1. Trade charge money orders which it has not been possible to deliver to the payees are, after having been subjected if necessary to the formalities prescribed for extending the period of validity, receipted by the Office of origin of the relative packets and claimed from the Office which has issued them.

The same rule applies to trade charge money orders which have been delivered to the payees and not cashed. These orders must, however, be previously replaced by authorities to pay prepared by the Office which has issued the money orders.

2. Authority to extend the period of validity of trade charge money orders and authorities to pay (*autorisations de paiement*) are accorded under the conditions laid down in the Agreement concerning the Money Order service.

ARTICLE 40

Accounting on Trade Charge Money Orders

1. In the absence of agreement to the contrary, the accounting relative to trade charge money orders paid by each Administration on behalf of another Administration is effected by means of supplements (Form C 9 annexed) to the monthly Money Order accounts.

2. In these supplements, which are accompanied by the paid and receipted trade charge money orders, the orders are entered in alphabetical order of the offices of issue and in numerical sequence of their entry in the records of these offices. The Office which has drawn up the account deducts from the total of its credit the amount of the charges and fees accruing to the corresponding Office in conformity with Article 71 of the Convention.

3. The balance of the account C 9 is added, as far as possible, to that of the monthly Money Order account for the same period. The check and the settlement of these accounts are effected in accordance with the rules fixed by the Detailed Regulations of the Money Order Agreement.

PART V

Despatch and Receipt of Correspondence

CHAPTER I

ARTICLE 41

Date-Stamp Impressions

1. Correspondence is impressed on the front by the office of origin with a stamp indicating, as far as possible in Roman characters, the place of origin and the date of posting.

In localities with several post offices, the obliterating stamp must indicate the office of posting.

The application of the stamp prescribed in the preceding paragraphs is not obligatory for printed papers prepaid by means of printed impressions or by other means prescribed by Article 46 of the Convention.

2. All valid postage stamps must be obliterated.

Postage stamps not cancelled through error or oversight on the part of the office of origin must be struck through with a thick line or cancelled in some other way by the office which detects the irregularity, but they are not stamped with the date-stamp.

3. Mis-sent correspondence must be date-stamped by the office which it has reached by mistake. This obligation is imposed not only on stationary offices, but also on travelling post offices as far as possible.

4. The stamping of correspondence posted on board ships rests with the postal official or the officer on board charged with this duty, or, in their absence, the post office at the port to which the correspondence is handed over *à découvert*. In the latter case this office impresses the correspondence with its date-stamp, and adds the words "*Navire*," "*Paquebot*," or some similar note.

ARTICLE 42

Express Articles

Articles to be delivered by express are provided, as far as possible, beside the indication of the place of destination with a printed label, dark red in colour, bearing in large letters the word "Express."

ARTICLE 43

Articles Unpaid or Insufficiently Prepaid

1. Correspondence on which any charge whatever has to be collected after posting, either from the addressee, or in the case of undelivered correspondence, from the sender, is impressed with the stamp T (tax to be paid) in the upper right-hand corner of the address side; the indication in francs and centimes of the amount to be collected is entered in very legible figures beside this stamp.

2. The stamp T should be applied and the amount to be collected should be indicated by the Office of origin, or, in the case of redirection or non-delivery, by the re-transmitting Office.

In the case, however, of correspondence originating in countries which apply reduced rates of postage in relations with the re-transmitting country, the amount to be collected is indicated by the Office of delivery.

3. The delivering Office marks the article with the amount to be collected.

4. Every article which does not bear the stamp T is considered as fully paid and treated accordingly, unless there is an obvious error.

5. Postage stamps not available for prepayment are ignored. In this case, the figure nought (0) is placed by the side of these postage stamps, which must be ringed round in pencil.

ARTICLE 44

Return of Franking Notes. Recovery of Sums Advanced

1. After delivery to the addressee of a packet free of charges, the office which has advanced the customs or other charges on account of the sender completes, as far as it is concerned, the indications which figure on the back of the franking note and transmits the latter, together with the vouchers, in a closed envelope, without indication of the contents, to the office of origin of the packet.

Nevertheless, each Administration has the right to have franking notes on which charges are to be collected sent back by offices specially appointed,

and to request that the franking notes be sent to a specified office. In the latter case, the name of the office to which the franking notes must be sent back is entered on the front of the franking note by the office of origin of the packet.

2. When a packet which bears the label "*Franc de droits*" reaches the service of destination without a franking note the office charged with the customs clearance prepares a duplicate note; the name of the country of origin is substituted for that of the Office to which it is itself subordinate and the date of posting is entered if possible. When the franking note is lost after the delivery of the packet, a duplicate is prepared in the same manner.

3. The franking notes relating to packets which, for any reason whatever, are returned to origin and which the Office of destination has not yet cleared through the Customs must be cancelled by that Office.

4. On the receipt of a franking note indicating the charges paid out by the service of destination, the Office of origin converts the total of these charges into its own currency at a rate which must not be higher than the rate fixed for the issue of money orders on the corresponding country. The result of the conversion is indicated in the body of the form and on the coupon at the side; it is supported by the signature of the officer who has made the conversion. After having recovered the amount of the charges, the office of origin delivers to the sender the coupon of the franking note and, if necessary, the vouchers.

ARTICLE 45

Redirected Articles

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

2. Articles unpaid or insufficiently paid for their first transmission are charged with the rate applicable to articles of the same nature addressed directly from the place of origin to that of the new destination.

3. Articles properly prepaid for their first transmission, but on which the complementary postage appropriate to the further transmission has not been paid before their redirection, are charged with a rate equal to the difference between the amount of postage already prepaid and that which would have been charged if the articles had been despatched in the first instance to the new destination.

4. Articles originally addressed in the inland service of a country and fully prepaid at the inland rate are considered as articles properly prepaid for their first transmission.

5. Articles which have originally circulated free of postage in the inland service of a country are charged with the rate applicable to prepaid articles of the same nature addressed directly from the place of origin to that of the new destination.

6. Upon redirection, the office of destination in all cases impresses its date-stamp on the address side of letters and post-cards.

7. Correspondence, ordinary or registered, which, being wrongly or insufficiently addressed, is returned to the senders in order that they may correct or complete the address, is, when posted with the address completed or corrected, considered not as redirected correspondence, but as freshly posted correspondence; and it is consequently liable to fresh postage.

8. The customs and other non-postal charges which could not be cancelled on redirection or on return to origin (Article 47) are recovered as trade charges from the Office of new destination. The original Office of destination attaches to the article in that case an explanatory note and a trade charge money order (Form C 8).

If there is no cash on delivery service between the Administrations concerned, the charges in question are recovered by correspondence.

ARTICLE 46

Redirection Envelopes

1. In the services between Administrations which have notified their agreement, unregistered correspondence redirected to the same person at a different address may be enclosed in special envelopes, identical with Form C 10 annexed, supplied by the Administrations and on which only the name and new address of the addressee must be entered.

2. Packets which from their shape, dimensions or weight are likely to cause damage to the envelope must not be enclosed in redirection envelopes; the total weight of an envelope and its contents must in no case exceed 250 grammes.

3. The redirection envelope must be presented open at the redirecting office to enable it to collect, if necessary, the complementary postage to which the articles it contains may be liable or to indicate on these articles the charge to be collected on arrival, when the complementary postage is not paid.

4. On arrival at destination, the contents of the redirection envelopes are verified by the delivering offices, which collect, if necessary, the complementary charges not paid.

ARTICLE 47

Undelivered Correspondence

1. Before returning to the Office of origin correspondence which for any reason has not been delivered, the office of destination must indicate in a clear and concise manner, in the French language, on the back of each article, the cause of the non-delivery in the following form:—" *inconnu*," " *refusé*," " *en voyage*," " *parti*," " *non réclamé*," " *décédé* " (" not known," " refused," " travelling," " gone away," " not claimed," " deceased "), or a similar expression. As regards post-cards and printed papers in the form of cards, the reason for non-delivery is indicated on the right-hand half of the address side.

This indication is made by the impression of a stamp or by affixing a label. Each Office has the option of adding a translation, in its own language, of the cause of non-delivery, and any other useful particulars.

The office of destination must then strike out the name of the place of first destination and add the word " *Retour* " at the side of the date-stamp impression of the office of origin. It must also impress its date-stamp on the back of letters and on the address side of post-cards.

2. Correspondence which is not delivered is returned, either singly, or in a special bundle labelled " *Rebuts*."

Undelivered registered correspondence is returned to the office of exchange of the country of origin as if it were registered correspondence addressed to that country.

As an exception, two corresponding Offices may, by mutual consent, adopt a different method of returning undelivered correspondence.

3. If correspondence posted in one country to an address within that country is sent by persons resident in another country, and has, in consequence of non-delivery, to be sent abroad for return to the senders, it enters into the international system, and is treated in accordance with the regulations concerning redirection.

4. Correspondence for seamen and others addressed to the care of a Consul, and returned by him to the local post office as unclaimed, must be treated in the manner prescribed for undelivered correspondence in general. The amount of the charges paid by the Consul on this correspondence must at the same time be repaid to him by the local post office.

ARTICLE 48

Withdrawal of Correspondence and Alteration of Address

1. For requests to have correspondence withdrawn from the post, or to have addresses altered, the sender must use a form identical with Form C 11 annexed; a single form may be used for several articles posted at the same time at the same office by the same sender to the same addressee. In handing this application to the post office, the sender must prove his identity and produce the certificate of posting, if any. After proof of identity, for which the Administration of the country of origin assumes responsibility, the procedure is as follows:

- (a) If the request is meant to be sent by post, the form, together with an exact facsimile of the envelope or address of the packet, is despatched in a registered cover directly to the office of destination;
- (b) If the request is to be made by telegraph, the form is handed over to the telegraph service, which transmits the message to the office of destination. The telegram is written in French.

2. On receipt of Form C 11 or of the telegram taking its place, the office of destination searches for the correspondence in question and takes such steps as may be necessary.

If the search is fruitless, or if the packet has already been delivered to the addressee, or if the request by telegraph is not sufficiently explicit to admit of identification of the article with certainty, the fact is at once communicated to the office of origin, which informs the applicant accordingly.

3. Any Administration may require, by notification addressed to the International Bureau, that so far as it is concerned, requests shall be exchanged through the medium of its central Administration or of an office specially designated.

In cases where requests are exchanged through the medium of the central Administrations, requests sent directly by offices of origin to the offices of destination must be complied with to the extent that the correspondence concerned is withheld from delivery until the arrival of the request from the central Administration.

Administrations which avail themselves of the option accorded by the first paragraph of the present clause bear the charges involved by the transmission, in their inland service, by post or by telegraph, of the communications to be exchanged with the delivering office.

The use of the telegraph service is obligatory when the sender has himself used it and the office of destination cannot be advised in time by post.

ARTICLE 49

Simple Correction of Address

A request for simple correction of address (without modification of the name or description of the addressee) may be addressed directly to the delivery office by the sender, that is to say, without fulfilling the formalities required for an alteration of address properly so called.

ARTICLE 50

Applications for Ordinary Correspondence

1. Every application respecting ordinary correspondence is subject to the following procedure:—

- (a) The applicant must fill up that part which concerns him, of a form identical with Form C12 annexed;

- (b) The office at which the application originates forwards the form directly to the corresponding office. It is forwarded officially without any written communication;
 - (c) The corresponding office hands the form to the addressee or sender, as the case may be, in order to obtain the necessary information;
 - (d) The form, duly completed, is sent back officially to the office which prepared it;
 - (e) If the application proves to be well founded, it is transmitted to the central Administration in order to serve as a basis for further enquiry.
2. Any Administration may demand, by notification addressed to the International Bureau, that applications which concern its service shall be transmitted to its central Administration or to an office specially designated.

ARTICLE 51

Applications for Registered Articles

1. Every application relating to a registered article is prepared on a form identical with or similar to Form C 13 annexed, and forwarded as a general rule by the office of origin directly to the office of destination.

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

2. The Offices of origin and destination may, by mutual agreement, have the form forwarded from office to office, following the same circulation as the article under enquiry.

3. In the case provided for in § 1 above, if the office of destination is in a position to furnish definite information as to the disposal of the article under inquiry, it completes the form and returns it to the office of origin.

When the disposal of the article cannot be established immediately by the office of destination, this office records the fact on the form and returns it to the office of origin, adding to it, as far as possible, a declaration by the addressee stating that he has not received the article. In this case, the Office of origin completes the form by entering thereon particulars of the despatch of the article to the first intermediate Office. It then transmits the form to that Office, which enters its observations and forwards it to the following Office, if any. The application passes thus from Office to Office until the fate of the article inquired for is ascertained. The Office which has effected delivery to the addressee, or which is unable to furnish proof either of delivery or of regular despatch to another Administration, records the fact on the form and returns it to the Office of origin.

4. In the case provided for in § 2 above, the inquiries are pursued from the Office of origin to the Office of destination, following the procedure indicated in the preceding paragraph.

5. The Form C13 must give the full address of the addressee, and be accompanied, as far as possible, by a facsimile of the envelope or of the address of the article. It is forwarded officially without covering letter in a closed envelope.

6. Each Office may request, by notification addressed to the International Bureau, that applications concerning its service shall be forwarded to its central Administration, or to an office specially designated or, if it is only concerned as an intermediary, to the office of exchange to which the article was sent.

The Form C13 and the documents annexed thereto must, in every case, be returned to the Office of origin of the article inquired for within a period which may not exceed six months from the date of the application. This period is extended to nine months in relations with distant countries.

7. The foregoing provisions do not apply to cases of violation of mails, loss of mails, or other similar cases which require a more detailed correspondence between Administrations.

ARTICLE 52

Applications for Articles Posted in Another Country

In the case provided for in Article 51, § 3, of the Convention, the inquiry Form C 12 or C 13 is forwarded to the Administration of origin. The Form C 13 must be accompanied by the certificate of posting.

The Office of origin must be placed in possession of the form within the period prescribed by Article 51, §2, of the Convention.

PART VI

Exchange of Mails

CHAPTER I

ARTICLE 53

Letter Bills

1. The letter bills which accompany mails exchanged between two offices are identical with Form C 14 annexed. They are placed in blue envelopes bearing in large type the words "*Feuille d'avis*" ("Letter Bill").

2. At the head of the letter bill must be entered:
the country of origin and the country of destination,
the names of the offices of exchange of origin and of destination,
the date of despatch of the mail.

An impression of the date-stamp must be made in the space appointed.

3. The presence of articles intended for express delivery is indicated by the impression of the stamp "*Exprès*" (Express) in Table No. I.

4. Table No. II is used for the indication of the serial number of the mail, the name of the Packet, the route, and the number of bags composing the mail.

In the absence of other arrangements, the despatching offices number the letter bills in an annual series for each office of destination. Each mail bears a separate number, even if it is a supplementary despatch forwarded by the same route or vessel as the ordinary mail.

In the case of the first despatch of each year, the bill must bear the number of the last despatch of the preceding year, in addition to the serial number of the mail.

The name of the vessel which carries the mail is shown when the despatching office is in a position to know it.

The bags containing returned empty bags must be included in the number of bags composing the mail.

5. Table No. III must indicate

(a) the grand total of registered articles entered in Table No. V, and on special lists, if any.

One or more special lists identical with Form C 15 annexed may be used, either to take the place of Table No. V of the letter bill, or to serve as a supplementary letter bill.

The exclusive use of special lists is obligatory if the Office of destination asks for it.

When two or more lists are used, they must be numbered. The number of registered articles which may be entered on one and the same list is limited to 60;

(b) the total number of the insured articles entered on the despatch-lists;

(c) the numbers, shown separately, of the bags and packets containing registered articles, and the bags and packets containing insured articles;

- (d) the number of special lists of registered articles and the number of despatch lists of insured articles.

6. In Table No. IV are entered separately the number of returned bags belonging to the Office of destination, as well as the number used for making up the mail and belonging to the despatching Office, including registered letter bags. If occasion arises, the number of empty bags belonging to an Administration other than that to which the mail is addressed must be shown separately and the name of that Administration indicated.

Open letters on official business and the various communications or notes sent by the despatching office in connexion with the service are also entered in this Table.

7. Table No. V is intended for the entry of registered articles when special lists are not used exclusively.

Registered articles are entered individually with an indication of the name of the office of origin, and the registration number given at that office, unless the Offices concerned have arranged for the bulk advice of the articles on the letter bills.

When the mail does not contain any registered articles the word "*Néant*" is entered in the appropriate space of the letter bill.

8. In Table No. VI are entered, with such details as the Table requires, the closed mails contained in the direct despatch to which the letter bill relates.

9. Administrations may arrange for other tables or headings in the letter bill when it is considered necessary. They may, in particular, modify Tables V and VI to meet their needs.

10. When an office of exchange has nothing to forward to a corresponding office, a mail is not sent unless the Offices concerned have arranged not to number the letter bills in their mutual relations. In that case the office of exchange must send in the usual form a mail consisting simply of a blank letter bill.

11. When closed mails are sent by one Administration to another, to be conveyed by means of private ships, the number or weight of the letters and other articles must be shown on the letter bill and on the address of the mails if the Office of embarkation requires it.

ARTICLE 54

Transmission of Registered Articles

1. Registered articles, and, if necessary, the special lists mentioned in § 5 of the preceding Article, are made up in one or more separate packets or bags, which must be suitably wrapped up or closed and sealed with wax or lead so as to preserve the contents. The registered articles are arranged in each packet in the order of their entry in the list. When several separate lists are used, each of them is tied up with the registered articles to which it relates.

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

2. The special envelope containing the letter bill is attached to the outside of the packet of registered articles by string tied cross-wise; when the registered articles are enclosed in a bag the envelope is attached to the neck of the bag.

3. If there is more than one packet or bag of registered articles, each of the additional packets or bags bears a label indicating the nature of the contents.

ARTICLE 55

Transmission of Express Articles

1. Ordinary correspondence for express delivery is made up in a special bundle, furnished with a label bearing in large type the indication "*Exprès*" (Express) and placed, by the offices of exchange, in the envelope containing the letter bill which accompanies the mail.

Nevertheless, if this envelope has to be affixed to the neck of the bag of registered articles (§ 2 of the preceding Article), the bundle of express articles is placed in the outer bag. The presence of express correspondence in the mail is then indicated by a label placed in the envelope containing the letter bill. The same procedure is followed when the express articles cannot be attached to the letter bill on account of their number, form or dimensions.

2. Registered correspondence for express delivery is arranged in order among the other registered correspondence, and the note "*Exprès*" (Express) is made in the column of the letter bills or special lists headed "*Observations*," against the relative entry.

ARTICLE 56

Make-up of Mails

1. As a general rule, articles must be sorted and tied up 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 in bundles separate from ordinary printed papers. Letters, post-cards, and printed papers of small size must be arranged with the addresses facing the same way. Prepaid articles are separated from the unpaid and insufficiently paid; and the labels of bundles of unpaid and insufficiently prepaid articles are, so far as possible, to be impressed with the T stamp.

Letters bearing traces of opening, deterioration or damage must have the fact noted on them and be marked with the date-stamp of the office which discovers it.

Money orders sent *à découvert* are made up in a separate packet.

2. Mails are enclosed in bags properly closed, sealed with wax or lead and labelled. When string is used, it must be passed only twice round the neck before being tied. The impressions of the wax or lead seals must reproduce an inscription in Roman characters and be very legible.

The labels of the bags must be of linen, strong cardboard, parchment, or of paper gummed to a wooden block; in relations between neighbouring offices strong paper labels may be used. The labels are made in the following colours:—

- (a) light red, for bags containing registered articles;
- (b) white for bags containing only unregistered letters and post-cards;
- (c) light blue, for bags containing exclusively unregistered other articles.

Bags containing mixed unregistered correspondence (letters, post-cards and other articles) must be furnished with the white label.

Nevertheless, the use of white and light blue labels is obligatory only for Administrations whose internal arrangements are not opposed to it.

The labels bear the name of the despatching office printed in small Roman characters, and the name of the office of destination in large Roman characters, preceded respectively by the words "*de*" and "*pour*." In exchanges by sea at irregular intervals and at the request of the Office concerned these indications are completed by the mention of the date of despatch, the number of the mail, and the port of disembarkation.

The bags must indicate legibly in Roman characters the office or country of origin, and bear the mention "*Postes*" or some similar expression showing them to be mails.

3. In the absence of an arrangement to the contrary, mails of small size or "Nil" mails are simply wrapped in strong paper so as to prevent damage to the contents, then tied with string and sealed with wax or lead.

If sealed with lead seals, these mails must be made up so that the string cannot be detached. When they contain only unregistered correspondence they may be secured by means of gummed seals bearing the printed indication of the despatching office or Administration. The addresses of the packets must comply, as regards the printed indications and the colours, with the rules laid down in the preceding § 2 for the labels of bags of correspondence.

4. When the number or bulk of the mails necessitates the use of more than one bag, separate bags must, as far as possible, be employed,

(a) for letters and post-cards;

(b) for other articles; if necessary separate bags must further be used for small packets; the labels of these bags bear the words "*Petits paquets*."

The packet or bag of registered articles, attached to the letter bill in the manner prescribed by Article 54, § 2, is placed in one of the bags of letters or in a special bag; the outer bag must in every case bear a light red label. When there is more than one bag of registered articles, the supplementary bags containing only registered articles other than letters and post-cards may be forwarded unenclosed, bearing the light red label.

The bag or packet containing the letter bill is in addition distinguished by the letter F marked plainly on the light red label. The label thus marked is used even if the mail is empty.

5. No bag may exceed 30 kilogrammes in weight.

ARTICLE 57

Transmission of Mails

1. The mails are transmitted between two corresponding offices in accordance with the conditions fixed by the Offices concerned.

These Offices may arrange for the delivery in bulk of the bags and packets other than those distinguished by red labels.

2. The mails must be delivered in good condition. Nevertheless, a mail may not be refused because of damage.

At the time of delivery only the bags and packets distinguished by red labels must be completely examined as to their sealing and make-up.

3. When a mail is received in bad condition by an intermediate office, it must be repacked as it is in fresh packing. The office which has repacked the mail must copy the indications of the original label on the new label and date-stamp the label, adding in front of the impression: "*Remballé à . . .*" (Repacked at . . .).

ARTICLE 58

Check of Mails

1. When an intermediate office is obliged to repack a mail, it verifies the contents, if there is reason to think that they are not intact.

It prepares a verification note, Form C 16 annexed, in conformity with the provisions of § 3 below. This note is sent to the office of exchange whence the mail has been received; a copy is forwarded to the office of origin and another is inserted in the repacked mail.

2. The office of destination ascertains whether the mail is complete and whether the entries on the letter bill and on the special lists of registered articles, if any, are in order. In case of loss of a mail, or of one or more bags, of registered articles, of a letter bill, of a special list of registered articles, or in case of any other irregularity, the fact is verified immediately by two officers. These

officers make the necessary corrections on the bill or list, taking care to cross out the incorrect entries in such a way as to leave the original entries legible. Except in the case of an obvious error, the corrections are accepted in preference to the original statement.

3. The facts verified are notified by verification note to the office of origin of the mail, and in case of actual loss to the last intermediate office, by the first available post after the complete check of the mail.

This verification note must specify as exactly as possible which bag, packet, or article is in question.

A duplicate of the verification note is sent in the same conditions as the original to the Administration to which the office of origin of the mail is subordinate, when that Administration so requires. In case of important irregularities giving reason for presuming loss or tampering, the bag or envelope and the seal of the packet or bag of registered articles are attached to the verification note for the office of origin.

If the office of destination has not found the packet or bag of registered articles and if it can point out with certainty the bag of letters which should have contained it, the bag, string, label and seal are attached to the verification note.

In relations with Offices which require the sending of a duplicate, the exhibits mentioned above are sent attached to the duplicate.

The verification notes and the duplicates are sent under registered cover.

In the cases referred to in §§ 1 and 2 of the present Article, the office of origin, and, if necessary, the last intermediate office of exchange may, in addition, be advised by telegram at the expense of the Office which sends the telegram.

An advice must be sent by telegram whenever the mail shows evident traces of having been tampered with, in order that the office of despatch or intermediate office may make inquiry in the matter without delay and, if necessary, advise the preceding Office by telegram for the continuation of the inquiry.

4. When the absence of a mail is the result of a failure of connection or when it is duly explained on the way-bill, the preparation of the verification note prescribed in §§ 1 and 3 is not necessary if the mail reaches the office of destination by the next opportunity.

The sending of the duplicate prescribed by § 3 may be deferred if it may be presumed that the absence of the mail arises from delay or wrong circulation.

As soon as a mail which had been reported as missing to the office of origin and, if occasion arises, to the last intermediate office comes to hand, a second verification note must be addressed to these offices announcing the receipt of this mail.

5. The offices to which the verification notes prescribed by the present Article are addressed return them as promptly as possible, after having examined them and made thereon any observations to which they may give rise.

If, however, these notes are not sent back to the Office of origin within two months counting from the date of despatch, they are considered, in the absence of proof to the contrary, as duly accepted by the offices to which they have been addressed.

This period is extended to four months in relations with distant countries.

6. When a receiving office by which a mail should be checked has not sent to the office of origin, and to the last intermediate office of exchange, if any, by the first available post after the checking of the mail, a verification note reporting irregularities of any kind, it is considered as having received the mail and its contents, until proof of the contrary. The same assumption is made in respect of irregularities to which no reference has been made or which have been incompletely reported in the verification note.

ARTICLE 59

Return of Empty Bags

1. In the absence of other arrangements between the corresponding Offices, bags must be returned empty by the next mail in a direct despatch to the country of origin. The number of bags returned in each mail must be entered under the heading "*Indications de service*" on the letter bill.

The return of empty bags is effected between offices of exchange appointed for this purpose.

The empty bags must be rolled up and tied together in suitable bundles, the label blocks, if any, being placed inside the bags. The bundles must bear a label showing the name of the office of exchange whence the bags have been received whenever they are returned through another office of exchange.

If the bags to be returned are not too numerous, they may be placed in the bags containing correspondence. Otherwise, they must be placed separately in sealed bags, labelled with the names of the respective offices of exchange. The labels must be marked "*Sacs vides*" (Empty bags).

2. With the aid of the particulars entered under the heading "*Indications de service*" on the letter bill, each Administration is able to exercise in its service a check upon the return of bags belonging to it. When this check shows that 10 per cent of the total number of the bags used in one year for the making up of mails have not been returned before the end of that year, the Office which is unable to prove the return of the empty bags is required to reimburse to the Office of despatch the value of the missing bags. Payment must also be made if the number of missing bags does not amount to 10 per cent but exceeds 50 bags.

Each Administration fixes periodically, and uniformly for all kinds of bags used by its offices of exchange, an average value in francs and notifies it to the Administrations concerned through the medium of the International Bureau.

PART VII

Provisions Concerning Transit and Warehousing Charges

CHAPTER I

Statistical Operations

ARTICLE 60

Transit Statistics

1. The transit charges payable in execution of Articles 73 *et seq.* of the Convention are based on statistics prepared once in every three years during the first 14 or 28 days of the month of May or during the 14 or 28 days which follow the 14th of October, alternately.

Mails made up on board ships are included in the statistics if they are landed during the statistical period.

The statistics will be taken during the second year of each triennial period.

The statistics of May, 1929, and the relative accounts prepared according to the provisions of the Convention of Stockholm will apply to the liquidation of transit charges up to the end of the year 1931.

The statistics of October-November, 1933, will apply to the years 1932, 1933, 1934 and so on.

The annual payments of transit charges to be made under each set of statistics should be continued, subject to adjustment on the basis of the next statistics, until the accounts prepared according to the latter are approved or regarded as fully accepted (Article 70 below).

3. When an important modification takes place in the circulation of correspondence from one country to another, and provided that such modification affects a period or periods amounting to a total of 12 months at least, each Office concerned may demand a revision of its transit accounts. In that case the sums to be paid by the despatching Offices are determined according to the use actually made of the intermediate services; but the total weights which are the basis for the new accounts must normally be the same as those of the mails despatched during the statistical period mentioned in § 1. When an agreement cannot be reached as to the method of division, special statistics must be taken to settle the distribution of these weights among the various services used. No modification in the circulation of correspondence for a particular country is considered important unless it affects by more than 5,000 francs per annum the accounts between the Office of origin and the intermediate Office concerned. The request for a revision of the accounts and, if necessary, for special statistics may be made when the modification in the circulation of the correspondence in question has lasted at least nine months. But the results of these statistics are only taken into consideration if the period of 12 months is actually completed.

If, after special statistics, it is shown that the total weights of the mails exchanged between two Offices and carried by a third Office have undergone an increase of 100 per cent or a reduction of 50 per cent as compared with the results of the last statistical period and that the accounts of the third Office would show on this head a modification of more than 5,000 francs a year, the new ascertained weights will form the basis of the transit charges due to that Office.

In the same way, when an intermediate Administration ascertains, during the six months which follow the statistics, that between the despatches made by another Administration during the statistical period and the normal traffic there is a difference of 20 per cent at least in the total weight conveyed, the Office concerned may demand the taking of new statistics if the accounts between two Offices are affected by a modification of more than 5,000 francs a year.

ARTICLE 61

Make-up and Description of Closed Mails during a Statistical Period

1. During each statistical period, separate bags for "letters and post-cards" and for "other articles" are used for the exchange of correspondence in closed mails between two Offices across the territory or by means of the services of one or more other Offices.

2. By way of exception to the provisions of Articles 54 and 55 above, each Administration has the option, during the statistical period, of enclosing registered or express articles other than letters and post-cards in one of the bags intended for "other articles," mentioning this fact on the letter bill; but if, in conformity with Articles 54 and 55, these articles are enclosed in a bag of letters, they are treated, so far as the statistics are concerned, as forming part of the letter despatch.

3. During the statistical period, all mails sent in transit must be furnished, in addition to the ordinary labels, with a special label bearing in large type the word "*Statistique*," followed by the indication 5 kilogrammes, 15 kilogrammes or 30 kilogrammes according to the category of weight (Article 62, §1, below).

As regards the bags of which the gross weight does not exceed 2 kilogrammes, or which contain only empty bags, correspondence exempt from all transit charges (Article 75 of the Convention) or a blank letter bill, the word "*Statistique*" is followed by the word "*Exempt*."

4. The label "*Statistique*" must bear in addition the mention "L.C." or "A.O." as the case may be.

ARTICLE 62

Establishment of Number of Bags and Weight of Closed Mails

1. As regards mails which involve the payment of transit charges, the despatching office of exchange enters the number of bags on the letter bill for the office of exchange of destination, dividing them if necessary into the following classes:

Description of bag. 1	Number of bags of which the gross weight		
	exceeds 2 kg. but not 5 kg. (light bags). 2	exceeds 5 kg. but not 15 kg. (medium bags). 3	exceeds 15 kg. but not 30 kg. (heavy bags). 4
L.C.			
A.O.			
Exempt from transit charges.	Number of bags:		

The number of bags exempt from transit charges to be entered must be the total of those bearing the inscription "*Statistique—Exempt*," as provided by Article 61, § 3, above.

2. The entries on the letter bills are checked by the office of exchange of destination. If that office finds an error in the numbers entered, it corrects the letter bill and immediately notifies the mistake to the despatching office of exchange by means of a verification note identical with Form C 24 annexed. However, as regards the weight of a bag, the statement of the despatching office of exchange holds good, unless the actual weight exceeds by more than 250 grammes the maximum weight of the class in which this bag was entered.

ARTICLE 63

Preparation of Statements C 17 for Closed Mails

1. As soon as possible after the conclusion of the statistical operations, the offices of destination prepare as many copies of statements, identical with Form C 17 annexed, as there are Offices concerned, including the Office of origin, and forward these statements to the offices of exchange of the Office of origin for acceptance. These offices, after having accepted the statements, forward them, in their turn, to their central Administration for distribution among the Offices concerned.

2. If the statements C 17 have not reached the offices of exchange of the Office of origin, or have not been received in sufficient number, within the period of three months (four months in exchanges with distant countries), from the date of despatch of the last mail to be included in the statistics, these offices themselves prepare the statements in sufficient number, in accordance with their

own records, adding to each of them the note, "*Les relevés C 17 du bureau destinataire ne sont pas parvenus dans le délai réglementaire*" (The statements C 17 of the office of destination have not been received within the prescribed period). They then forward them to their central Administration for distribution among the Offices concerned.

ARTICLE 64

List of Closed Transit Mails

1. As soon as possible and, at latest, within a period of three months after each statistical period, unless it has not been possible within that period to ascertain the route followed, the Administrations which have despatched mails in transit send the list of these mails to the different Administrations whose services they have used.

2. If this list shows mails in transit, which under the provisions of Article 61 above do not require the preparation of a statement C 17, an explanatory note is added to it, e.g., "*Poids ne dépasse pas 2 kilogrammes*" (Weight does not exceed 2 kilogrammes) "*Sacs vides*" (Empty bags), "*Correspondances exemptes*" (Exempt correspondence), "*Feuille d'avis négative*" (Blank letter bill).

ARTICLE 65

Closed Mails Exchanged with Ships of War

It is the duty of the Administrations of countries to which ships of war belong to prepare statements C 17 relative to the mails sent or received by these ships. The mails sent to ships of war during the statistical period must bear on the labels the date of despatch.

In the event of these mails being re-forwarded, the redirecting Office notifies the fact to the Office of the country to which the ship belongs.

ARTICLE 66

"Bulletin de Transit"

1. When the route to be followed and the transport services to be used for the mails despatched during the statistical period are unknown or uncertain, the Office of origin must, at the request of the Administration of destination, prepare for each mail a statement, green in colour, in conformity with Form C 25 annexed. The Office of origin may also forward this statement without formal request on the part of the Administration of destination, if circumstances seem to require this to be done.

The letter bills of the mails which involve the preparation of the statement in question must be clearly noted at the head "*Bulletin de transit*." The same note underlined in red pencil is made on the special labels "*Statistique*" referred to in Article 61.

2. The *bulletin de transit* must be forwarded unenclosed, with the mails to which it belongs, to the different services which participate in their carriage. In each country concerned, the inward and outward offices of exchange, to the exclusion of every other intermediate office, enter on the statement particulars concerning the transit which they effect. The last intermediate office of exchange must forward the statement C 25 directly to the office of destination. The statement is then returned by the office of destination to the office of origin as a voucher for statement C 17. When a *bulletin de transit* of which the despatch has been requested or is announced at the head of the letter bill is missing, the office of destination must inquire for it without delay.

ARTICLE 67

Statistics of Correspondence Sent à découvert

1. Ordinary and registered correspondence, as well as insured letters and boxes, originating in the country itself or in other countries, forwarded *à découvert* during a statistical period, are entered on the letter bill by the despatching office of exchange as follows:

Nombre de correspondances à découvert... (Number of articles *à découvert*).

Correspondence exempt from all transit charges in accordance with the terms of Article 75 of the Convention is not included in these figures.

In order to facilitate checking, the despatching office of exchange must make up the ordinary correspondence entered on the letter bill in special bundles labelled "*Correspondances à découvert.*" (Correspondence *à découvert*.)

2. When no correspondence is sent *à découvert*, the despatching office enters at the head of the letter bill the note:

"Pas de correspondances à découvert." (No correspondence *à découvert*.)

3. The entries on the letter bills are checked by the office of exchange of destination. If that office finds differences of more than five articles, it corrects the entries, and notifies the error immediately to the despatching office, by means of a verification note. If the difference ascertained falls within the limit before-mentioned, the entries of the despatching office are accepted as valid.

4. After the termination of the statistical operations, the office of exchange of destination prepares, in a single copy, statements (Form C 19 annexed) which are forwarded without delay to the central Administration to which it is subordinate.

ARTICLE 68

Statistics of Mails Warehoused

In respect of mails for the warehousing of which in a port payment is due under Article 74 of the Convention to the Office which warehouses the mails, that Office prepares, for each country of origin, a daily return in accordance with statement C 21 annexed, on which are shown the particulars of the mails received by the warehousing Office from the country in question, during the 14 or 28 days of the statistical period, without regard to the dates of despatch and of onward transmission of the mails in question.

The particulars shown on the daily returns are summarized, for each country of origin, in a return in accordance with statement C 22 annexed, which is forwarded to the central Administration of that country, together with the relative statements C 21.

The summary C 22, after acceptance by the Administration of the country of origin, is forwarded with the statements C 21 to the central Administration of the Office which provides the warehousing.

ARTICLE 69

Extraordinary Services

Apart from Air Mail services, the only services considered as extraordinary services giving rise to special transit charges are that maintained for the accelerated conveyance by land of the Indian Mail and the special motor service Palestine or Syria-Iraq.

CHAPTER II
Accounting. Settlement of Accounts

ARTICLE 70

Accounting for Transit Charges

1. For the preparation of the transit accounts, the light, medium and heavy bags, as defined in Article 62 above, are reckoned as being of the average weight of 4, 12 and 24 kilogrammes respectively.

2. The weight of the closed mails, the number of articles forwarded *à découvert* and, if necessary, the number of bags warehoused in a port are multiplied by 26 or 13 as the case may be, and the products thus obtained serve as the basis of special accounts determining in francs the yearly payments due to each Office.

In cases where the multiplier 26 or 13 does not correspond to the normal traffic exchanged by a service, the Administrations concerned come to an agreement for the adoption of another multiplier, which holds good during the years to which the statistics apply.

The duty of preparing the accounts devolves on the creditor Office, which forwards them to the debtor Office.

3. In order to take into account the weight of the bags and packing and of the classes of correspondence exempt from all transit charges in accordance with the terms of Article 75 of the Convention, the total amount of the account for closed mails is reduced by 10 per cent.

4. The detailed accounts are prepared in duplicate on the basis of the statements C 17, C 19 and C 21 on Forms C 18, C 20 and C 22. They are forwarded to the Office of origin as soon as possible, and, at the latest, within a period of 10 months following the close of the statistical period.

5. If the Office which has sent the detailed account has received no notice of amendments within an interval of 4 months, reckoning from the date of despatch, the account is regarded as fully accepted.

ARTICLE 71

General Annual Liquidation Account. Functions of the International Bureau

1. In the absence of any understanding to the contrary between the Administrations concerned, the general liquidation account, consisting of transit and warehousing charges, is prepared annually by the International Bureau.

2. As soon as the detailed accounts between two Administrations are approved or regarded as fully accepted (§ 5 of the preceding Article), each of these Administrations forwards without delay to the International Bureau a statement (Form C 23 annexed) indicating the total amounts of these accounts. On receipt of a statement from an Administration, the International Bureau gives notice of its receipt to the other Administration concerned.

Centimes are ignored in the balance.

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 agreed upon.

When one only of the Administrations has furnished the statement C 23, the amounts indicated by this Administration hold good, unless the corresponding statement of the Administration which was in arrear reaches the International Bureau in time for the preparation of the next general annual liquidation account.

In the case provided for in § 5 of the preceding Article, the statements must bear the indication "*Aucune observation de l'Office débiteur n'est parvenue dans le délai réglementaire.*" (No comment has been received from the debtor Office within the prescribed period.)

If two Administrations agree between themselves to effect a special settlement, their statements C 23 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 liquidation account.

3. At the end of each year the International Bureau prepares, on the basis of the statements which it has received up to that time and which are regarded as fully accepted, a general annual liquidation account of transit charges. If necessary, it conforms to the rule laid down by Article 60, § 2, for annual payments.

This account shows:—

- (a) the Debit and Credit of each Office;
- (b) the debit balance or the credit balance of each Office;
- (c) the sums to be paid by the debtor Offices;
- (d) the sums to be received by the creditor Offices.

The International Bureau arranges to limit as far as practicable the number of payments made by the debtor Offices.

4. The general annual liquidation accounts must be forwarded by the International Bureau to the Administrations as early as possible, and, at the latest, before the end of the first quarter of the year following the year of their preparation.

ARTICLE 72. (See PROTOCOL I)

Settlement of Transit Charges

1. Unless otherwise arranged, the balance resulting from the general annual liquidation account of the International Bureau or from the special settlements, including if necessary the adjustment prescribed by Article 60, § 2, is paid by the debtor Office to the creditor Office in gold, or by means of cheques or drafts payable at sight on the capital or on a commercial centre of the creditor country.

If payment is made by means of cheques or drafts, they are drawn in the currency of the creditor country for an amount equivalent, on the day of purchase, to the value of the balance expressed in francs. The costs of the payment are borne by the debtor Office.

These cheques or drafts may also be drawn on another country on condition that they represent the same equivalent and that the discount charges are paid by the debtor Office.

2. The payment above mentioned must be made with as little delay as possible, and, at the latest, before the end of a period of four months from the date of despatch of the liquidation account by the International Bureau, or of the request for payment, addressed by the creditor Office to the debtor Office, in the case of an account settled separately. This period may be extended to five months in relations with distant countries.

If these periods are exceeded, the sums due are chargeable with interest, at the rate of 7 per cent per annum, from the date of the expiration of the periods of grace mentioned.

PART VIII
Miscellaneous Provisions

CHAPTER I

ARTICLE 73

Reply Coupons

1. Reply coupons are identical with Form C 26 annexed, and are printed under the supervision of the International Bureau on paper bearing in watermark the letters U P U in large characters.

2. Each Administration has the option

(a) of marking the coupons with a special perforation which does not prevent the reading of the text and is not of such a character as to hinder the checking of the coupons;

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

3. The International Bureau supplies the coupons at cost price.

4. In the absence of other arrangements between the Administrations concerned, the coupons exchanged are sent yearly to the Administrations which issued them, with a statement of their total number and value.

5. As soon as two Administrations have agreed on the number of coupons exchanged between them, a statement (Form C 27 annexed) indicating the debit or credit balance is drawn up by each of the two Administrations and forwarded by them to the International Bureau. If two Administrations cannot reach an agreement within a period of six months, the creditor Office prepares its account and sends it to the International Bureau. For the preparation of this statement the value of the coupon is reckoned at 37½ centimes. The International Bureau includes the balance in a yearly account.

In the event of one only of the Administrations having furnished the statement (Form C 27) the entries of that Administration hold good.

6. When, in the relations between two Offices, the yearly balance does not exceed 25 francs, the debtor Office is exempt from all payments on this head, and the statement is not prepared.

7. If two Administrations have agreed to effect a special settlement, they do not forward a statement to the International Bureau.

8. The payment of the balances is effected under the conditions laid down in Article 72.

ARTICLE 74

Identity Cards

1. Each Administration appoints the post offices or postal services which issue Identity Cards.

2. These cards are made out in the form indicated in Form C 28 attached. These forms are furnished at cost price by the International Bureau.

3. The applicant must at the time of application, hand in his photograph and prove his identity. Administrations take the necessary measures to ensure that cards shall only be issued after careful enquiry into the identity of the applicant.

The official enters the application in a register, fills up in ink and in Roman characters all the particulars required by the Identity Card, affixes to it the photograph in the space indicated, affixes the postage stamp representing the charge, half on this photograph and half on the card, and cancels it by a clear impression of the date-stamp.

He then makes a fresh impression of this stamp or of his official seal in such a way that it appears partly on the upper portion of the photograph and partly on the card, then repeats this impression on the front of the card, signs the card and delivers it to the applicant after having obtained his signature.

4. When the appearance of the holder is so altered that the photograph or the description are no longer accurate, the card must be renewed.

5. Each country retains the right to issue Identity Cards relative to the international service in accordance with the rules applied to the cards in use in its inland service.

ARTICLE 75

Mails Exchanged with Ships of War

1. The establishment of an exchange of closed mails between a Post Office and naval divisions or ships of war of the same nationality, or between one naval division or ship of war and another of the same nationality, must be notified, as far as possible in advance, to the intermediate Offices.

2. Such mails are addressed in the following form:

From the post office of
For {the (nationality) naval division of (name of the division) at . . . } (Country)
 {the (nationality) ship (name of the ship) at } (Country)

or

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

or

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

3. Mails addressed to or sent from naval divisions or ships of war are forwarded, unless specially addressed as to route, by the most rapid routes, and in the same conditions as mails exchanged between post offices.

The captain of a mail-packet conveying mails for a naval division or a ship of war holds them at the disposal of the commanding officer of the naval division or ship addressed, in case the latter should require delivery *en route*.

4. If the ships are not at the place of destination when mails addressed to them arrive there, the mails are kept at the post office until fetched away by the addressee or redirected to another place. Redirection may be demanded, either by the Post Office of origin, by the commanding officer of the naval division or the ship addressed, or by a Consul of the same nationality.

5. Such of the mails in question as are addressed "*Aux soins du Consul de*" (Care of the Consul of) are delivered at the Consulate of the country of origin. At the request of the Consul they may afterwards be received back into the postal service and redirected to the place of origin or to another address.

6. Mails addressed to a ship of war are regarded as being in transit up to the time of their delivery to the commanding officer of that ship, even when they have been originally addressed to the care of a post office or to a Consul entrusted with the duty of acting as forwarding agent; they are not, therefore, regarded as having arrived at their address so long as they have not been delivered to the ship of war addressed.

ARTICLE 76

Franking Notes. Settlement of Customs Charges, etc.

1. The settlement concerning customs charges, etc., paid out by each Office on behalf of another is effected by means of special monthly accounts identical with Form C 4 annexed, which are drawn up by the debtor Office in the money of the creditor Office. The franking notes are entered in alphabetical order of the offices which have advanced the amounts and in numerical order.

If the two Administrations concerned also participate in the parcel post service in their mutual relations, they may in the absence of other arrangements include in the settlements relating to parcel post franking notes those relating to the letter post.

2. The special account, accompanied by the franking notes, is forwarded to the creditor Administration not later than the end of the month following that to which it relates. A blank account is not drawn up.

3. The checking of the accounts takes place in accordance with the rules fixed by the Detailed Regulations of the Money Order Agreement.

4. The accounts are settled specially. Each Office may, however, request that these accounts be annexed either to the Money Order accounts or to the accounts C P 14 or C P 15 relating to postal parcels.

ARTICLE 77

Forms for the Use of the Public

For the purpose of applying the provisions of Article 39 § 2, of the Convention, the following are considered as forms for the use of the public:

Forms C 1 (Customs label), C 2 (Customs Declaration), C 6 (Advice of Delivery), C 8 (International Trade Charge Money Order), C 10 (Redirection Envelope), C 11 (Request for withdrawal from the post or for modification of address), C 12 (Particulars to be furnished in case of enquiry for an ordinary article), C 13 (Enquiry for a registered article).

ARTICLE 78

Period of Retention of Documents

Documents relating to the international service must be preserved for a minimum period of two years.

ARTICLE 79

Telegraphic Address

For telegraphic communications exchanged between them, Administrations use the telegraphic address "Postgen" followed by the name of the city in which the central Administration is situated.

PART IX

International Bureau

CHAPTER I

ARTICLE 80

Congresses and Conferences

The International Bureau prepares the business to be submitted to Congresses or Conferences. It undertakes the printing and distribution of the necessary documents.

The Director of the International Bureau attends the sittings of Congresses or Conferences, and takes part in the discussions, but without the right of vote.

ARTICLE 81

Information. Requests for Modification of the Acts

The International Bureau must hold itself always at the disposal of members of the Union for the purpose of furnishing them with any information they may require upon questions relating to the service.

It prepares a statement of the case whenever a request is made for modification or interpretation of the regulations which govern the Union, and notifies the results of consultations.

ARTICLE 82

Publications

1. The International Bureau publishes, with the assistance of the documents which are put at its disposal, a special journal in the German, English, Spanish, and French languages.

2. It publishes, in accordance with information furnished under the provisions of Article 90 below, an official summary of all information of general interest concerning the carrying out of the Convention and the Regulations in each country. Subsequent modifications are notified by means of circulars.

Similar summaries concerning the execution of the Agreements are published at the request of the Administrations participating in those Agreements.

3. The documents published by the International Bureau are distributed to the Administrations, in proportion to the number of units of contribution assigned to each by Article 24 of the Convention.

Any additional copies of these documents which may be applied for by Administrations are paid for separately at cost price.

4. The International Bureau undertakes the publication of an alphabetical dictionary of all the post offices in the world, with special indication of such of those offices as undertake services which have not yet become general. This dictionary is kept up to date by means of supplements or in any other manner which the International Bureau considers suitable.

The dictionary is distributed to the Administrations in the proportion of 10 copies to each unit of contribution assigned to each by Article 24 of the Convention. Any additional copies required by Administrations are paid for separately at cost price.

ARTICLE 83

Annual Report

The International Bureau makes an annual Report on its work which is communicated to all the Administrations.

ARTICLE 84

Official Language of the International Bureau

The official language of the International Bureau is French.

ARTICLE 85

Reply Coupons. Identity Cards. Table of Equivalents

The International Bureau undertakes the manufacture and supply of reply coupons and identity cards, as well as the preparation and distribution of the table of equivalents referred to in Article 5 above.

ARTICLE 86

Balancing and Settlement of Accounts

1. The International Bureau undertakes the balancing and settlement of accounts of every description relative to the international postal service between the Administrations which express their desire to avail themselves of its services. They arrange accordingly with each other and with the Bureau.

2. At the request of the Administrations concerned, telegraph accounts may also be notified to the International Bureau to be included in arriving at the balances due.

3. Each Administration retains the right to prepare at its discretion special accounts for different branches of the service, and to settle them as it thinks fit with the corresponding Administrations, without employing the medium of the International Bureau, to which it simply indicates for what branches of the service and in respect of what countries it desires the services of the Bureau.

4. Administrations which avail themselves of the services of the International Bureau for the balancing and liquidation of accounts may cease to use those services three months after giving notice to that effect.

ARTICLE 87

Preparation of Accounts

1. When the individual accounts have been checked and agreed upon, the debtor Offices forward to the creditor Offices, for each class of operations, an acknowledgment, made out in francs and centimes, of the amount of the balance of the two individual accounts, indicating the subject of the credit and the period to which it relates.

In the absence of any understanding to the contrary, an Office which desires, for its own accounting purposes, to have general accounts, must prepare them itself and submit them to the corresponding Office for acceptance.

Offices may agree to apply another system in their relations with one another.

2. Each Office forwards to the International Bureau, monthly or quarterly, if special circumstances render it desirable, a statement showing the total Credit due to it on the individual accounts as well as the total of the sums which are due to it from each of the contracting Offices; each credit appearing in this table must be supported by an acknowledgment from the debtor Office.

This statement must reach the International Bureau not later than the 19th of each month or of the first month of each quarter. Failing this, it is included in the settlement of the month or the quarter following.

3. The International Bureau checks the correctness of the statements by comparing the acknowledgments. Any correction that may be necessary is notified to the Offices concerned.

The debit of each Office to another is carried forward into a summary; and in order to arrive at the total amount due from each Office, it is only necessary to add up the different columns of this summary.

ARTICLE 88

General Balance Sheet

1. The International Bureau combines the tables and the summaries in one general balance sheet showing

- (a) the total of the Debit and of the Credit of each Office;
- (b) the debit or credit balance of each Office;
- (c) the sums to be paid by the debtor Offices and the division of the sums among the creditor Offices.

As far as possible, it takes care that each Office, in order to settle its debts, shall have to make only one or two distinct payments.

Nevertheless, an Office which habitually finds a sum exceeding 50,000 francs owing to it from another has the right to claim remittances on account.

These remittances on account are entered, both by the creditor Office and by the debtor Office, at the foot of the statements to be forwarded to the International Bureau.

2. The acknowledgments forwarded to the International Bureau with the tables are classified by Offices.

They serve as the basis for settling the accounts of each of the Offices concerned. In this settlement there must appear

- (a) the sums relating to the special accounts concerning the different services;
- (b) the total of the sums resulting from all the special accounts relating to each of the Offices concerned;
- (c) the totals of the sums due to all the creditor Offices on account of each branch of the service, as well as their general total.

This total must be equal to the total of the Debit which appears in the summary.

At the foot of the settlement account, a balance is struck between the Debit and the Credit resulting from the statements forwarded by the Offices to the International Bureau. The net amount of the Debit or of the Credit must be equal to the debit balance or to the credit balance carried into the general balance sheet. Moreover, the settlement account indicates the Offices to which payment must be made by the debtor Office.

The settlement accounts must be forwarded by the International Bureau to the Offices concerned not later than the 22nd of each month.

ARTICLE 89

Payment

Payment of the sums due, under a settlement account, from one Office to another, must be made as soon as possible and at the latest a fortnight after receipt of the settlement account by the debtor Office. As regards other conditions of payment the provisions of §1 of Article 72 are applicable. The provisions of § 2 of that Article are applicable to cases of non-payment of the balance within the fixed period.

Debit or credit balances not exceeding 500 francs may be carried forward to the settlement of the following month, provided, however, that the Offices concerned are in monthly communication with the International Bureau. The amount brought forward is entered in the summaries and in the settlement accounts for the creditor and debtor Offices. In such a case, the debtor Office forwards to the creditor Office an acknowledgment of the sum due, to be carried into the next statement.

ARTICLE 90

Communications to be Addressed to the International Bureau

1. Administrations must in particular communicate to each other through the medium of the International Bureau,

- (a) particulars of the surtaxes which, by virtue of Articles 36 and 76 of the Convention, they collect to cover the cost of extraordinary services, as well as a list of the countries in respect of which these surtaxes are collected, and, if necessary, particulars of the services on which surtaxes are due;

- (b) three complete sets of their postage stamps and of impressions of their franking machines, with an indication of the date on which postage stamps of previous issues cease to be valid;
- (c) their decision as regards the option to apply or not certain general provisions of the Convention and of the Regulations;
- (d) the reduced rates which they have adopted by virtue of Article 5 of the Convention, and a statement of the services to which these rates are applicable;
- (e) full information concerning customs or other regulations, as well as the prohibitions or restrictions governing the entry and transit of postal articles in their respective services;
- (f) a list of kilometric distances concerning land routes followed by transit mails;
- (g) a list of the lines of Packets leaving their ports which are used for the conveyance of mails, indicating the routes, the distance and the duration of the voyage between the port of departure and each of the successive ports of call, the frequency of the service, and the countries to which the rates for sea transit must be paid if the Packets are used;
- (h) information whether or not they admit articles liable to customs duty in correspondence prepaid at the letter rate;
- (i) their inland postage rates.

2. Every modification subsequently introduced, in regard to one or other of the points above-mentioned, must be notified without delay.

3. Administrations must furnish the International Bureau with two copies of all the documents which they publish, whether relating to the inland service or to the international service.

ARTICLE 91

General Statistics

1. The International Bureau compiles general statistics for each year.

To this end, Administrations send to it a series as complete as possible of statistical returns in tabular form to be compiled in accordance with the annexed forms C29 and C30. Table C29 is forwarded at the end of the month of July in each year; but the particulars included in Parts I, II and IV of this table are furnished once only every three years; Table C30 is also forwarded every three years, on the same date. The particulars furnished relate in every case to the preceding year.

2. Transactions which are recorded in detail are embodied in periodical statements based upon the actual records.

3. With regard to all other transactions, correspondence of all kinds is counted annually without distinction between letters, post-cards, commercial papers, printed papers, samples and small packets, and every three years, at least, the different classes of correspondence are counted.

Each Administration fixes the time and duration of its counts.

4. In the interval which elapses between the special statistics, the numbers of the different classes are estimated in accordance with the proportions given by the last special statistics.

5. The international Bureau prints and distributes the statistical forms to be filled up by each Administration. It furnishes to Administrations on application all necessary information as to the rules to be followed, in order to ensure uniformity of practice in taking the statistics.

ARTICLE 92

Expenses of the International Bureau

1. The ordinary expenses of the International Bureau must not exceed the sum of 350,000 Swiss francs annually.

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

3. The sums advanced by the Swiss Postal Administration, in accordance with § 2 of this Article, must be repaid by the debtor Offices with as little delay as possible, and at latest before the 31st of December of the year of despatch of the account. If this period is exceeded, the sums due are chargeable with interest in favour of that Administration at the rate of seven per cent per annum from the date of the expiration of the period mentioned.

4. The countries of the Union are classified as follows, for the division of expenses:

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

2nd class: Spain, Mexico;

3rd class: the whole of the island possessions of the United States of America other than the Philippine Islands, Belgium, Brazil, Egypt, Algeria, French Colonies and Protectorates in Indo-China, the whole of the other French Colonies, Greece, Netherlands, Dutch East Indies, Poland, Roumania, Kingdom of the Serbs, Croats and Slovenes, Sweden, Switzerland, Czechoslovakia;

4th class: Austria, Denmark, Finland, Hungary, Chosen (Korea), Norway, Portugal, Portuguese Colonies in Africa, Portuguese Colonies in Asia and Oceania;

5th class: Bulgaria, Chile, Republic of Colombia, Estonia, Latvia, Morocco (except Spanish Zone), Morocco (Spanish Zone), Peru, Persia, Tunis;

6th class: Afghanistan, Albania, Bolivia, Republic of Costa Rica, Republic of Cuba, Danzig (Free City), Dominican Republic, Ecuador, Ethiopia, Guatemala, Republic of Haiti, Republic of Honduras, Lithuania, Luxemburg, Nicaragua, Republic of Panama, Paraguay, Dutch Colonies in America, Republic of Salvador, Territory of the Sarre, Uruguay, United States of Venezuela;

7th class: Philippine Islands, Colony of the Belgian Congo, the whole of the Spanish Colonies, Kingdom of Hejaz and Nejd and Dependencies, Iraq, Iceland, the whole of the Italian Colonies, the whole of the Japanese Dependencies other than Chosen, Republic of Liberia, Republic of San Marino, State of the City of the Vatican.

Final Provisions

ARTICLE 93

Entry into Force and Duration of the Regulations

The present Regulations shall come into force on the day on which the Universal Postal Convention comes into operation. They shall have the same duration as that Convention, unless they are renewed by common consent between the parties concerned.

Done at London, the 28th of June, 1929

(The signatures follow. They are the same as the signatures to the Convention except in case of Free City of Danzig, where signatures are Victor Zander and Alfred Nordmann.)

Final Protocol of the Detailed Regulations

At the moment of proceeding to sign the Detailed Regulations of the Convention drawn up by the Universal Postal Congress of London, the undersigned plenipotentiaries have agreed as follows:—

I

Payment of Balances of Transit Charges

1. In case of payment by means of cheques or drafts of the balance referred to in Article 72, these cheques or drafts are expressed in the money of a country where the central issuing bank or other official issuing office buys and sells gold or gold currency for the national money at fixed rates determined by law or in virtue of an agreement with the Government.

If the currencies of several countries fulfil these conditions, the creditor country indicates the currency which is convenient to it. The conversion is effected at the gold par rate.

2. Cheques or drafts may also be drawn in the currency of the creditor country if the two countries have come to an agreement on this subject. In that case, the balance is converted at the gold par rate into the currency of a country fulfilling the conditions prescribed in the preceding paragraph. The result arrived at is then converted into the currency of the debtor country and from this into the currency of the creditor country at the rate of exchange in the capital or at a commercial centre of the debtor country on the day of delivery of the order of purchase of the cheque or draft.

II

Make-up of Mails

The Post Office of the United States of America has the option of enclosing the letter bill in a bag containing ordinary letters, provided that the letter F is clearly shown on the label of the bag.

In faith whereof the under-mentioned plenipotentiaries have drawn up the present Final Protocol, which shall have the same force and validity as if its provisions were inserted in the actual text of the Regulations to which it relates, and they have signed it in one copy which shall remain in the Archives of the Government of the United Kingdom of Great Britain and Northern Ireland, and of which one copy shall be delivered to each party.

Done at London, the 28th of June, 1929.

(The signatures follow. They are the same as the signatures to the Detailed Regulations.)

Provisions Regarding the Conveyance of Letter Mails by Air

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1. Air transport charges for closed mails.

ANNEXES*

Forms AV1 to AV4.

*Not published.

PROVISIONS REGARDING THE CONVEYANCE OF LETTER MAILS BY AIR

CHAPTER I General Provisions

ARTICLE 1

Classes of Correspondence Admitted in the Air Mails

1. All the classes of correspondence indicated in Article 32 of the Universal Postal Convention are admitted to air conveyance, for the whole or part of the journey, viz., letters, single or reply-paid post-cards, commercial papers, printed papers of every kind (including matter printed in relief for the use of the blind), samples of merchandise, small packets, as well as postal money orders and subscribers' newspapers (*abonnements-poste*). In that case the articles are called "*Correspondances-aéron*" (Air Mail Correspondence).

2. The articles mentioned in Article 32 of the Convention may be registered.

3. Insured articles—letters and boxes—may also be admitted to air conveyance in the relations between countries which agree to the exchange of such articles by air.

ARTICLE 2

Freedom of Transit

The freedom of transit prescribed by Article 25 of the Universal Postal Convention is guaranteed for Air Mail correspondence throughout the entire territory of the Union, whether or not the intermediate Administrations take part in re-transmitting the correspondence.

ARTICLE 3

Rates of Postage and General Conditions for the Acceptance of Air Mail Correspondence

1. Articles for transmission by Air Mail are prepaid, in addition to the ordinary postal charges, with a special Air Mail fee, the amount of which is fixed by the Administration of the country of origin; this fee must not exceed 25 centimes gold per 20 grammes per 1,000 kilometres of air conveyance.

2. On post-cards and money orders the maximum fee is 25 centimes gold per article per 1,000 kilometres of air conveyance.

3. The fee for reply-paid post-cards is collected for each half separately at the point of departure of each of these halves.

4. The fees mentioned in §§ 1, 2 and 3 of the present Article apply only to the services to which the tariff prescribed in Article 11, § 10, is applicable. They must be uniform for each country of destination.

5. The fee on Air Mail correspondence conveyed by extraordinary services (Article 11, § 11) may be increased, having regard to the extraordinary expenditure which the use of these services occasions.

6. The fees must be paid before despatch. Except in the cases prescribed in Article 6, they may not be collected from the addressee.

7. Air Mail correspondence is prepaid in the manner laid down in Article 46 of the Universal Postal Convention. However, without regard to the class of correspondence, the prepayment may be represented by a manuscript note, in figures, of the amount collected, expressed in the currency of the country of origin in the form:

“*Affranchissement perçu: Fr. c.*” (Amount collected: Fr. c.).

This indication may either appear in a special stamp impression or on an adhesive stamp or special label, or simply be inscribed on the envelope of the article by any method whatever. In all cases the indication must be supported by the date-stamp of the office of origin.

ARTICLE 4

Unpaid or Insufficiently Prepaid Air Mail Correspondence

1. In the case of entire absence of prepayment, Air Mail correspondence is treated in conformity with the provisions of Articles 34 and 35 of the Universal Postal Convention. Articles on which the prepayment of postage is not compulsory before despatch are transmitted by ordinary routes.

2. In the case of insufficient prepayment, Air Mail correspondence is transmitted by Air Mail if the charges prepaid represent at least the amount of the Air Mail fee. The provisions of Article 35 of the Universal Postal Convention apply as regards the collection of postal charges not prepaid at the time of despatch.

3. When these articles are transmitted by ordinary route, the office of posting or the office of exchange must strike out all annotations relative to transmission by Air Mail.

ARTICLE 5

Delivery of Air Mail Correspondence

1. Air Mail correspondence is delivered with the utmost rapidity possible and must at least be included in the first delivery which follows its arrival at the office of delivery.

2. The senders have the right to request delivery by special messenger, immediately after arrival, on prepayment of the special express delivery fee prescribed by Article 44 of the Universal Postal Convention. This right exists only in relations between countries which have organized the express delivery service in their reciprocal relations.

3. On payment of a supplementary charge, Administrations may, after agreement between themselves, effect delivery by special means, in particular by the use of pneumatic tubes.

ARTICLE 6

Redirection and Return of Air Mail Correspondence

1. Air Mail correspondence addressed to persons who have changed their address is forwarded to the new address by ordinary means of conveyance, unless the addressee has expressly asked for redirection by Air Mail and has paid in advance to the redirecting office the Air Mail fee for the new transmission. Undeliverable correspondence is returned to origin by ordinary route.

2. If redirection or return takes place through ordinary postal channels, the Air Mail label “*Par Avion*” and all annotations relative to transmission by Air Mail must be struck through officially by means of two thick transverse strokes.

CHAPTER II
Registered Articles and Insured Articles

I.—Registered Articles

ARTICLE 7

Registered Articles

Registered articles are subject to the postage charges and general conditions of acceptance prescribed by the Universal Postal Convention. They must be prepaid, in addition, with the same Air Mail fees as ordinary articles.

ARTICLE 8

Responsibility

Postal Administrations accept, for registered articles sent by Air Mail, the same responsibility as for other registered articles.

II.—Insured Articles

ARTICLE 9

Insured Articles

1. Administrations which admit insured articles to conveyance by Air Mail are authorized to collect on account of those articles a special insurance fee of which they fix the amount.

The total of the ordinary insurance fee and of the special fee must remain within the limits fixed by Article 3, letter c, of the Agreement concerning insured letters and boxes.

2. So far as concerns insured articles sent in closed mails through the territory of countries which are not parties to the Agreement concerning insured articles or transmitted by Air Services for which the countries in question do not accept responsibility for insured articles, the responsibility of these countries is limited to that prescribed for registered articles.

CHAPTER III

Allocation of Air Mail Fees. Rates for Conveyance

ARTICLE 10

Allocation of Air Mail Fees

Each Administration keeps the whole of the sums which it collects in respect of Air Mail fees of all kinds.

ARTICLE 11

Rates for Air Conveyance of Closed Mails

1. The transit rates prescribed by Article 73 of the Universal Postal Convention do not apply to air services.

2. By way of exception to the provisions of the Convention, the countries of destination which undertake the retransmission of Air Mail correspondence

by air in their internal service are entitled to be credited with the rates for internal conveyance. This credit must be uniform for all the services of the internal system of the same country.

3. The rates for conveyance applicable to the same air service are uniform for all Administrations which use this service without sharing in the working expenses.

4. Apart from the exceptions allowed in §§ 5 and 6 below, the rates for air conveyance are payable to the postal Administration of the country in which is situated the aerodrome at which the correspondence is taken over by the air service.

5. The Office which hands to an air transport undertaking mails intended for conveyance successively by several distinct air services may, if it has agreed with the intermediate Offices, pay directly to that undertaking the rates for conveyance for the whole route. The intermediate Offices have, for their part, the right to demand the application pure and simple of the provisions of § 4.

6. As an exception to the provisions of §§ 4 and 5 above, each Administration which maintains an air service retains the right to collect direct from each Administration which uses that service the rates for conveyance applicable to the whole of the route.

7. The rates for air conveyance of Air Mail correspondence despatched in closed mails are borne by the Administration of the country of origin: the rates for air conveyance of correspondence despatched *à découvert* are borne by the Administration which hands it *à découvert* to another Administration.

8. In the absence of agreement to the contrary between the postal Administrations concerned, the transfer in the same aerodrome, in course of transmission, of mails conveyed successively by several distinct air services must be performed by the postal Administration of the country in which the transfer takes place. This rule does not apply when the transfer takes place between machines performing successive stages of the same service.

9. Warehousing charges are not collected in respect of Air Mails.

However, in cases where on account of exceptional circumstances considerable expense has to be incurred by such warehousing, Administrations are authorized to collect the warehousing charges laid down by Article 74 of the Convention.

10. As a temporary measure, the basic tariff to be applied to the settlement of accounts between Administrations in respect of air transport is fixed at 6 centimes of a gold franc per indivisible fraction of 100 grammes gross weight per 100 kilometres. All fractions of 100 grammes or of 100 kilometres are rounded up to the next 100 grammes or 100 kilometres respectively, separately for each mail included in the air mail statistics. Air Mails conveyed in the internal service are subject to the same rules.

11. The charges for conveyance specified above do not apply to conveyance for long distances by means of services of which the establishment and maintenance entail extraordinary expenditure. The conditions under which these services may be used are regulated by mutual agreement between the Administrations concerned; they must be uniform for all Administrations making use of these services.

12. The rates for conveyance mentioned above are due also for correspondence exempt from transit rates, as well as for mails or correspondence mis-sent, in cases where these are despatched by air.

13. With the exception of any warehousing charges which may be due (§ 9 above), the Administrations of the countries flown over have no right to payment for mails conveyed by air over their territory.

ARTICLE 12

Rates for Conveyance à découvert of Air Mail Correspondence

1. Air Mail correspondence may be exchanged *à découvert* between two Administrations by air.
2. The charges for air conveyance are paid wholly to the postal Administration of the country to which the correspondence is sent *à découvert* for re-transmission by air; that Administration may require separate bundles to be made up for the destinations which it may specify.
3. To arrive at the charges for conveyance, the net weight of Air Mail correspondence transmitted *à découvert* is increased by 25 per cent to take into account the expenditure applicable to sorting. Nevertheless, the increase in the charges for air mail conveyance resulting in favour of a country of transit must not exceed 1 franc 50 centimes per 100 grammes net weight.

ARTICLE 13

Calculation of Distances Between Two Countries Connected by Several Air Lines

If two countries are connected by several air lines, the rates for conveyance are calculated according to the mean distance of these routes and their importance for international traffic.

CHAPTER IV

International Bureau

ARTICLE 14

Communications to be Addressed to the International Bureau

1. Administrations must communicate to each other through the medium of the International Bureau,
 - (a) particulars of the Air Mail fees which they collect on Air Mail correspondence—in the internal service as well as for destinations in other countries;
 - (b) information whether or not they admit insured letters and boxes to transmission by air;
 - (c) a list of the air lines, national or foreign, which they use for the conveyance of Air Mail correspondence, whether those lines operate in the interior of the country or leave its aerodromes for foreign countries; these latter lines must appear in the list with the distance for which the Administration which uses them assumes responsibility for the correspondence which it entrusts to them. The list must show in particular for each line, the distance and duration of the flight from the aerodrome of departure to the different ports of call (aerodromes), the frequency of the service, the country to which the charges for conveyance by air by the line must be paid and the special conditions or restrictions to which the use of that line is subject. At the end of the particulars relating to internal lines, each Administration must show the mean distance adopted in calculating the credit for air conveyance of the Air Mail correspondence addressed to the interior of its country;

- (d) a list of countries to which they undertake the re-transmission of Air Mail correspondence by air for the whole or part of the distance, with particulars of the routes by which re-forwarding takes place, the distances by air and the charges for conveyance applicable to them.

These particulars are entered on form AV 1 annexed.

2. The communications under (c) and (d) must be sent regularly twice a year, a month before the commencement of the summer service and a month before the commencement of the winter service. Every subsequent modification must be notified without delay.

3. The International Bureau draws up, in accordance with the communications which it receives, a Summary (*Recueil*) of information, concerning the Air Mail Service, including the exchange of insured letters and boxes, a general list of postal air lines and a general list of countries served by air lines. These documents are distributed to the Administrations without delay. The general list to be prepared by the International Bureau must conform to the annexed Form AV 1.

The International Bureau is also entrusted with the preparation of a map of the world showing postal lines of international air communication, as well as supplementary maps showing the lines in the interior of each continent.

4. For provisional information, a copy of the communications under (c) and (d) shall be sent directly by each Administration to all the other Offices which notify their desire to receive them.

5. Administrations shall, in addition, communicate regularly to all the Offices which ask for them the time-tables of the air lines in their internal and international systems with particulars, for each aerodrome, of the times of arrival and departure of the aeroplanes.

CHAPTER V

Accounting Regulations

ARTICLE 15

Statistics

1. The general accounting for the charges for air conveyance is based on statistical returns taken in the seven days which follow the 14th of June and the 14th of November in each year. The data obtained from the June statistics form the basis for the payments due for the summer service; those from the November statistics form the basis in regard to the winter service.

2. The statistics relating to services which are not in operation during the months of June and November are taken after agreement between the Administrations concerned.

3. As a temporary measure, every Office has the right to demand that the settlement of accounts shall take place quarterly on the basis of the gross weight of the mails actually conveyed during the preceding quarter. In this case, the procedure to be followed must be agreed between the Administrations concerned.

ARTICLE 16

Make-up of Ordinary or Air Mails during Air Mail Statistical Periods

The provisions of Article 61 of the Detailed Regulations of the Universal Postal Convention are not applicable to the half-yearly statistics for calculat-

ing the charges for conveyance by air. However, during these statistical periods, the labels or addresses of mails containing Air Mail correspondence must be conspicuously marked "*Statistique-avion*."

ARTICLE 17

Establishment of the Weight of Air Mails

1. During the statistical periods, the date of despatch and the gross weight of the mail are entered on the label or outer address of the mail. The enclosure of one Air Mail in another mail of the same kind is forbidden.

2. If correspondence *à découvert* intended for onward transmission by air is included in an ordinary or Air Mail, the weight must be entered separately on the letter bill for each country to which the air correspondence is addressed. If necessary, the particulars of the weights may be entered upon a special list similar to the annexed Form AV 2 which is attached to the letter bill.

3. These entries are checked by the office of exchange of destination. If that office finds that the actual weight indicated differs by more than 20 grammes from the weight advised, it corrects the letter bill or the label and notifies the error immediately to the despatching office of exchange by means of a verification note; a copy of this verification note is sent, if necessary, to each intermediate Office. If the differences in weight ascertained are within the above-mentioned limits, the entries of the office of despatch are accepted as valid.

ARTICLE 18

List of Closed Air Mails

As soon as possible, and, in every case, within a period of 15 days after each statistical period, the Administrations which have despatched closed Air Mails send a list of these mails to the different Administrations whose air services they have used, including if necessary, the Administration of destination.

ARTICLE 19

Preparation of Statements AV3 and AV4 for Air Mails

1. During the statistical periods, the intermediate Administrations take note, in a statement in accordance with Form AV3 annexed, of the weights shown on the labels or outer addresses of the Air Mails that they have re-forwarded by air beyond the frontier of their countries. A statement is prepared for each office of exchange despatching Air Mails.

2. The Administrations receiving Air Mails which undertake the re-transmission by air of the Air Mail correspondence contained therein, either in their internal service or beyond the frontiers of their countries, prepare a statement, in accordance with Form AV4 annexed, from the particulars given on the letter bills. The same procedure applies as regards Air Mail correspondence contained in ordinary mails.

3. As soon as possible, and, at the latest, one month after the close of the statistical operations, the statements AV3 and AV4 are forwarded to the despatching offices of exchange for acceptance. These offices, after having accepted the statements, forward them, in their turn, to their central Administration which returns them to the central Administration of the creditor Office.

4. If the creditor Office has received no notice of amendments within an interval of 3 months reckoning from the date of despatch, the statements are regarded as fully accepted. In the case of extraordinary circumstances (long distance, etc.), these periods may be extended by mutual agreement between the Offices concerned.

ARTICLE 20

Accounting for Air Transport Charges

1. The gross or net weights of the Air Mail correspondence shown in Statements AV3 or AV4 are multiplied by a figure corresponding to the frequency of the summer and winter services, and the products thus obtained serve as the basis of special accounts determining in francs the transport payments accruing to each Office for the current half year.

2. The duty of preparing these accounts devolves on the creditor Office which forwards them to the debtor Office.

3. The special accounts are prepared in duplicate and forwarded to the debtor Office as soon as possible. If the creditor Office has received no notice of amendments within an interval of 3 months reckoning from the date of despatch, this account is regarded as fully accepted.

ARTICLE 21

General Account

In the absence of any understanding to the contrary between the Administrations concerned, the general account of air transport charges is prepared twice a year by the International Bureau in accordance with the regulations fixed for the account relating to transit charges.

CHAPTER VI

Miscellaneous Provisions

ARTICLE 22

Special Marking of Air Mail Correspondence

Air Mail correspondence has affixed on despatch a special blue label or stamp impression bearing the words "*Par avion*" (By Air Mail) with a translation in the language of the country of origin.

ARTICLE 23

Partial Transmission by Air

If the sender desires that his correspondence shall be forwarded by air for part of the air route only, he must indicate this fact. At the end of the air transmission of this correspondence, the instruction and the Air Mail label "*Par avion*" as well as the special annotation must be struck through officially by means of two thick transverse strokes.

ARTICLE 24

Method of Despatching Air Mail Correspondence in Ordinary Mails

The method of despatch prescribed for Express articles by Article 55 of the Detailed Regulations of the Universal Postal Convention applies equally to Air Mail correspondence included in ordinary mails, with this exception that the word "*Exprès*" on the label of the bundles and in the column of the letter bills headed "Observations" must be replaced by the words "*Par avion*" (By Air Mail).

ARTICLE 25

Notes to be Made on the Letter Bills and Despatch Lists and Labels of Mails Containing Air Mail Correspondence

1. The presence of Air Mail correspondence in ordinary mails is indicated by the words "*Par avion*" in Table No. 1 of the letter bill and on the despatch list, of which the make-up must be modified accordingly.

2. The letter bills which accompany Air Mails must bear an Air Mail label "*Par avion*" at the head. The same label "*Par avion*" is affixed to the labels and addresses of these mails.

ARTICLE 26

Routing of Air Mail Correspondence

1. The Administrations which use air mail communications for the conveyance of their own correspondence are bound to forward, by the same means, the Air Mail correspondence which reaches them from other Administrations.

2. Administrations which have no air service forward Air Mail correspondence by the most rapid routes used for mails.

The same regulation applies if, for any reason whatever, transmission by these other routes offers advantage over an existing air route.

ARTICLE 27

Customs Clearance of Correspondence Liable to Customs Duty

The Administrations take steps to accelerate as much as possible the clearance through the Customs of Air Mail correspondence liable to Customs duty.

ARTICLE 28

Application of the Provisions of the Convention and Agreements

The provisions of the Convention and Agreements, and their respective Detailed Regulations, except the Parcel Post Agreement and its Detailed Regulations, are applicable as regards everything which is not expressly provided for in the preceding Articles.

ARTICLE 29

Entry into Force and Duration

The present provisions shall come into force on the day on which the Universal Postal Convention comes into operation. They shall have the same duration as that Convention, unless they are renewed by common consent between the parties concerned.

Done at London, the 28th of June, 1929.

(The signatures follow. They are the same as the signatures to the Convention.)

**Final Protocol to the Provisions regarding the Conveyance
of Letter Mails by Air**

ARTICLE 1

Air Transport Charges for Closed Mails

The Administrations of British India and of the Union of Soviet Socialist Republics have the option of collecting the transport charges prescribed by Article 11 of the Provisions regarding the conveyance of letter mails by air for each section of their inland air service.

Done at London, the 28th of June, 1929.

(The signatures follow. They are the same as the signatures to the Convention.)