

Universal Postal Union

Parcel Post Manual

Berne 2001

International Bureau of the Universal Postal Union

Note concerning the printing

The texts of the Convention concerning postal parcels are printed in **bold characters**.

The texts of the Regulations and Final Protocols are printed in ordinary characters. The texts of the commentary by the International Bureau are printed in small characters preceded by a square (■). The number of the provision commented on is printed in **bold characters**.

The provisions of the Letter Post Regulations applicable to postal parcels are printed in *italic characters*. The commentary relating to them is printed in small *italic characters* preceded by a square (■). The number of the provision commented on is printed in ***bold italic characters***.

Any amendments to the texts made in subsequent updates of the Manual are marked by a vertical line (|) in the margin opposite the amended text.

Remarks

The new Parcel Post Manual includes the provisions of the Universal Postal Convention relating to postal parcels adopted by the 1999 Beijing Congress, those of the Regulations as revised by the POC in November 1999 and May 2000 and the commentary made by the International Bureau.

The Manual is designed so as to give the reader immediate access to all the information about one and the same matter, viz:

- the provisions of the Convention relating to postal parcels, indicated by **Article ...**
- the provisions of the Regulations, indicated by **Article RE ...**
- the provisions of the Final Protocol, after the article concerned and indicated by **Prot Article ... (for the Convention) or Prot Article RE ... (for the Regulations)**
- the commentary by the International Bureau following the provisions to which it refers.

The provisions of the Letter Post Regulations referred to in this Manual are given after the commentary by the International Bureau, and are indicated by *Article RE ... (Letter Post Regulations)*

The commentary now includes only topical elements to the exclusion of historical developments. People doing research and wishing to define the origins and development of the texts are advised to carefully retain the 1991 edition of volume 3 of the Annotated Code.

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Abbreviations

(The abbreviations listed below are used in the commentary)

A. Common abbreviations

Add Prot	Additional Protocol to the Constitution of the UPU
adm or administration	postal administration
Agr	Agreement
Al	advice of entry (Giro)
AO	other items or items other than LC in the classification system based on content
APPC	Arab Permanent Postal Commission
APU	African Postal Union
AR	advice of delivery
arbit	arbitration
art	article
BPU	Baltic Postal Union
c	centime
CA	Council of Administration
CCC	Customs Co-operation Council
CCPS	Consultative Council for Postal Studies (up to 1994)
cf	confer (= compare)
circ	circular
cm	centimetre
col	column
comm	commentary
Comm	Committee
Compendium	Compendium of Information (Letter Post, Parcel Post, etc) published by the International Bureau
Conf	Conference
Const or Constitution	Constitution of the Universal Postal Union
Conv or Convention	Universal Postal Convention
dm	decimetre
Doc	Document (of Congresses, Conferences, Executive Council, etc)
doc	document
EC	Executive Council (up to 1994)
EDI	Electronic Data Interchange
eg	for example
EPFSC	European Postal Financial Services Commission
FAO	United Nations Food and Agriculture Organization
g	gramme
Gen Regs	General Regulations

h	hour
IAEA	International Atomic Energy Agency
IATA	International Air Transport Association
IB	International Bureau
IBRS	International Bureau Reply Service
ICAO	International Civil Aviation Organization
ICSE	International Civil Service Commission
id	idem
IDA	International Development Association
IFC	International Finance Corporation
ISO	International Organization for Standardization
Journal or Periodical	<i>"Union Postale"</i> (quarterly publication of the International Bureau)
kg	kilogramme
km	kilometre
lb (16 oz)	pound avoirdupois (453.59 grammes)
LC	letters and postcards
LDC	Least Developed Countries
LP	Letter Post
m	metre
max	maximum
min	minimum
mm	millimetre
mn	minute (of time)
nm	nautical mile (1852 metres)
No	number
NPU	Nordic Postal Union
oz	ounce (28.3465 grammes) (one-sixteenth of the pound avoirdupois)
p, pp	page(s)
PAPU	Pan-African Postal Union
para	paragraph
Periodical	See under Journal
POC	Postal Operation Council
POSTEUROP	Association of European Public Postal Operations
prop	proposal
Prot or Protocol	Final Protocol (to the respective Act)
PUASP	Postal Union of the Americas, Spain and Portugal
RCC	Regional Commonwealth in the Field of Community
RE or Regs	Regulations
rec	recast
Rep	Report on the work of the Union, published by the International Bureau
s	second (time)
S.A.L.	Surface airlifted mail
SWAPU	South and West Asia Postal Union
t	tonne (1000 kilogrammes)

t-km	tonne-kilometre or kilometric tonne (unit used in connection with conveyance)
T.m.	sea transit
T.t.	land transit
UN	United Nations
UNESCO	United Nations Educational, Scientific and Cultural Organization
UPU or Union	Universal Postal Union
vol	volume
WCO	World Customs Organization
WHO	World Health Organization

B. Abbreviations relating to forms

(These abbreviations are always followed by the serial number of the form)

AV	Airmail (Washington 1989)
C	Convention (Washington 1989)
CN	Convention (Seoul 1994)
CP	Parcels
MP	Money Orders
R	COD
VD	Insured letters (Washington 1989)
VP	Giro

General List of UPU Member Countries and of territories included in the Union

Afghanistan	Dominica
Albania	Dominican Republic
Algeria	Ecuador
Angola	Egypt
Antigua and Barbuda	El Salvador
Argentina	Equatorial Guinea
Armenia	Eritrea
Australia	Estonia
– Norfolk Island	Ethiopia
Austria	Fiji
Azerbaijan	Finland (including the Åland Islands)
Bahamas	France
Bahrain	– French Overseas Departments:
Bangladesh	– – French Guiana
Barbados	– – Guadeloupe (including St Barthélemy and St Martin)
Belarus	– – Martinique
Belgium	– – Réunion
Belize	– Territorial Community of Mayotte
Benin	– Territorial Community of St Pierre and Miquelon
Bhutan	– French Overseas Territories coming within the Union's jurisdiction by virtue of article 23 of the Constitution:
Bolivia	– – French Polynesia (including Clipperton Island)
Bosnia and Herzegovina	– – French Southern and Antarctic Territories (St Paul and Amsterdam Islands, Crozet Islands, Kerguelen Islands, Terre Adélie)
Botswana	– – New Caledonia
Brazil	– – Wallis and Futuna Islands
Brunei Darussalam	– – Scattered islands (Bassas da India, Europa, Juan de Nova, Glorieuses, Tromelin)
Bulgaria (Rep)	Gabon
Burkina Faso	Gambia
Burundi	Georgia
Cambodia	Germany
Cameroon	Ghana
Canada	Great Britain:
Cape Verde	– United Kingdom of Great Britain and Northern Ireland
Central African Rep	– Guernsey
Chad	– Jersey
Chile	– Isle of Man
China (People's Rep)	Overseas Territories (United Kingdom of Great Britain and Northern Ireland):
– Hongkong, China	– Anguilla
– Macao, China	– Ascension
Colombia	– Bermuda
Comoros	– British Indian Ocean Territory
Congo (Rep)	– British Virgin Islands
Costa Rica	– Cayman Islands
Côte d'Ivoire (Rep)	– Falkland Islands (Malvinas)
Croatia	– Gibraltar
Cuba	– Montserrat
Cyprus	
Czech (Rep)	
Dem People's Rep of Korea	
Democratic Republic of the Congo	
Denmark	
– Farøe Islands	
– Greenland	
Djibouti	

General List of UPU Member Countries

– Pitcairn, Henderson, Ducie and Oeno Islands	Netherlands Antilles and Aruba
– South Georgia and the South Sandwich Islands	– Netherlands Antilles (Bonaire, Curaçao, Saba, St Eustatius, St Maarten)
– St Helena	– Aruba
– St Helena (Dependencies) (islands)	New Zealand (including the Ross Dependency)
– Tristan da Cunha	– Cook Islands
– Turks and Caicos Islands	– Niue
Greece	– Tokelau
Grenada	Nicaragua
Guatemala	Niger
Guinea	Nigeria
Guinea-Bissau	Norway
Guyana	Oman
Haiti	Pakistan
Honduras (Rep)	Panama (Rep)
Hungary (Rep)	Papua New Guinea
Iceland	Paraguay
India	Peru
Indonesia	Philippines
Iran (Islamic Rep)	Poland (Rep)
Iraq	Portugal
Ireland	Qatar
Israel	Romania
Italy	Russian Federation
Jamaica	Rwanda
Japan	Saint Christopher (St Kitts) and Nevis
Jordan	Saint Lucia
Kazakhstan	Saint Vincent and the Grenadines
Kenya	Samoa
Kiribati	San Marino
Korea (Rep)	Sao Tome and Principe
Kuwait	Saudi Arabia
Kyrgyzstan	Senegal
Lao People's Dem Rep	Seychelles
Latvia	Sierra Leone
Lebanon	Singapore
Lesotho	Slovakia
Liberia	Slovenia
Libyan Jamahiriya	Solomon Islands
Liechtenstein	Somalia
Lithuania	South Africa
Luxembourg	Spain
Madagascar	Sri Lanka
Malawi	Sudan
Malaysia	Suriname
Maldives	Swaziland
Mali	Sweden
Malta	Switzerland
Mauritania	Syrian Arab Rep
Mauritius	Tajikistan
Mexico	Tanzania (United Rep)
Moldova	Thailand
Monaco	the former Yugoslav Republic of Macedonia
Mongolia	Togo
Morocco	Tonga (including Niuafo'ou)
Mozambique	Trinidad and Tobago
Myanmar	Tunisia
Namibia	Turkey
Nauru	Turkmenistan
Nepal	Tuvalu
Netherlands	

Uganda
Ukraine
United Arab Emirates
United States of America
– Territories of the United States of America
coming within the Union's jurisdiction by virtue
of article 23 of the Constitution:
– – Guam, Puerto Rico, Samoa, Virgin Islands
of the United States of America
– Trust Territory of the Pacific Islands:
– – Mariana Islands including Saipan
and Tinian, but not the United States
Possession of Guam
Uruguay
Uzbekistan
Vanuatu
Vatican
Venezuela
Viet Nam

Yemen
Yugoslavia
Zambia
Zimbabwe

UN member countries whose situation with regard
to the UPU has not yet been settled:

Andorra
Marshall Islands
Micronesia (Federated States of)
Palau

Territory in a special situation:

East Timor

List of parcel categories

Ordinary parcel:	parcel not subject to any special formality
Air parcel:	see article 101.2
S.A.L. parcel:	see article RE 602.4
Service parcel:	see article 8.2.3
Prisoner-of-war and civilian internee parcel:	see article 8.3
Express parcel:	see article 17
Insured parcel:	see article 15
Cash-on-delivery parcel:	see article 16
Fragile parcel:	see article 23
Cumbersome parcel:	see article 23
Parcel for delivery free of charges and fees:	see article 20

Table of charges (postal parcels)

Description of charge	Amount	Observations	Convention Article	Regulation Article
1	2	3	4	5
Charge on items posted outside normal counter opening hours	Same charge as in internal service		12.2.2	
Charge for collection from the sender's address	Same charge as in internal service		12.2.3	
Delivery charge	Same charge as in internal service	May be collected only if delivery is offered as an option in response to the advice of arrival	12.3	
Poste restante charge	Same charge as in internal service	In the event of return to sender or redirection, the amount passed on may not exceed 0.49 SDR	12.2.5	RE 114.1
Storage charge	Same charge as in internal service	In the event of return to sender or redirection, the amount passed on may not exceed 6.53 SDR	12.2.6	RE 114.2
Charge for cover against risks of force majeure	i maximum of 0.20 SDR per parcel in respect of uninsured parcels		12.4	RE 114.3
	ii amount laid down in article 15.5.2, in respect of insured parcels		15.5.2	
Express charge	1.63 SDR at most		17	RE 203.2
		When express delivery places special demands on the administration of destination, the latter may collect a supplementary charge under the provision concerning items of the same type in the internal system	17.4	
		If the addressee requests express delivery, the internal service charge may be collected	17.5	

Table of charges (postal parcels)

Description of charge	Amount	Observations	Convention Article	Regulation Article
1	2	3	4	5
Insurance charge	At most 0.33 SDR for each 65.34 SDR or fraction of 65.34 SDR insured value or 0.5 percent of the insured value step		15.5	RE 201.4.2
Charge for fragile parcel and cumbersome parcel	At most 50 percent of the main charge		23.3	RE 206.2
Advice of delivery charge	0.98 SDR at most		18.1	RE 204.2
Charge for delivery of a parcel free of charges and fees	i Charge of 0.98 SDR at most collected by the administration of origin ii Commission charge of 0.98 SDR at most collected on behalf of the administration of destination		20.3 20.5	RE 205.2.1 RE 205.2.2
Charge for request for redirection	Same charge as in the internal service		27.3	
Charge for a request for withdrawal from the post or alteration or correction of address	1.31 SDR at most	The following shall be added to this charge: the appropriate charge if the request is to be sent by telecommunication	29.3	RE 311.2
Presentation-to-Customs charge collected by the administration of origin	0.65 SDR at most per parcel		31.2	RE 402.1
Presentation-to-Customs charge collected by the administration of destination	3.27 SDR at most per parcel	May only be collected when customs charges or any other similar charges are payable on the parcel	31.2	RE 402.2
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List of Compendia

1. Letter Post Compendium

This Compendium, previously called the “Compendium of Information (Convention)”, contains particulars, by country, of the implementation of the Convention and the Letter Post Regulations. It is supplemented by information concerning the conveyance of radioactive materials by post.

2. Parcel Post Compendium

This Compendium contains particulars, by country, of the implementation of the provisions of the Convention relating to postal parcels and the Parcel Post Regulations. It is supplemented by information concerning the conveyance of radioactive materials by post.

3. Postal Payment Services Compendium

This Compendium, previously called the “Postal Financial Services Compendium”, contains particulars, by country, of the implementation of the Postal Payment Services Agreement and Regulations.

4. Universal Postal List of Localities (UPLL)

This list, previously called the “International List of Post Offices”, contains an alphabetical list of localities. It is supplemented by information about the postal addressing systems used by postal administrations.

5. Compendium of Transit Information

This compendium contains a list of kilometric distances relating to land sectors of mails in transit and a list of transit services provided for surface mail (including S.A.L. mail). The information is classified by transit administration in the list of kilometric distances and by administration of destination in the list of transit services provided for surface mail.

6. List of Prohibited Articles

This list contains information on prohibitions sent in by administrations on the basis of a model referring to the World Customs Organization (WCO) harmonized commodity description and coding system. It is supplemented by information supplied by the United Nations about narcotics and psychotropic substances

under international control and the IATA list of definitions of nine classes of dangerous goods.

7. Postal Statistics

This publication has been produced since 1875 and is now in two parts. The first part gives the statistical data by country, ie the data relating to some one hundred headings over the previous five years for each UPU member country or territory. The second part provides a presentation of the statistical data by heading for a selection of headings particularly representative of postal development. All the statistical data available as provided by the UPU International Bureau may be consulted on the UPU website at: <http://www.upu.int>

8. General list of airmail services (CN 68)

The CN 68 list contains airmail information for each country of the Union or each dependent territory of a member country. This information refers to decisions taken on the application of certain optional provisions concerning airmail as well as on certain domestic and international services.

9. List of Airmail Distances

This list is drawn up in collaboration with IATA. It comprises distances between points served by an international line and distances relating to internal lines which may be used for the conveyance of international mail. It is supplemented by the modalities for transshipment of mail and the IATA three-letter codes (Location Identifiers) and the airline codes.

10. Multilingual Vocabulary of the International Postal Service

The Vocabulary is divided into two sections. The first section contains, in alphabetical order and preceded by an identification number, the French words and, where appropriate, their definition in that language. These are followed by their translations in the seven other languages (German, English, Arabic, Chinese, Spanish, Portuguese and Russian). In the second section, the terms and expressions are arranged in alphabetical order in every language other than French, with the identification number for the French word as given in the first section. Supplements are published to the Vocabulary comprising the terminology of specific technical areas relating to postal activities (marketing, information technology, informatics and electronic mail).

UPU Postal Operators Statement of Values¹

We, the postal operators with universal service obligations, working together within the context of the UPU, recognize that the international postal market is increasingly characterized by liberalization, deregulation, and rising customer expectations, in addition to growing competition from technological substitution and private competitors, as well as between the public operators of member countries.

In order to provide the services which customers demand in this highly competitive market we, the postal operators of the UPU, endorse and uphold the values shown below in our relations with each other, our government, our staff and our customers.

As postal operators within the UPU, we each care about:

The single postal territory

Promoting the maintenance of high quality universal postal services and the free circulation of mail across borders, by:

- acting as suppliers and customers to each other;
- relentlessly pursuing continuous improvement in our services, insofar as it affects our international customers;
- working together to fulfil the UPU Mission.

Focus on customers

- Understanding what customers need, and doing all we can to satisfy them.
- Providing the levels of quality of service, security and reliability which our customers demand.
- Acting promptly and effectively in dealing with customer complaints.
- Always identifying the effects on our customers of everything we do.

Respect

- Respecting every item of mail and recognizing its importance to sender and receiver.
- Treating others as we would wish to be treated.

Taking pride in what we do

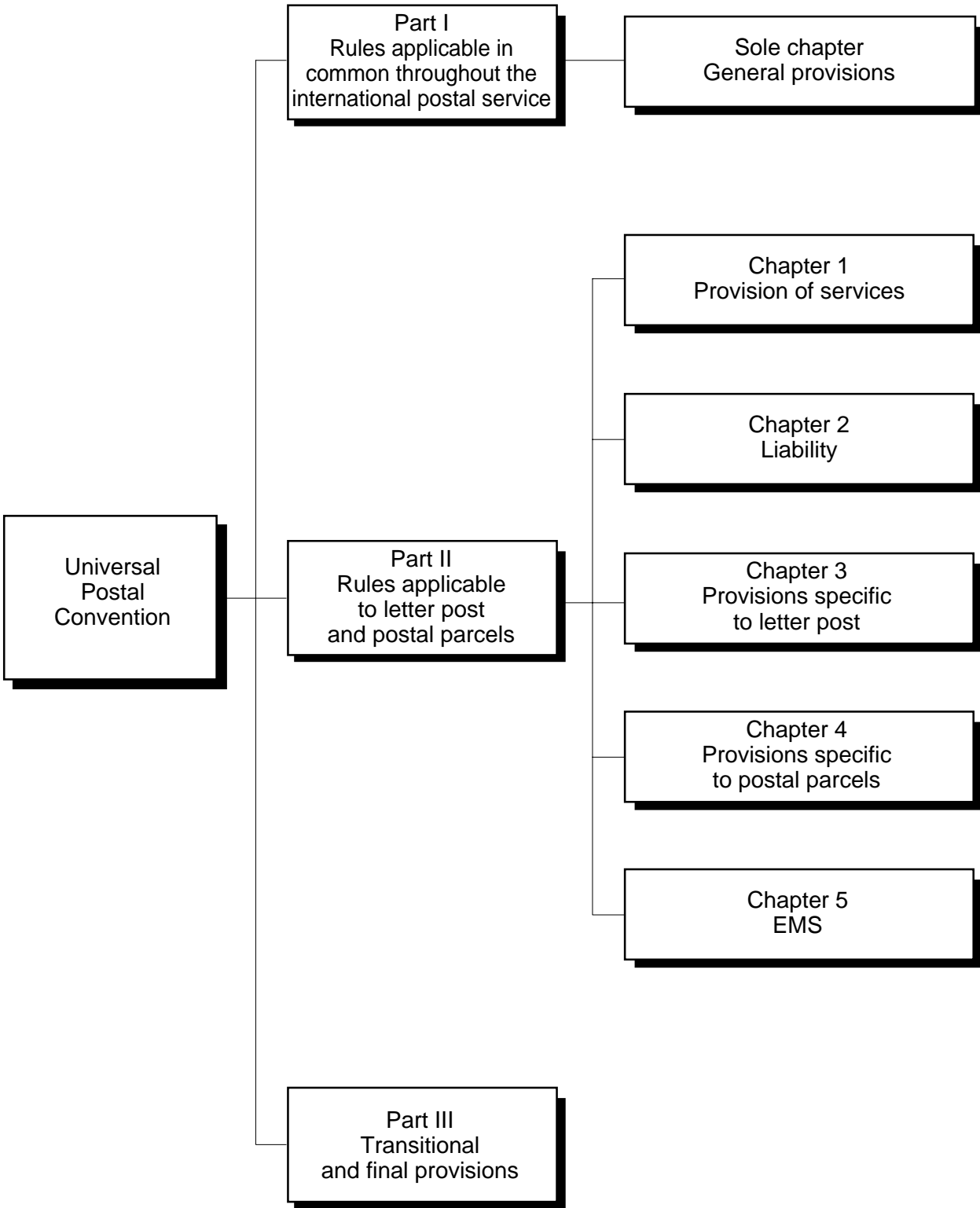
- Working together to deliver all our promises all the time, especially to customers.
- Challenging poor performance in ourselves and others.
- Being professional in our work, and continually building our expertise.

¹ Approved by recommandation C 108/1999.

Development

Showing commitment to the universal postal service by supporting international postal development.

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Forms common to letter post and parcel post

CN 07	Advice of receipt/of delivery/of payment/of entry	D.14
CN 08	Inquiry	E.37
CN 11	Franking note	D.19
CN 12	Detailed monthly account. Customs, etc, charges	D.21
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CN 15	"Return" label	E.19
CN 17	Request – for withdrawal from the post – for alteration or correction of address – for cancellation or alteration of the COD amount	E.29
CN 23	Customs declaration	B.20
CN 24	Report (Irregularities concerning insured letter-post items or parcels)	E.16
CN 29	"COD" label	D.8
CN 29bis	Label for COD items	D.9
CN 37	Delivery bill. Surface mails	G.39
CN 38	Delivery bill. Airmails	G.40
CN 41	Delivery bill. Surface airlifted (S.A.L.) mails	G.41

¹ The Parcel Post forms are numbered in accordance with resolution C 13/Seoul 1994. The first form in the list is CP 71 to avoid possible confusion with the forms adopted at Washington.

Parcels – Forms

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Universal Postal Convention

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, paragraph 3, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have by common consent and subject to article 25, paragraph 4, of the Constitution drawn up in this Convention the rules applicable throughout the international postal service.

Parcel Post Regulations

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna, on 10 July 1964, the Postal Operations Council has drawn up the following measures for ensuring the implementation of the Postal Parcels service.

Section A

Rules applicable in common throughout the international postal service

Article 1

Universal postal service

1 In order to support the concept of the single postal territory of the Union, member countries shall ensure that all users/customers enjoy the right to a universal postal service involving the permanent provision of quality basic postal services at all points in their territory, at affordable prices.

2 With this aim in view, member countries shall set forth, within the framework of their national postal legislation or by other customary means, the scope of the postal services offered and the requirement for quality and affordable prices, taking into account both the needs of the population and their national conditions.

3 Member countries shall ensure that the offers of postal services and quality standards will be achieved by the operators responsible for providing the universal postal service.

■ **Commentary**

1 The UPU's mission as it emerges from the Constitution is "to develop social, cultural and commercial communications between all peoples throughout the single postal territory by the efficient operation of the postal services described in the Acts."

From the preamble to its Constitution, the UPU thus takes the form of the guarantor of the right of peoples to communication and information.

However, several recent developments could be liable to reduce this right of the peoples unless there is an appropriate reaction from Union member countries.

By promoting the development of competition, the general movement towards liberalization and globalization of services has introduced the logic of the market into the postal sector which, accordingly, has reorganized itself on more commercial lines. To remain competitive in this new environment, a growing number of postal administrations are being converted into commercial companies subject to the demands of profitability and profit.

Although the postal services are commercial services, in most countries they play a social and cultural role. As such, they represent a material form of the right to communication. Furthermore, as it is necessary to maintain a postal network sufficiently dense to serve the whole population of the territory, the postal services provide a permanent link between the members of a particular national community. The local post office is often the only access to communication in isolated areas, abandoned by other commercial activities or not yet reached by 21st century communication technologies, particularly because of their cost.

It is up to member countries to ensure that the modernization of postal administrations and the reform process started in most countries in application of the SPS contribute to the discharge of the obligations arising from their commitment to provide a universal postal service. This commitment includes, in particular, the obligation to ensure the provision and accessibility of postal services, at affordable prices, in areas which strict commercial logic would not consider as offering sufficient value added potential (for instance, in areas which are difficult to get to).

Article 2

Freedom of transit

1 The principle of the freedom of transit is set forth in article 1 of the Constitution. It shall carry with it the obligation for each postal administration to forward always by the quickest routes and the most secure means which it uses for its own items, closed mails and à découvert letter-post items which are passed to it by another postal administration.

2 Member countries which do not participate in the exchange of letters containing perishable biological substances or radioactive substances shall have the option of not admitting these items in transit à découvert through their territory. The same shall apply to letter-post items, other than letters, postcards and literature for the blind which do not satisfy the legal requirements governing the conditions of their publication or circulation in the country crossed.

3 Freedom of transit for postal parcels to be forwarded by land and sea routes shall be limited to the territory of the countries taking part in this service.

4 Freedom of transit for air parcels shall be guaranteed throughout the territory of the Union. However, member countries which do not operate the postal parcels service shall not be required to forward air parcels by surface.

5 If a member country fails to observe the provisions regarding freedom of transit, other member countries may discontinue their postal service with that country.

■ Commentary

2.1 The principle of freedom of transit does not mean that countries are obliged to open their frontiers to transport organized by another country of the UPU. It does not derogate from the right to a national postal monopoly, but it implies that intermediate adms are also obliged to have conveyed by their services, allocated to ordinary postal conveyance, correspondence which is passed on to them by another adm of the UPU.

The 1964 Vienna Congress adopted the following resolution C 23:

“Congress, considering that freedom of transit is one of the essential and fundamental principles of the Universal Postal Union, appeals to the good faith and solidarity of all the member countries of the Union to ensure, in all circumstances, strict respect for the application of this principle, without which the Universal Postal Union cannot completely fulfil its mission and thus contribute as much as could be wished to the strengthening of the bonds of international friendship.”

In connection with so-called “hijacking” activities, the 1974 Lausanne Congress reaffirmed the principles of freedom of transit by the adoption of resolution C 60 as follows:

“Congress,

“Having noted that so-called ‘hijacking’ activities perpetrated throughout the world may directly or indirectly affect the principles of freedom of transit and the inviolability of postal items,

“Wishing to affirm these principles and to retain complete effectiveness in the face of new facts or acts which may infringe them,

“Declares that mails, regardless of what they may be or to which category they may belong, affected by so-called ‘hijacking’ activities are inviolable, and that the subsequent forwarding of the said mails must be

assured on a priority basis by the country where the aircraft landed or was freed, even if this aircraft is the subject of disputes of a non-postal nature.”

The principle of freedom of transit implies the inviolability of correspondence in the country of transit.

2.3 Countries have the right to inspect parcels in transit; here internal regulations are applicable. Adms must inform each other through the IB of service prohibitions or restrictions governing the import and transit of parcels.

The provisions of the Letter Post Regulations on the application of freedom of transit are given hereunder.

Article RE 101 (Letter Post Regulations)

Application of freedom of transit

1 Member countries not providing the insured items service or not accepting liability for insured letters carried by their sea or air services shall nonetheless be bound to forward, by the quickest route and the most secure means, closed mails passed to them by other administrations.

Article RE 102 (Letter Post Regulations)

Failure to give freedom of transit

1 Discontinuation of the postal service with a country that fails to observe freedom of transit shall be notified in advance to the administrations concerned by telecommunication. The International Bureau shall be informed of the fact.

Article 3

Ownership of postal items

1 A postal item shall remain the property of the sender until it is delivered to the rightful owner, except when the item has been seized in pursuance of the legislation of the country of destination.

Prot Article I

Ownership of postal items

1 Article 3 shall not apply to Antigua and Barbuda, Australia, Bahrain, Barbados, Belize, Botswana, Brunei Darussalam, Canada, Hongkong, China, Dominica, Egypt, Fiji, Gambia, Ghana, United Kingdom of Great Britain and Northern Ireland, Overseas Dependent Territories of the United Kingdom, Grenada, Guyana, Ireland, Jamaica, Kenya, Kiribati, Kuwait, Lesotho, Malawi, Malaysia, Mauritius, Nauru, New Zealand, Nigeria, Papua New Guinea, Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Seychelles, Sierra Leone, Singapore, Solomon Islands, Swaziland, Tanzania (United Rep), Trinidad and Tobago, Tuvalu, Uganda, Vanuatu, Zambia and Zimbabwe.

2 Nor shall article 3 apply to Denmark, whose internal legislation does not allow withdrawal from the post or alteration of the address of correspondence, at the request of the sender, from the time when the addressee has been informed of the arrival of an item addressed to him.

Article 4

Creation of new service

1 Postal administrations may by mutual consent create a new service not expressly provided for in the Acts of the Union. Charges for a new service shall be laid down by each administration concerned, having regard to the expenses of operating the service.

Article 5 Monetary unit

1 The monetary unit laid down in article 7 of the Constitution and used in the Convention and the other Acts of the Union shall be the Special Drawing Right (SDR).

■ Commentary

5.1 The value of the SDR is determined each day by the International Monetary Fund (IMF) on the basis of a basket of currencies, a coefficient being assigned to each of them for the purpose of this calculation. The IMF is a United Nations specialized agency with its headquarters in Washington (United States of America).

The provisions of the Letter Post Regulations on monetary units are given hereunder.

Article RE 103 (Letter Post Regulations) Choice of a monetary unit other than the SDR

1 Union member countries may choose, by mutual agreement, a monetary unit other than the SDR or one of their national currencies for preparing and settling accounts.

Article RE 104 (Letter Post Regulations) Equivalents

1 Administrations shall fix the equivalents of the postal charges prescribed in the Convention and the other Acts of the Union and the selling price of international reply coupons. They shall notify them to the International Bureau for them to be announced to postal administrations. To this end each administration shall be required to notify the International Bureau of the average value of the SDR in the currency of its country.

2 The average value of the SDR which will be operative from 1 January each year, for the purposes only of the fixing of charges, will be determined, to four places of decimals, on the basis of the data published by the IMF over a period of at least 12 months ended on the preceding 30 September.

3 For a currency for which daily exchange rates with the SDR are not published by the IMF, the calculation shall be made through the medium of a quoted currency.

4 Union member countries whose currency exchange rates in relation to the SDR are not calculated by the IMF or which are not members of that specialized agency shall be requested to declare unilaterally an equivalence between their currencies and the SDR.

5 *Postal administrations shall communicate equivalents or changes of equivalents of postal charges to the International Bureau as soon as possible, giving the date of their entry into force.*

6 *The International Bureau shall publish a compendium showing, for each country, the equivalents of the charges, the average value of the SDR and the selling price of the international reply coupons mentioned under 1.*

7 *Each administration shall notify the International Bureau direct of the equivalent it has adopted for the indemnities prescribed in the event of loss of a registered item or registered M bag.*

■ **Commentary**

104.6 *This reference is to the List of Equivalents, updating of which was suspended by decision CE 9/1993.*

104.7 *This equivalent is published by the IB in the Letter Post Compendium.*

Article 6

Postage stamps

1 Only postal administrations shall issue postage stamps attesting payment of postage according to the Acts of the Union. Postal prepayment impressions, franking machine impressions and impressions made by a printing press or other printing or stamping process in accordance with the provisions of the Letter Post Regulations may be used only with the authorization of the postal administration.

2 The subjects and designs of postage stamps shall be in keeping with the spirit of the Preamble to the UPU Constitution and of decisions taken by the Union's bodies.

■ Commentary

6 The sale of or trade in postage stamps is a purely internal matter. Each State shall make provision for it in the light of its own position in this matter (decision C 16/Paris 1947).

6.1 This provision sanctions the principle that postal adms only are competent to issue stamps denoting payment of postage. Postal adms mean both those of UPU member countries and those of countries which are not members, as well as the postal adm of the United Nations.

The provisions of the Letter Post Regulations on postage stamps are given hereunder.

6.2 With regard to the subjects of postage stamps:

- the 1979 Rio de Janeiro Congress adopted recommendation C 85 recommending that “any postal administration wishing to reproduce in one of its issues a postage stamp already issued by another administration should obtain the consent of the latter beforehand”;
- the 1984 Hamburg Congress adopted recommendation C 27 recommending that “postal administrations, in choosing themes for their issues of postage stamps, should:
 - make every attempt to avoid topics or designs of an offensive nature in respect of a person or a country;
 - choose themes calculated to contribute to the dissemination of culture, the strengthening of bonds of friendship among peoples and the establishment and maintenance of peace in the world”;
- the 1989 Washington Congress, by recommendation C 80, recommended adms to observe the procedures described in the philatelic code of ethics for the use of member countries, annexed to that recommendation, when issuing and providing postage stamps and postal items for philatelic purposes. The philatelic code of ethics was revised by the Beijing Congress (recommendation C 70):

Article RE 105 (Letter Post Regulations)

Postage stamps. Notification of issues and exchange between administrations

1 *Each new issue of postage stamps shall be notified by the administration concerned to all other administrations, with the necessary information, through the intermediary of the International Bureau.*

2 *Administrations shall exchange, through the intermediary of the International Bureau, three sets of each of their new issues of postage stamps and shall send one set to the International Bureau.*

■ **Commentary**

105.1 *Notification of postage stamp issues and exchange is made in the "Postage stamps – Information and distribution" bulletin published by the IB.*

Article 7 Charges

1 The charges for the various international postal and special services shall be set by the postal administrations in accordance with the principles set out in the Convention and the Regulations. They shall in principle be related to the costs of providing these services.

2 The charges collected, including those laid down for guideline purposes in the Acts, shall be at least equal to those collected on internal service items presenting the same characteristics (category, quantity, handling time, etc).

3 Postal administrations shall be authorized to exceed any charges appearing in the Acts, including those laid down for guideline purposes:

- 3.1** if the charges they collect for the same services in their internal service are higher than the ones laid down;
- 3.2** if this is necessary to cover the costs of operating their services or on any other reasonable grounds.

4 Above the minimum level of charges laid down in 2, postal administrations may allow reduced charges based on their internal legislation for letter-post items posted in their country. They may, for instance, give preferential rates to major users of the Post.

5 No postal charge of any kind may be collected from customers other than those provided for in the Acts.

6 Except where otherwise provided in the Acts, each postal administration shall retain the charges which it has collected.

■ Commentary

7 The term “charges” means sums collected for postal services while “fees” concerns sums collected for non-postal services (eg fiscal dues, customs duty) (see the definition of “charge” and “fee” in the Multilingual Vocabulary of the International Postal Service).

7.2 The outward rate is no longer mentioned in the title of articles 56 to 58. It is considered necessary to continue to take account of the costs incurred by adms in handling outward parcels.

7.5 When a supplementary charge is payable in addition to their postage value, commemorative or charity postage stamps must be so designed as to leave no doubt about that value.

7.6 As regards the Conv, the exceptions are mentioned below:

- art 20 Commission and other possible postal charges for items to be delivered free of charge;
- art 22 The value of reply coupons exchanged against postage stamps for other adms.

Prot Article II
Charges

1 Notwithstanding article 7.5, the postal administration of Canada shall be authorized to collect postal charges other than those provided for in the Regulations, when such charges are consistent with the legislation of its country.

Article 8

Exemption from postal charges

1 Principle

- 1.1 Cases of exemption from postal charges shall be expressly laid down by the Convention.

2 Postal service

- 2.1 Letter-post items relating to the postal service sent by postal administrations or their offices, whether by air, surface or surface airlifted (S.A.L.) mail, shall be exempt from all postal charges.
- 2.2 Letter-post items relating to the postal service shall be exempt from all postal charges, with the exception of air surcharges, if they are:
 - 2.2.1 exchanged between bodies of the Universal Postal Union and bodies of the Restricted Unions;
 - 2.2.2 exchanged between bodies of those Unions;
 - 2.2.3 sent by such bodies to postal administrations or their offices.
- 2.3 Parcels relating to the postal service shall be exempt from all postal charges if exchanged between the following:
 - 2.3.1 postal administrations;
 - 2.3.2 postal administrations and the International Bureau;
 - 2.3.3 post offices of member countries;
 - 2.3.4 post offices and postal administrations.
- 2.4 Air parcels, with the exception of those originating from the International Bureau, shall be exempt from air surcharges.

3 Prisoners of war and civilian internees

- 3.1 Letter-post items, postal parcels and postal financial services items addressed to or sent by prisoners of war, either direct or through the offices mentioned in the Letter Post Regulations, shall be exempt from all postal charges, with the exception of air surcharges. Belligerents apprehended and interned in a neutral country shall be classed with prisoners of war proper so far as the application of the foregoing provisions is concerned.
- 3.2 The provisions set out under 3.1 shall also apply to letter-post items, postal parcels and postal financial services items originating in other countries and addressed to or sent by civilian internees as defined by the Geneva Convention of 12 August 1949 relative to the protection of civilian persons in time of war, either direct or through the offices mentioned in the Letter Post Regulations.
- 3.3 The offices mentioned in the Letter Post Regulations shall also enjoy exemption from postal charges in respect of letter-post items, postal parcels and postal financial services items which concern the persons referred to under 3.1 and 3.2, which they send or receive, either direct or as intermediaries.
- 3.4 Parcels shall be admitted free of postage up to a weight of 5 kilogrammes. The weight limit shall be increased to 10 kilogrammes in the

case of parcels, the contents of which cannot be split up and of parcels addressed to a camp or the prisoners' representatives there ("hommes de confiance") for distribution to the prisoners.

4 Cf: Letter Post Manual

■ Commentary

8.2.2 The IB is not exempt from payment of surcharges on priority items or airmail items sent to the adms of the Union because it would not be right to ask the Swiss adm alone, as the adm of origin of the items, to bear the air conveyance costs. In addition, it would not be wise to ask airlines to carry IB priority items and airmail items free of charge as these companies might, in turn, ask for exemption from postal charges.

8.2.4 The air conveyance dues are payable by the adm of origin.

8.3 Doubts having been expressed as to whether such parcels could be dispatched express or as cumbersome, fragile, insured parcels, etc, the IB expressed the opinion that in principle the provisions of the Convention in no way excluded such categories of parcels. The only reservation was that it seemed equitable to exempt adms from any liability for a service which they provide free of charge, and that prisoner-of-war parcels did not give rise to any compensation in the event of loss, theft or damage. Nevertheless, although the admission of the different categories of postal parcels was to be taken as a general rule, a country might for practical reasons be unable to accept some categories of parcels, whether outward or inward, or might be able to accept them only up to a given max weight. Even the loss of an insured parcel would not involve the liability of adms. Senders could have the items insured by private companies.

8.3.2 The provisions of the Letter Post Regulations on the application of exemption from postal charges to bodies concerned with prisoners of war and civilian internees as well as the marking of items sent free of postal charges are given hereunder.

Article RE 106 (Letter Post Regulations)

Application of exemption from postal charges to bodies concerned with prisoners of war and civilian internees

1 The following shall enjoy exemption from postal charges within the meaning of article 8.3, of the Convention:

- 1.1 the Information Bureaux provided for in article 122 of the Geneva Convention of 12 August 1949 relative to the treatment of prisoners of war;*
- 1.2 the Central Prisoner-of-War Information Agency provided for in article 123 of the same Convention;*
- 1.3 the Information Bureaux provided for in article 136 of the Geneva Convention of 12 August 1949 relative to the protection of civilian persons in time of war;*
- 1.4 the Central Information Agency provided for in article 140 of the latter Convention.*

Article RE 107 (Letter Post Regulations)
Marking of items sent free of postal charges

1 *Items exempt from postal charges shall bear, on the address side in the top right-hand corner, the following indications, which may be followed by a translation:*

- 1.1 *“Services des postes” (Postal service) or a similar indication for the items mentioned in article 8.2 of the Convention;*
- 1.2 *“Service des prisonniers de guerre” (Prisoners-of-war service) or “Service des internés” (Civilian internees service) for the items mentioned in article 8.3 of the Convention and the forms relating to them;*
- 1.3 *“Cécogrammes” (Literature for the blind) for the items mentioned in article 8.4 of the Convention.*

Article 9

Postal security

1 Postal administrations shall adopt and implement a proactive security strategy at all levels of postal operations to maintain and enhance customer confidence in the postal services in order to ensure a competitive edge in the market.

2 This strategy shall aim to:

- 2.1** raise quality of service as a whole;
- 2.2** increase employee awareness of the importance of security;
- 2.3** create or reinforce security units;
- 2.4** share operational, security and investigative information on a timely basis; and
- 2.5** propose to legislatures, wherever necessary, specific laws, regulations and measures to improve the quality and security of worldwide postal services.

■ Commentary

9 Postal security activities are an essential part of postal operations, as they provide postal services with an important tool for improving and maintaining the quality of services offered to customers. Postal authorities can therefore use this article as a basis for taking the necessary measures to adopt and implement a proactive security strategy.

Section B

Basic services

Article 10

Basic services

1 Postal administrations shall provide for the acceptance, handling, conveyance and delivery of letter-post items. They shall also provide the same for postal parcels either as laid down in the Convention, or, in the case of outward parcels and after bilateral agreement, by any other means which is more advantageous to its customers.

2 to 5 Cf: Letter Post Manual

6 The exchange of parcels whose individual weight exceeds 20 kilograms shall be optional, with a maximum individual weight of 50 kilograms.

7 As a general rule, parcels shall be delivered to the addressees as soon as possible and according to the provisions in force in the country of destination. When parcels are not delivered to the addressee's address, the addressee shall, unless this is impossible, be advised of their arrival without delay.

8 Any country whose postal administration does not undertake the conveyance of parcels may arrange for the provisions of the Convention to be implemented by transport companies. It may, at the same time, limit this service to parcels originating in or addressed to places served by these companies. The postal administration shall remain responsible for the execution of the Convention and of the Parcel Post Regulations.

■ Commentary

10.7 The words "unless this is impossible" apply in principle to parcels sent *poste restante* and to parcels for an addressee living in an area where there is no mail delivery service.

Prot Article IV

Basic services

1 Notwithstanding the provisions of article 10, Australia does not agree to the extension of basic services to include postal parcels.

Prot Article VII

Provision of the postal parcels service

1 Latvia and Norway reserve the right to provide the postal parcels service either as laid down in the Convention or, in the case of outward parcels and after bilateral agreement, by any other means which is more favourable to their customers.

Prot Article VIII

Parcels. Maximum weight

1 Notwithstanding article 10.6, the postal administration of Canada shall be authorized to limit to 30 kilogrammes the maximum weight of inward and outward parcels.

Article RE 101

Use of the term “parcels”

1 In these Regulations and the Final Protocol hereto, the term “parcels” shall apply to all parcels.

2 Parcels conveyed by air with priority shall be called “air parcels”.

■ Commentary

101.2 The term “priority” covers not only the priority accorded to mail by airlines but also the priority handling by adms.

Information concerning acceptance of air parcels stem from the Parcel Post Compendium.

Article RE 102

General provisions applicable to the postal parcels service

1 The articles of the Letter Post Regulations relating to the general provisions applicable to the international postal service shall apply by analogy to the postal parcels service.

2 Member countries which do not provide the insured parcels service or which do not accept liability for insured parcels carried by their sea or air services shall nonetheless be bound to forward, by the quickest route and the most secure means, closed mails passed to them by other administrations.

Article RE 103

Operation of the service by transport companies

1 The postal administration which has the service operated by transport companies shall make arrangements with them to ensure full implementation by them of all the provisions of the Convention and the Parcel Post Regulations, with

special reference to the arrangements for the exchange of parcels. The postal administration shall be responsible for all their relations with administrations of the other contracting countries and with the International Bureau.

■ Commentary

103.1 Information on this subject appears in the Parcel Post Compendium.

Article RE 104

Special conditions relating to limits of weights

1 Countries which set a weight of less than 50 kilogrammes shall, however, have the option of admitting parcels in transit in bags or other closed receptacles between the weights of 20 and 50 kilogrammes.

2 Parcels relating to the postal service as provided for in articles 8.2.3 and 2.4 of the Convention may weigh up to 20 kilogrammes. In relations between countries which have set a higher limit, parcels relating to the postal service may weigh more than 20 kilogrammes and up to 50 kilogrammes.

Prot Article RE I

Special conditions relating to limits of weights for parcels

1 Notwithstanding article RE 104, the postal administration of Canada shall be authorized to limit to 30 kilogrammes inward and outward parcels relating to the postal service.

Article RE 105

Limits of size

1 Parcels shall not exceed 2 metres for any one dimension or 3 metres for the sum of the length and the greatest circumference measured in a direction other than that of the length.

2 Administrations which cannot accept, for any parcel or for air parcels only, the sizes prescribed under 1, may adopt instead one of the following dimensions:

2.1 1.50 metres for any one dimension or 3 metres for the sum of the length and the greatest circumference measured in a direction other than that of length.

2.2 1.05 metres for any one dimension or 2 metres for the sum of the length and the greatest circumference measured in a direction other than that of length.

3 Parcels shall not be smaller than the minimum size prescribed for letters.

■ Commentary

105.3 The min dimensions of letters stem from the following provision.

Article RE 203 (Letter Post Regulations)

Limits of size

1 *The limits of size of items other than postcards and aerogrammes are given below:*

...

1.2 *minima: to have a surface measuring not less than 90 x 140 mm, with a tolerance of 2 mm;
in roll form: length plus twice the diameter: 170 mm, but the greatest dimension may not be less than 100 mm.*

...

Article RE 106

Conditions of acceptance of parcels

1 General packing conditions

1.1 Every parcel shall be packed and closed in a manner befitting the weight, the shape and the nature of the contents as well as the mode and duration of conveyance. The packing and closing shall protect the contents against crushing or damage by repeated handling and shall also be such that it is impossible to tamper with the contents without leaving clear traces thereof.

1.2 Every parcel shall be made up particularly securely if it has to be:

1.2.1 conveyed over long distances;

1.2.2 transhipped or handled many times;

1.2.3 protected against major changes in climate, temperature or, in the case of conveyance by air, variations in atmospheric pressure.

1.3 It shall be packed and closed in such a way as not to endanger the health of officials and so as not to present any danger if it contains articles of a kind likely to injure officials called upon to handle it or to soil or damage other parcels or postal equipment.

1.4 It shall have, on the packing or the wrapping, sufficient space for service instructions and for affixing stamps and labels.

1.5 The following shall be accepted without packing:

1.5.1 articles which can be fitted together or put and kept together by a strong cord with lead or other seals, so as to form one single parcel which cannot come apart;

1.5.2 parcels in one piece, such as pieces of wood, metal, etc, which it is not the custom of the trade to pack.

- 2 Addressee of the sender and the addressee
- 2.1 To be admitted to the Post, every parcel shall bear, in roman letters and in arabic figures on the parcel itself or on a label firmly attached to it, the complete addresses of the addressee and the sender. If other letters and figures are used in the country of destination, it shall be recommended that the address be given also in these letters and figures. Addresses written in pencil shall not be allowed; nevertheless, parcels of which the address is written in indelible pencil on a surface previously dampened shall be accepted.
- 2.2 Only one person or a corporate body may be designated as addressee. However, addresses such as “Mr A at ... for Mr Z at ...” or “Bank A at ... for Mr Z at ...” may be admitted, it being understood that only the person indicated under A shall be regarded by administrations as the addressee. In addition, the addresses of A and Z shall be in the same country.
- 2.3 The office of posting shall also advise the sender to put in the parcel a copy of his address and that of the addressee.

■ **Commentary**

106.1 Congress issued recommendation C 34/Washington 1989, recommending among other things that adms invite their customers to:

- make as big a contrast as possible between the colour of the packaging and the printed markings;
- use packaging materials without any text printings, should it be possible to standardize the address area.

106.1.1 Users of packaging sold by adms tend to neglect interior packing. Users employing the packs sold by postal services should be informed of the need to use appropriate interior packing as well and to make sure that the outside wrapping is properly closed.

106.1.2 Particularly secure packing was prescribed for any conveyance by maritime services, especially in the case of objects liable to deteriorate or cause deterioration of other items.

106.1.3 Closures with projecting, sharp or pointed parts are not admissible.

Article RE 107

Indication of method of forwarding

1 Every air parcel shall bear at the time of dispatch a special blue label inscribed “Par avion” (By airmail), with, if desired, a translation in the language of the country of origin. The method of forwarding shall also be clearly indicated on the dispatch note relating to the parcel, either by means of the special blue airmail label or by a corresponding indication in the appropriate box.

2 If the dispatch note is included in a self-adhesive document pack pasted firmly to the parcel and provided with a duly marked blue tick-box, the label mentioned in 1 shall not be mandatory, either on the dispatch note document pack or on the parcel.

Article RE 108

Special packing

- 1 The provisions of the Letter Post Regulations on special packing shall apply by analogy.
- 2 In addition, the following conditions shall be complied with.
 - 2.1 Precious metals shall be packed either in a stout metal box or a case made of wood. The latter shall have a minimum thickness of 1 cm for parcels up to 10 kilogrammes and 1.5 cm for parcels over 10 kilogrammes. The packing may also consist of two seamless bags forming a double wrapping. When cases made of plywood are used, their thickness may be limited to 5 mm on condition that the edges of the cases are reinforced by metal angle strips.
 - 2.2 The wrapping of the parcel containing live animals as well as the dispatch note shall be provided with a label bearing in bold letters the words “Animaux vivants” (Live animals).
 - 2.3 The content and make-up of parcels containing radioactive materials shall be in conformity with the recommendations of the International Atomic Energy Agency. They shall be plainly and durably marked by the sender with the words “Matières radioactives. Quantités admises au transport par la poste” (Radioactive materials. Quantities permitted for movement by post); these words shall be officially crossed out should the packing be returned to the place of origin. These parcels shall also bear, in addition to the name and address of the sender, a request in bold letters for the return of the parcels in the event of non-delivery. The sender shall give his name and address and the contents of the parcel on the inner wrapping.

■ Commentary

108.1 The provisions of the Letter Post Regulations are given hereunder.

Article RE 207 (Letter Post Regulations)

Special packing

- 1 *Articles of glass or other fragile objects shall be packed in a strong box filled with an appropriate protective material. Any friction or knocks during transport either between the objects themselves or between the objects and the sides of the box shall be prevented.*
- 2 *Liquids and substances which easily liquefy shall be enclosed in perfectly leak-proof containers. Each container shall be placed in a special strong box containing an appropriate protective material to absorb the liquid should the container break. The lid of the box shall be fixed so that it cannot easily work loose.*
- 3 *Fatty substances which do not easily liquefy, such as ointments, soft-soap, resins, etc, and silk-worm eggs, the conveyance of which presents few difficulties,*

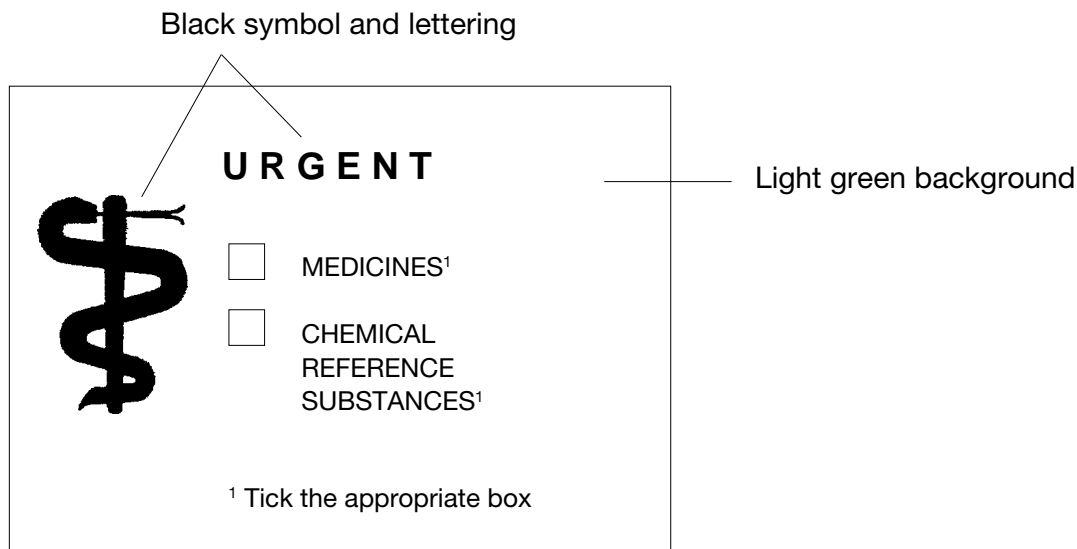
shall be enclosed in a first packing (box, bag of cloth, plastic, etc) which is itself placed in a box stout enough to prevent the contents from leaking.

4 *Dry colouring powders, such as aniline blue, etc, shall be admitted only in perfectly leak-proof metal boxes, placed in turn in strong boxes with an appropriate absorbent and protective material between the two containers.*

5 *Dry non-colouring powders shall be placed in strong containers (box, bag). These containers shall themselves be enclosed in a stout box.*

6 *Live bees, leeches and parasites shall be enclosed in boxes so constructed as to avoid any danger.*

7 *The postal administration of origin has the option of recommending to its customers that they place a light green label on items containing urgent medicines or chemical reference substances, on the side which bears the addressee's address. This label shall bear the following text and symbol:*



(Size 62 x 44 mm)

8 *Packing shall not be required for articles in one piece, such as pieces of wood, metal, etc, which it is not the custom of the trade to pack. In this case, the address of the addressee should be given on the article itself.*

Article RE 109

Formalities to be complied with by the sender

1 Each parcel shall be accompanied by a CP 71 dispatch note, either as part of a CP 72 manifold set or as a single CP 71 form.

2 A CN 23 Customs declaration shall be attached to each parcel, either as a single form or as part of a CP 72 manifold set. The contents of the parcel shall be shown in detail on the customs declaration and indications of a general kind shall

not be admitted. The customs declaration shall be securely attached to the dispatch note.

3 The sender may also attach to the dispatch note any document (invoice, export licence, import licence, certificate of origin, certificate of health, etc) necessary for customs treatment in the dispatching country and in the country of destination.

4 The addresses of the sender and addressee, and all other particulars to be furnished by the sender, shall be identical on the parcel and the dispatch note. In the event of a discrepancy, the particulars appearing on the parcel shall be regarded as valid.

5 Except in the case of insured parcels, parcels for delivery free of charges and fees, and cash-on-delivery parcels, the same dispatch note accompanied by the number of customs declarations required for a single parcel may suffice for more than one parcel, if the parcels are posted simultaneously at the same office by the same sender, sent by the same route, subject to the same charge and addressed to the same person. The name and full address of both the sender and addressee must be written in a precise and complete manner on each such parcel. Each administration may, however, insist on a dispatch note and the prescribed number of customs declarations for each parcel.

■ **Commentary**

109.2 Form CN 23 is valid for both letter-post items and postal parcels. Designed by the CCC-UPU Contact Comm, it meets both customs and postal requirements and is suitable for all users. Bulk senders who make out the customs declarations at the same time as the other dispatch docs (goods declaration, dispatch note, invoices, etc) using a multicopying system (details entered only once) may omit reproduction of the “Instructions” on the back of the form if this is dictated by technical factors.

Information about the number of copies required is given in the Parcel Post Compendium. Adms are urged to approach their customs authorities with the aim of reducing the number of customs declarations required to a strict min and refraining from prescribing such declarations for transit parcels.

Form CP 72 was designed to simplify the posting of parcels for abroad. It includes, in the form of a manifold set, a CP 71 dispatch note, a CN 23 customs declaration, a receipt and an address label, so designed that the sender can complete them by filling in the top sheet of the set only.

109.3 Regarding customs treatment, see arts 31 of the Conv and RE 401 below.

Postal administration)		The item/parcel may be opened officially		CP 00 707 599 2 NO			
From	Name	Sender's Customs reference (if any)		No(s) of parcel(s) (barcode, if any)			
	Business						
	Street	Insured value – Words		figures			
	Postcode					City	
	Country						
To	Name	Giro account No. and Giro centre		figures			
	Business						
	Street						
	Postcode	Importer's reference (if any) (tax code/VAT No./importer code) (optional)		Importer's telephone/fax/e-mail (if known)			
	Country						
Office of exchange		Customs stamp		(Please affix official labels here, when required)			
Please indicate service required (tick one box) <input type="checkbox"/> International Priority <input type="checkbox"/> International Economy		Customs duty					
Declaration by addressee		I have received the parcel described on this note Date and addressee's signature		Sender's instructions in case of non-delivery <input type="checkbox"/> Return immediately to sender <input type="checkbox"/> Return to sender after _____ Days <input type="checkbox"/> Redirect to address below <input type="checkbox"/> Redirect by surface/ S.A.L. <input type="checkbox"/> by air			
						I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations	
Office of origin/Date of posting		Number of parcels		certificates and invoices			
				Insured value SDR		Charges	
				Total gross weight of the parcel(s)		Charges	

CP 71 DISPATCH NOTE

Parcels, Beijing 1999, art. RE 109.1 – Size 210 x 148 mm

Note. – To take account of the needs of their service, administrations may use this form on its own or as part of the CP 72 manifold set.



Parcels, Beijing 1999, art. RE 109.1 – Size 210 x 148 mm (basic format A5) with a tolerance of 5 mm

Note:

Note: To take account of the needs of their service and/or the methods of production of this manifold set, administrations may alter slightly the sizes of the boxes, the font for the titles and indication, provide the appropriate number of copies for each part, without however deviating too much from the directives contained in the model. It is strongly recommended that instructions helping the customer to complete this manifold set should be given on the back of the cover page or on the back (of the last page) of the manifold set itself.

CP 72 (Spot carbon in front of "Address label")

A large rectangular area for a spot carbon copy. It contains two gray rectangular shapes: a large one on the left and a smaller one on the right. A horizontal dashed line is located near the bottom of the area.

<p>(Postal administration)</p>		<p>The item/parcel may be opened officially</p>		<p>No(s). of parcel(s) (barcode, if any)</p> 		<p>CP 00 707 599 2 NO</p>			
From	Name	Sender's Customs reference (if any)							
	Business								
	Street	Insured value – Words figures							
	Postcode							Cash-on-delivery amount – Words figures	
	Country								
To	Name	Giro account No. and Giro centre							
	Business								
	Street								
	Postcode					City			
	Country								

ADDRESS LABEL

SENDER'S INSTRUCTIONS IN CASE OF NON-DELIVERY

<input type="checkbox"/> Return to sender after Address	<input type="checkbox"/> Days Return/ Redirect	<input type="checkbox"/> Return immediately to sender Treat as abandoned by surface/ S.A.L. by air
---	--	--

CP 72 (Spot carbon in front of the "Customs declaration")

A large rectangular area with a light gray background, intended for a spot carbon copy. A dashed horizontal line is positioned near the bottom of this area.

From

(Postal administration)

Name

Business

Street

Postcode

Country

Sender's Customs reference (if any)

No(s) of parcel(s)
(barcode, if any)

To

Name

Business

Street

Postcode

Country

Detailed description of contents (1)

Quantity (2)

Net weight
(in kg) (3)

Value (5)

For commercial senders only

HS tariff number (7)

Country of origin of goods (8)

Please indicate service required (tick one box)

☐ International Priority

☐ International Economy

Category of item (10)

☐ Gift

☐ Returned goods

☐ Other

Comments (11): (eg: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions)

Licence (12)
Licence number(s)

Certificate (13)
Certificate number(s)

Invoice (14)
Invoice number

Date and sender's signature (15)

Office of origin/Date of posting

Number of parcels

certificates and invoices

Insured value SDR

Total gross weight of the parcel(s)

Charges

Postal charges/Fees (9)


Total value (6)

Total gross weight (4)

Importer's reference (if any) (tax code/VAT No./importer code) (optional)

Importer's telephone/fax/e-mail (if known)

CP 00 707 599 2 NO



CN 23 CUSTOMS DECLARATION

CP 72 (Spot carbon in front of "Dispatch note")

The form consists of a large rectangular area defined by a dashed border. Inside this area, there are two gray rectangular shapes. The left shape is a vertical rectangle with a smaller rectangle attached to its left side. The right shape is a vertical rectangle with a smaller rectangle attached to its right side. A horizontal dotted line is located at the bottom of the dashed area, just above the solid border of the form.

CP 72 manifold set, fourth part – “Dispatch note”

CP00 707 599 2 NO



CP 71 DISPATCH NOTE

The item/parcel may be opened officially

(Postal administration)

From		No(s). of parcel(s) (barcode, if any)	
Name		Insured value – Words	
Business		figures	
Street		Insured value – Words	
Postcode		figures	
City		Cash-on-delivery amount – Words	
Country		figures	
Name		Giro account No. and Giro centre	
Business		Importer's reference (if any) (tax code/VAT No./importer code) (optional)	
Street		Importer's telephone/fax/e-mail (if known)	
Postcode			
City			
Country			
Office of exchange		(Please affix official labels here, when required)	
Customs stamp			
Customs duty			
Please indicate service required (tick one box)			
International Priority			
International Economy			
Office of origin/Date of posting		Number of parcels	
Insured value SDR		certificates and invoices	
Total gross weight of the parcel(s)		Charges	
Sender's instructions in case of non-delivery			
Return immediately to sender		<input type="checkbox"/> Return immediately to sender	
Treat as abandoned		<input type="checkbox"/> Treat as abandoned	
Return/Redirect to address below		<input type="checkbox"/> Return/Redirect to address below	
Address		by surface/ <input type="checkbox"/> by air	
Declaration by addressee		I have received the parcel described on this note	
Date and addressee's signature		Date and sender's signature	
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations		Date and sender's signature	

Parcels, Beijing 1999, art. RE 109.1 – Size 210 x 144 mm (basic format A5) with a tolerance of 2 mm

CP 72 (Spot carbon in front of "Copy of Address label")

The form consists of a large rectangular frame. Near the bottom of this frame is a horizontal dotted line. Inside the frame, there are two gray shapes. On the left side, there is a large gray rectangle with a narrower gray rectangle centered on top of it, forming a T-shape. On the right side, there is a single vertical gray rectangle. The rest of the frame is empty white space.

CP 72 manifold set, fifth part (optional) – “Copy of address label”

(Postal administration)

The item/parcel may be opened officially

From

Name

Business

Street

Postcode

Country

Sender's Customs reference (if any)

No(s), of parcel(s)
(barcode, if any)

Insured value – Words


figures

Cash-on-delivery amount – Words

figures

Giro account No. and Giro centre

CP 00 707 599 2 NO



To

Name

Business

Street

Postcode

Country

SENDER'S INSTRUCTIONS IN CASE OF NON-DELIVERY

☐ Return to sender after

☐ Return immediately to sender

Days

Treat as abandoned

Return/Redirect

by surface/S.A.L.

by air

☐ Redirect to address below

Address

Adhesive surface on back

Self-adhesive area

B.18

CP 72 manifold set (Back)

Instructions

To clear your item, the Customs in the country of destination need to know exactly what the contents are. You must therefore complete your declaration fully and legibly; otherwise, delay and inconvenience may result for the addressee. A false or misleading declaration may lead to a fine or to seizure of the item.

Your goods may be subject to restrictions. It is your responsibility to enquire into import and export regulations (prohibitions, restrictions such as quarantine, pharmaceutical restrictions, etc.) and to find out what documents, if any (commercial invoice, certificate of origin, health certificate, licence, authorization for goods subject to quarantine (plant, animal, food products, etc.) are required in the destination country.

Commercial item means any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged.

- (1) Give a detailed description of each article in the item, e.g. "men's cotton shirts". General descriptions, e.g. "spare parts", "samples" or "food products" are not permitted.
- (2) Give the quantity of each article and the unit of measurement used.
- (3) and (4) Give the net weight of each article (in kg). Give the total weight of the item (in kg), including packaging, which corresponds to the weight used to calculate the postage.
- (5) and (6) Give the value of each article and the total, indicating the currency used (e.g. CHF for Swiss francs).
- (7) and (8) The HS tariff number (6-digit) must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. "Country of origin" means the country where the goods originated, e.g. were produced/manufactured or assembled. Senders of commercial items are advised to supply this information as it will assist Customs in processing the items.
- (9) Give the amount of postage paid to the Post for the item. Specify separately any other charges, e.g. insurance.
- (10) Tick the box or boxes specifying the category of item.
- (11) Provide details if the contents are subject to quarantine (plant, animal, food products, etc.) or other restrictions.
- (12), (13) and (14) If your item is accompanied by a licence or a certificate, tick the appropriate box and state the number. You should attach an invoice for all commercial items.
- (15) Your signature and the date confirm your liability for the item.

Parcels, Beijing 1999, art. RE 109.2 – Size 210 x 148 mm

Instructions

You should attach this Customs declaration and accompanying documents securely to the outside of the item, preferably in an adhesive transparent envelope. If the declaration is not clearly visible on the outside, or if you prefer to enclose it inside the item, you must fix a label to the outside indicating the presence of a customs declaration.

To accelerate customs clearance, complete this declaration in English, French or in a language accepted in the destination country.

To clear your item, the Customs in the country of destination need to know exactly what the contents are. You must therefore complete your declaration fully and legibly; otherwise, delay and inconvenience may result for the addressee. A false or misleading declaration may lead to a fine or to seizure of the item.

Your goods may be subject to restrictions. It is your responsibility to enquire into import and export regulations (prohibitions, restrictions such as quarantine, pharmaceutical restrictions, etc.) and to find out what documents, if any (commercial invoice, certificate of origin, health certificate, licence, authorization for goods subject to quarantine (plant, animal, food products, etc.) are required in the destination country.

Commercial item means any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged.

- (1) Give a detailed description of each article in the item, e.g. "men's cotton shirts". General descriptions, e.g. "spare parts", "samples" or "food products" are not permitted.
- (2) Give the quantity of each article and the unit of measurement used.
- (3) and (4) Give the net weight of each article (in kg). Give the total weight of the item (in kg), including packaging, which corresponds to the weight used to calculate the postage.
- (5) and (6) Give the value of each article and the total, indicating the currency used (e.g. CHF for Swiss francs).
- (7) and (8) The HS tariff number (6-digit) must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. "Country of origin" means the country where the goods originated, e.g. were produced/manufactured or assembled. Senders of commercial items are advised to supply this information as it will assist Customs in processing the items.
- (9) Give the amount of postage paid to the Post for the item. Specify separately any other charges, e.g. insurance.
- (10) Tick the box or boxes specifying the category of item.
- (11) Provide details if the contents are subject to quarantine (plant, animal, food products, etc.) or other restrictions.
- (12), (13) and (14) If your item is accompanied by a licence or a certificate, tick the appropriate box and state the number. You should attach an invoice for all commercial items.
- (15) Your signature and the date confirm your liability for the item.

Article RE 110

Sender's instructions at the time of posting

1 At the time of posting of a parcel, the sender shall be required to indicate the treatment to be given in case of non-delivery. For this purpose he shall insert a cross in the appropriate box of the dispatch note.

2 He may give only one of the following instructions:

2.1 return forthwith to the sender by the most economical route or by air;

2.2 return to the sender by the most economical route or by air at the end of a period of time, which may not exceed the regulation period of retention in the country of destination;

2.3 redirection of the parcel by the most economical route or by air, for delivery to the addressee;

2.4 abandonment of the parcel by the sender.

3 Administrations of origin shall have the option of not allowing all the instructions mentioned under 2. The number of boxes on the dispatch note shall be limited accordingly. However, administrations shall always allow instructions 2.1 and 2.4. The sender may reproduce or have printed only one of the permitted instructions on the dispatch note. The instruction marked on the dispatch note shall be reproduced on the parcel itself, either by sticking copy of the CP 71 or CP 72 "Address label" on the parcel, or by reproducing in some other way the instructions given on that form. It shall be in French or in a language known in the country of destination.

4 If the sender wishes to forbid any redirection under article 27.2.1 of the Convention, the parcel and the dispatch note must bear the indication "Ne pas réexpédier" (Do not redirect) in French or in a language known in the country of destination.

5 Parcels shall be returned without advice if the sender has given no or contradictory instructions.

■ Commentary

110.2.2 The question is when the parcel is regarded as undeliverable so as to define the commencement of the period of time set, bearing in mind the terms of delivery of the country of destination of the parcel. It may be assumed that, for adms that provide delivery to the addressee's address, this period runs from the day of the first attempt at delivery. Adms which do not provide delivery to the addressee's address specify the day when parcels are regarded as undeliverable in the Parcel Post Compendium.

Article RE 111

Formalities to be complied with by the office of origin

1 The office of origin or the dispatching office of exchange shall be responsible for affixing a CP 73 label on the parcel beside the address and on the dispatch note. This label shall show clearly the serial number of the parcel and the name of the office of origin. If the administration of origin so permits, that part of the CP 73

label which is to be affixed to the dispatch note may be replaced by a preprinted indication having the same layout as the corresponding part of the label.

2 The weight of the parcel in kilogrammes and hundreds of grammes shall be given on the parcel and on the dispatch note. Each fraction of a hundred grammes shall be rounded up to the next hundred.

3 A date-stamp impression shall be applied on the dispatch note only.

4 The postage stamps or any other method of showing prepayment authorized by the regulations of the administration of origin shall be affixed either on the parcel, or on the dispatch note.

5 Administrations may agree to dispense with the formalities mentioned under 1 to 4.

6 The same office of origin or the same dispatching office of exchange may not use two or more series of labels at the same time, unless the series are distinguished by a distinctive mark.

CP 73



Parcels, Beijing 1999, art RE 111.1 –
Size 52 x 37 mm

Article RE 112

Weight system. Pound avoirdupois

- 1 The weight of the parcels shall be expressed in kilogrammes.
- 2 Countries which by reason of their internal regulations are unable to adopt the metric-decimal system of weight may substitute for the weights expressed in kilogrammes the equivalents in pounds avoirdupois.

Section C

Charges, surcharges and prepayment

Article 11

Postage charges and air surcharges

1 to 3 Cf: Letter Post Manual

4 Administrations shall set the air surcharges to be collected for air parcels.

5 The surcharges shall be related to the air conveyance dues and shall be uniform for at least the whole of the territory of each country of destination whatever the route used; in calculating the air surcharge for a letter-post airmail item, administrations shall be authorized to take into account the weight of any forms used by the public which may be attached to the item.

6 to 8 Cf: Letter Post Manual

■ Commentary

11.5 The phrase “for at least the whole of the territory of each country of destination” allows adms to form groups of countries of destination for a uniform air surcharge and for combined charges.

Article RE 113

Calculating air surcharges

1 Postal administrations shall be authorized to apply, for calculating air surcharges, smaller weight steps than one kilogramme.

Article 12

Special charges

1 Cf: Letter Post Manual

2 Postal administrations shall be authorized to collect in the cases mentioned below the same charges as in the domestic service.

2.1 Cf: Letter Post Manual

2.2 Charge on items posted outside normal counter opening hours, collected from the sender.

2.3 Charge for collection at the sender's address, collected from the sender.

2.4 Charge, for withdrawal of a letter-post item outside normal counter opening hours, collected from the addressee.

2.5 Poste restante charge collected from the addressee; in the event of return to sender or redirecting of a parcel, the amount passed on may not exceed the amount set in the Postal Parcels Regulations.

2.6 A storage charge for any letter-post item weighing more than 500 grammes and for any parcel of which the addressee has not taken delivery within the prescribed period. This charge shall not apply to literature for the blind. In the case of parcels, it shall be collected by the administration which effects the delivery, on behalf of the administration in whose service the parcel has been kept beyond the prescribed periods; in the event of return to sender or redirection, the amount passed on may not exceed the amount set in the Postal Parcels Regulations.

3 Where a parcel is normally delivered to the addressee's address, no delivery charge may be collected from the addressee. Where delivery to the addressee's address is not normally provided, the advice of arrival should be delivered free of charge. In this case, if delivery to the addressee's address is offered as an option in response to the advice of arrival, a delivery charge may be collected from the addressee. This should be the same charge as in the domestic service.

4 Postal administrations prepared to cover risks of force majeure shall be authorized to collect a charge for cover against risks of force majeure the maximum amount of which is set in the Letter Post Regulations.

■ Commentary

12 See also art 7 of the Conv concerning charges.

12.2.6 Parcels returned to origin or redirected are often refused when very heavy charges are payable on them and the adm of origin has to stand the cost. Limiting the storage charge in such cases is aimed at avoiding such refusals.

Article RE 114

Special charges

- 1 Poste restante charge
 - 1.1 In the event of return to sender or redirection of a parcel addressed “poste restante”, the amount passed on may not exceed 0.49 SDR in accordance with article 12.2.5 of the Convention.
- 2 Storage charge
 - 2.1 In the event of return to sender or redirection of a parcel on which a storage charge has been collected, the amount passed on may not exceed 6.53 SDR in accordance with article 12.2.6 of the Convention.
- 3 Charge for cover against risks of force majeure
 - 3.1 In respect of uninsured parcels, this charge may not exceed 0.20 SDR per parcel in accordance with article 12.4 of the Convention. In respect of insured parcels, the maximum amount is laid down in article RE 201.4.

Article RE 115

Prepayment

- 1 Parcels shall be prepaid by means of postage stamps or by any other method authorized by the regulations of the administration of origin.

Article RE 116

Marking of parcels sent post free

- 1 Every service parcel and its dispatch note shall bear, the former beside the address, the indication “Service des postes” (On Postal Service) or a similar indication; this indication may be followed by a translation in another language.
- 2 Every prisoner-of-war and civilian internee parcel and its dispatch note shall bear, the former beside the address, one of the indications “Service des prisonniers de guerre” (Prisoner-of-war Service) or “Service des internés civils” (Civilian Internees Service); these indications may be followed by a translation in another language.

■ Commentary

116 See also Commentary 8.3.2.

Section D

Special services

Articles 13 and 14 Cf: Letter Post Manual

Article 15 Insured items

1 Priority and non-priority items and letters containing securities, valuable documents or articles as well as parcels may be exchanged with insurance of the contents for the value declared by the sender. This exchange shall be restricted to relations between postal administrations which have declared their willingness to admit such items, whether reciprocally or in one direction only.

2 In principle, the amount of the insured value shall be unlimited. Every administration may limit the insured value, so far as it is concerned, to an amount which may not be less than the amount set in the Regulations. However, the limit of insured value adopted in the internal service shall be applicable only if it is equal to or higher than the amount of the indemnity set for the loss of a registered item or of a parcel weighing one kilogramme. The maximum amount shall be notified in SDR to the member countries of the Union.

3 The charge on insured items shall be paid in advance. It shall be made up:

- 3.1 for letter-post items, of the ordinary postage charge, the fixed registration charge laid down in article 13.2 and an insurance charge;
- 3.2 for parcels, of the principal charge, an optional dispatch charge and an ordinary insurance charge; any air surcharges and charges for special services shall be added to the principal charge; the dispatch charge shall not exceed the registration charge for letter-post items.

4 Instead of the fixed registration charge, postal administrations may collect the corresponding charge of their internal service or, exceptionally, a charge the maximum amount of which is set in the Letter Post Regulations.

5 The maximum amount of the insurance charge shall be set in the Letter-Post Regulations.

- 5.1 For letter post, this charge shall apply whatever the country of destination, even in countries which undertake to cover risks of force majeure.

5.2 For parcels, any charge for cover against risks of force majeure shall be set so that the sum of this charge and the ordinary insurance charge do not exceed the maximum amount of the insurance charge.

6 In cases where exceptional security measures are required, administrations may collect from the sender or from the addressee, in addition to the charges mentioned under 3, 4 and 5, the special charges provided for by their internal legislation.

7 Postal administrations shall have the right to provide their customers with an insured items service in accordance with specifications other than those defined in this article.

■ **Commentary**

15 Some adms have made reservations in article XIII of the Prot concerning the contents of insured parcels. See art 25 of the Conv.

15.1 Adms accepting insured parcels are indicated in the Compendium (Parcels). The exchange is based on the information contained in the CP 81 or CP 82 table of the intermediate adm.

The general measures to be taken to ensure the security of funds and negotiable instruments held or carried by the postal service are set out in brochure 113 of the Collection of Postal Studies.

15.3.2 The provisions of the Convention and the Letter Post Regulations are given hereunder.

15.6 The former CCPS was of the view that this option to apply special charges should be restricted to cases where special security arrangements are made at the request of certain regular senders or recipients of very high-value consignments. It should not be used in respect of the great majority of insured items for which only normal precautions are taken.

15.7 This option refers, in particular, to the provision of a service corresponding to a private insurance which requires no special make-up of parcels, no special handling and no particular involvement of the adm of destination.

Article 13

Registered items

...

2 *The charge on registered items shall be paid in advance. It shall be made up of the postage charge and of a fixed registration charge the maximum amount of which is set in the Letter Post Regulations.*

...

Article RE 401 (Letter Post Regulations)
Registered items

...

- 2 *Maximum amount of registration charge*
 2.1 *In accordance with article 13.2 of the Convention, the maximum amount of the fixed registration charge shall be 1.31 SDR. For each M bag, administrations shall collect, instead of the charge per item, a bulk charge not exceeding five times the charge per item.*

...

Prot Article IX
Maximum limits for insured items

- 1 Sweden reserves the right to restrict the value of the contents of registered and insured letter-post items and uninsured and insured parcels for Sweden, according to the following maximum limits:

i Inward letter-post items

	Maximum commercial value of contents	Maximum insured value	Maximum indemnity
Registered items	500 SDR	–	30 SDR (M bag: 150 SDR)
Insured items	4000 SDR	4000 SDR	4000 SDR

II Inward parcels

Uninsured parcels	4500 SDR	–	40 SDR per parcel + 4.50 SDR per kilogramme
Insured parcels	4500 SDR	4500 SDR	4500 SDR

The restriction cannot be circumvented by partial insurance of the value exceeding 4000 SDR (for letter-post items) and 4500 SDR (for parcels). There are no new restrictions on the nature of the contents of registered and insured items. Items with a value exceeding these limits will be returned to origin.

Article RE 201

Insured parcels

1 Admission

- 1.1 Every insured parcel shall be subject to the following special rules regarding make-up.
 - 1.1.1 Insured parcels shall be made up in such a way that the contents cannot be tampered with without obvious damage to the envelope, the packaging or the seals and shall be sealed by effective means such as fine adhesive tape with a special uniform design or mark of the sender. Administrations may, however, agree not to require such a design or mark.
 - 1.1.2 Notwithstanding 1.1.1, administrations may require insured parcels to be sealed with identical wax seals, lead seals or other effective means, with a special uniform design or mark of the sender.
 - 1.1.3 The wax, seals, labels of any kind and the postage stamps, if any, affixed to these parcels shall be spaced out so that they cannot hide any damage to the packing.
 - 1.1.4 The labels and postage stamps shall not be folded over two sides of the packing so as to cover an edge.
 - 1.1.5 An address-label may be gummed to the packing itself.
- 1.2 Every administration shall have the option of setting a maximum amount for the insured value up to which it will forgo application of the provisions of 1.1.1 and 1.1.2. The lower of the amounts concerned shall be applied in relations between countries whose administrations have set different maximum values.
- 1.3 A receipt shall be handed over free of charge to every sender of an insured parcel at the time of posting.

2 Delivery procedure

2.1 Role of office of destination

- 2.1.1 The delivering administration shall obtain a signature of acceptance or some other form of evidence of receipt from the recipient when delivering or handing over an insured parcel.

3 Insured value

- 3.1 The maximum amount of insured value, that each administration may set may not be less than 4000 SDR in accordance with article 15.2 of the Convention.
- 3.2 In the service between countries which have adopted different maximum values, all parties shall observe the lowest limit.
- 3.3 The insured value may not exceed the actual value of the contents of the parcel but it is permitted to insure part only of that value.
- 3.4 Any fraudulent insurance for a value greater than the actual value of the contents of a parcel shall be liable to the legal proceedings prescribed by the legislation of the country of origin.
- 3.5 The insured value shall be expressed in the currency of the country of origin and written by the sender, on the parcel and the dispatch note. These entries shall be made in roman letters and in arabic numerals, without

- erasure or alteration, even if certified. The amount of the insured value shall not be indicated in pencil or indelible pencil.
- 3.6 The amount of the insured value shall be converted into SDRs by the sender or by the office of origin. The result of the conversion, rounded up where appropriate to the nearest SDR, shall be shown in figures at the side of or below those representing the value in the currency of the country of origin. The conversion shall not be carried out in direct services between countries which have a common currency.
- 3.7 When circumstances of any kind disclose a fraudulent insurance for a value greater than the actual value of the contents of the parcel, the administration of origin shall be advised as soon as possible. Where appropriate, the documents relating to the inquiry shall be sent to that administration. If the parcel has not yet been delivered to the addressee, the administration of origin may ask for its return.
- 4 Charges
- 4.1 In accordance with article 15.4 of the Convention, the maximum amount of the charge which postal administrations may collect instead of the fixed registration charge shall be 3.27 SDR.
- 4.2 The ordinary insurance charge shall be at most 0.33 SDR for each 65.34 SDR or fraction of 65.34 SDR insured value, or 0.5% of the insured value step in accordance with article 15.5 of the Convention.
- 5 Marking and treatment of parcels
- 5.1 Any insured parcel and its dispatch note shall be provided with a CP 74 pink label. This label shall bear in roman letters the letter V, the name of the office of origin and the serial number of the parcel. It shall be gummed on the parcel, on the same side as, and near to, the address.
- 5.2 Administrations may, however, use at the same time the CP 73 label prescribed in article RE 111.1 and a small pink label, bearing in bold letters the words “Valeur déclarée” (Insured).
- 5.3 The weight in kilogrammes and tens of grammes shall be given both on the parcel beside the address and on the dispatch note in the space provided. Any fraction of ten grammes shall be rounded up to the next ten.
- 5.4 No serial number shall be placed on the front of insured parcels by the intermediate administrations.

■ **Commentary**

201.3.1 Adms applying the derogation from the limit fixed for insured value are indicated in the Parcel Post Compendium.

CP 74



Parcels, Beijing 1999, art RE 201.5.1 –
Size 52 x 37 mm, colour pink

Note. – Administrations using barcodes in their service may use CP 73 and CP 74 labels bearing such codes in addition to the indications already provided for

Article RE Ibis
Insured parcels

1 Notwithstanding article RE 201.3.1, Sweden reserves the right to limit the value of the contents of ordinary and insured parcels for Sweden, according to the following maximum limits:

	Maximum commercial value of contents	Maximum insured value	Maximum indemnity
Uninsured parcels	1000 SDR	–	40 SDR per parcel + 4.50 SDR per kilogramme
Insured parcels	1000 SDR	1000 SDR	1000 SDR

This restriction may not be circumvented by partial insurance of the value exceeding 1000 SDR. There are no new restrictions on the nature of the contents of insured items. Items with a value exceeding this limit will be returned to origin.

Prot Article RE II
Delivery procedure

1 Notwithstanding article RE 201, the postal administration of Canada is authorized not to obtain a signature of acceptance or some other form of evidence of receipt from the recipient when delivering or handing over an insured parcel.

...

Article 16

Cash-on-delivery items

1 Certain letter-post items and parcels may be sent cash-on-delivery. The exchange of cash-on-delivery items shall require prior agreement between administrations of origin and destination.

■ Commentary

16.1 Adms accepting cash-on-delivery parcels are indicated in the Parcel Post Compendium.

Article RE 202

Cash-on-delivery parcels

1 Items admitted and charges

1.1 On the basis of bilateral agreements, parcels which fulfil the conditions laid down in these Regulations may be sent.

1.2 The administration of origin of the item shall freely decide the charge to be paid by the sender, in addition to the postal charges payable on the category to which the parcel belongs.

2 Role of office of posting

2.1 Indications to be given on the parcels and dispatch notes.

2.1.1 Parcels on which a COD charge is payable and the corresponding dispatch notes shall bear very prominently, on the address side in the case of the parcels, the heading “Remboursement” (COD) followed by the COD amount in accordance with the provisions laid down in articles RE 1301 and RE 1302 of the Detailed Regulations of the Postal Payment Services Agreement.

2.1.2 The sender shall write his name and address in roman letters on the address side of the parcel and on the front of the dispatch note.

2.2 Label

2.2.1 The dispatch notes of COD parcels shall bear an orange label in the form of the specimen CN 29. If the dispatch note is included in a self-adhesive document pack with a proper indication of the COD amount, the CN 29 label shall not be mandatory. In addition, COD parcels shall bear, on the address side, two further labels in the form of specimen CN 29bis and specimen CP 95.

2.3 Form to be attached to the parcels

2.3.1 Every COD parcel shall be accompanied by a money order form in accordance with the provisions of article RE 1301 of the Regulations of the Postal Payment Services Agreement.

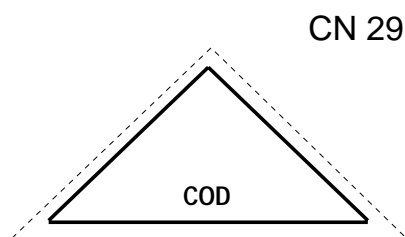
3 Role of office of destination

3.1 Parcels on which a COD charge is payable shall be delivered to addressees on the conditions laid down by the administration of destination. The sums collected shall be dealt with in accordance with the provisions laid down in

article RE 1303 of the Regulations of the Postal Payment Services Agreement.

4 Redirection

- 4.1 Any parcel on which a COD charge is payable may be redirected if the country of new destination provides the service for items of this type in its relations with the country of origin.



Parcels, Beijing 1999, art RE 202.2.2.1 –
Size 37 x 18 mm (base x height), colour orange

CN 29bis

COD

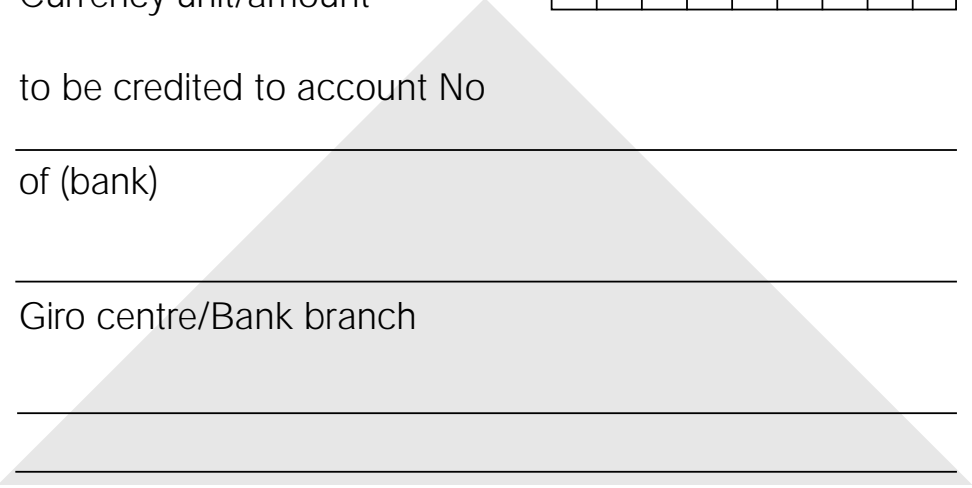
Currency unit/amount

to be credited to account No

of (bank)

Giro centre/Bank branch

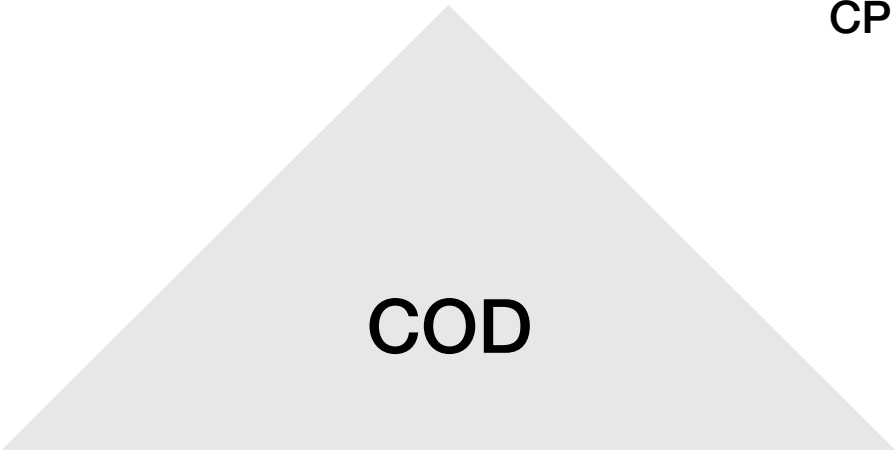
--	--	--	--	--	--	--	--	--	--



Parcels, Beijing 1999, art RE 202.2.2.1 – Size 105 x 75 mm, triangle orange

CP 95

COD



Parcels, Beijing 1999, art RE 202.2.2.1 – Size 100 x 50 mm

Article 17

Express items

1 At the sender's request, letter-post items for countries where the administration performs the service shall be delivered by special messenger as soon as possible after their arrival at the delivery office. Any administration shall have the right to confine this service to priority items, to airmail items and, when this is the only means used between two administrations, to surface LC items.

2 Administrations which have various streams of letter mail shall enter express items into the fastest internal letters stream upon their arrival at the inward office of exchange and thereafter handle these items in the speediest manner possible.

3 Express items shall be subject, in addition to the postage, to a charge which may not be less than the amount of postage prepayable on an unregistered priority/non-priority item, as the case may be, or on an unregistered single rate letter and not more than the amount set in the Regulations. This charge must be fully paid in advance. For parcels, it is payable even if the parcel cannot be delivered by special messenger but only the advice of arrival.

4 When express delivery involves special demands, an additional charge may be collected in accordance with the provisions relating to items of the same kind in the internal service. For parcels, this supplementary charge shall be paid even if the parcel is returned to sender or redirected; however, in such cases, the amount passed on may not exceed the maximum set in the Postal Parcels Regulations.

5 If the regulations of the administration of destination permit, addressees may ask the delivery office for express delivery immediately on arrival of items which are intended for them. In that case the administration of destination shall be authorized to collect, on delivery, the charge that applies in its internal service.

■ Commentary

17.1 Adms providing this service are indicated in the Parcel Post Compendium.

Article RE 203

Express parcels

1 Marking of parcels

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

- 2 Charges
 - 2.1 The supplementary charge to which express parcels shall be subject under article 17.3 of the Convention shall be 1.63 SDR at most.
 - 2.2 If the parcel is returned to sender or redirected, the amount of the supplementary charge prescribed in article 17.4 of the Convention passed on may not exceed 1.63 SDR.
- 3 Treatment of parcels
 - 3.1 In countries whose postal administration does not provide delivery to the place of address, express parcels shall give rise to the delivery, by special messenger, of an advice of arrival. The advice may also be sent by telecommunications.
 - 3.2 If the address of the addressee is situated outside the local delivery area of the office of destination, delivery of an express parcel or of an advice of arrival by special messenger shall not be obligatory.
 - 3.3 The delivery by special messenger of an express parcel or of the advice of delivery shall be attempted once only. If the attempt is unsuccessful the parcel shall cease to be considered as express.
 - 3.4 Administrations which participate in the exchange of express parcels shall take all steps to speed up customs clearance.

■ **Commentary**

203.3.3 The text allows adms of destination full latitude, in accordance with the rules governing their internal service, to collect a charge when an express parcel presented at the original address is sent express to another at the sender's request.

Article 18

Advice of delivery

1 The sender of a registered item, a recorded delivery item, a parcel or an insured item may apply for an advice of delivery at the time of posting by paying a charge the maximum amount of which is set in the Regulations. This advice of delivery shall be returned to him by the quickest route (air or surface).

2 However, for parcels, administrations may restrict this service to insured parcels if such restriction is provided for in their internal service.

■ Commentary

18.1 In formal opinion C 10/Rio de Janeiro 1979, Congress requests adms to make a general practice of using the advice of delivery for ordinary parcels.

Prot Article X

Advice of delivery

1 The postal administration of Canada shall be authorized not to apply article 18, as regards parcels given that it does not offer the advice of delivery service for parcels in its internal service.

Article RE 204

Parcels with advices of delivery

1 Marking of parcels

1.1 Every parcel for which the sender requests an advice of delivery shall bear very conspicuously either the indication “Avis de réception” (Advice of delivery) or the stamp impression A.R. The same indication shall also be made on the dispatch note.

1.2 Parcels with advices of delivery shall be accompanied by a copy of the CN 07 form referred to in the Letter Post Regulations duly completed. This form shall be attached to the dispatch note. If the CN 07 form does not reach the office of destination, that office shall automatically make out a new copy of it.

2 Charge

2.1 The maximum amount of the charge for an advice of delivery prescribed in article 18.1 of the Convention shall be 0.98 SDR.

3 Treatment of advices of delivery

3.1 Immediately the parcel has been delivered, the office of destination shall return the CN 07 form, duly completed, to the address shown by the sender. This form shall be sent à découvert and post free by the quickest route.

- 3.2 When the sender inquires about an advice of delivery which he has not received within a reasonable time, the procedure shall be in accordance with the Letter Post Regulations.

■ **Commentary**

204.1.2 and 3.2 The provision of the Letter Post Regulations is given hereunder.

Article RE 406 (Letter Post Regulations)

Advice of delivery

1 *Marking of items with advices of delivery*

...

- 1.2 *The items mentioned under 1.1 shall be accompanied by a light red CN 07 form, of the consistency of a postcard. The CN 07 form shall bear in bold type the letters A.R. The sender shall complete, in roman letters and using means other than ordinary pencil, the various sections as indicated by the form's layout. The front of the form shall be completed by the office of origin or by any other office appointed by the dispatching administration and be securely attached to the item. If the form does not reach the office of destination that office shall automatically make out a new advice of delivery.*

...

3 *Treatment of advices of delivery*

...

- 3.3 *When the sender inquires about an advice of delivery which he has not received within a normal period, this advice shall be requested free of charge on form CN 08. A duplicate of the advice of delivery, bearing on the front in bold letters the word "Duplicata" (Duplicate), shall be attached to the CN 08 inquiry form. The latter shall be dealt with in accordance with article RE 506. The CN 07 form shall remain attached to the CN 08 inquiry form for subsequent delivery to the claimant.*

■ **Commentary**

406.3.3 The provision of the Letter Post Regulations on the treatment of inquiries (art RE 506) is given after Parcels art RE 312.

Parcels, Beijing 1999, art RE 204.1.2 – Size 210 x 105 mm, with a tolerance of 2 mm, colour light red

Article 19 Cf: Letter Post Manual

Article 20

Items for delivery free of charges and fees

1 In the service between postal administrations which have notified their agreement to that effect senders may, by means of a previous declaration at the office of origin, undertake to pay the whole of the charges and fees to which the letter-post and parcel-post items are subject on delivery. So long as a letter-post item has not been delivered to the addressee, the sender may ask after posting that the item be delivered free of charges and fees.

2 Senders shall undertake to pay the amounts which may be claimed by the office of destination. If necessary, they shall make a provisional payment.

3 The administration of origin shall collect from the sender a charge, the maximum amount of which is set in the Regulations, which it shall retain as payment for services rendered in the country of origin.

4 In the case of a request made after posting of a letter-post item, the administration of origin shall also collect an additional charge the maximum amount of which is set in the Regulations.

5 The administration of destination shall be authorized to collect a commission charge the maximum amount of which is set in the Regulations. This charge shall be independent of the presentation-to-Customs charge. It shall be collected from the sender on behalf of the administration of destination.

6 Every postal administration may restrict to registered and insured letter-post items the service of delivery free of charges and fees.

■ Commentary

20.1 The 1994 Seoul Congress abolished the option of requesting after posting that a parcel be delivered free of charges and fees.

Adms accepting parcels for delivery free of charges and fees are indicated in the Parcel Post Compendium.

20.2 The sender of a parcel for delivery “free of charges” is responsible for the payment of all postal and non-postal charges levied on the item at destination; consequently, senders are not free to pay customs duty alone, to the exclusion of other charges.

A provisional payment is understood to mean payment of an amount covering the probable costs.

Article RE 205

Parcels for delivery free of charges and fees

1 Marking and treatment of parcels

1.1 Every parcel for delivery to the addressee free of charges and fees and its dispatch note shall bear, in very bold characters, the heading “Franc de taxes et de droits” (Free of charges and fees) or any other equivalent expression in the language of the country of origin. The parcel and the dispatch note shall be provided with a yellow label bearing, also very boldly, the indication “Franc de taxes et de droits”.

1.2 Every parcel sent for delivery free of charges and fees shall be accompanied by a CN 11 franking note on yellow paper. The sender of the parcel shall complete the text of the right-hand side of the front of parts A and B of the franking note. The dispatching office shall enter on it the postal service indications. The entries of the sender may be made with the use of carbon paper. The text shall include the undertaking prescribed in article 20.2 of the Convention. The dispatch note, the customs declarations and the franking note shall be securely fastened together.

2 Charges

2.1 The maximum amount of the charge referred to in article 20.3 of the Convention shall be 0.98 SDR per parcel.

2.2 The maximum amount of the commission charge referred to in article 20.5 of the Convention shall be 0.98 SDR per parcel.

3 Return of franking notes (Part A). Recovery of charges and fees

3.1 The provisions of the Letter Post Regulations shall apply.

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

4 Accounting with the administration of posting

4.1 Accounting in respect of charges, customs duty and other fees paid out by each administration on behalf of another shall be effected by means of CN 12 detailed accounts, drawn up on a quarterly basis by the creditor administration. The data of parts B of the franking notes which it has retained shall be entered in the alphabetical order of the offices which have advanced the charges and in the numerical order given to them. “Nil” accounts shall not be prepared.

- 4.2 The detailed account, accompanied by parts B of the franking notes, shall be forwarded to the debtor administration at the latest by the end of the second month after the quarter to which it relates.
- 4.3 Accounting shall be effected by means of the CP 75 account mentioned in article RE 712.
- 4.4 Unless the administrations concerned have agreed otherwise, the amount on the last line of the CN 12 account shall be included by the creditor administration in the next CP 75 sent by that administration, with justification given in the “Observations” column.
- 4.5 In cases where the administration does not use the CP 75 in its relations with the debtor administration, the CN 51 account can, exceptionally, be used in similar fashion.

■ **Commentary**

205.3.1 The provision of the Letter Post Regulations is given hereunder.

Article RE 408 (Letter Post Regulations)
Items for delivery free of charges and fees

...

- 3 *Return of part A of franking notes. Recovery of charges and fees*
- 3.1 *After delivery to the addressee of an item for delivery free of charges and fees, the office which has advanced the customs or other charges on behalf of the sender shall complete, so far as it is concerned, with the use of carbon paper, the details appearing on the back of parts A and B of the franking note. It shall send part A, accompanied by the supporting vouchers, to the office of origin of the item; these shall be sent in a closed envelope, without indication of the contents. Part B shall be retained by the administration of destination of the item for settlement with the debtor administration.*
- 3.2 *However, any administration may arrange for part A of franking notes on which charges have been levied to be returned by specially appointed offices and request that this part be forwarded to a specified office.*
- 3.3 *The name of the office to which part A of the franking notes are to be returned shall be entered in every case on the front of this part by the office dispatching the item.*
- 3.4 *When an item bearing the words “Franc de taxes et de droits” (Free of charges and fees) reaches the service of destination without a franking note, the office responsible for customs clearance shall prepare a duplicate note; on parts A and B of this note it shall show the name of the country of origin and, as far as possible, the date of posting of the item.*
- 3.5 *When the franking note is lost after delivery of an item, a duplicate shall be prepared under the same conditions.*
- 3.6 *Parts A and B of the franking notes relating to items which for any reason are returned to origin shall be cancelled by the administration of destination.*

- 3.7 *On receipt of part A of a franking note showing the charges paid out by the service of destination, the administration of origin shall convert the amount of those charges into its own currency. The rate used shall not be higher than the rate fixed for the issue of postal money orders intended for the country concerned. The result of the conversion shall be shown in the body of the form and on the coupon at the side. After recovering the amount of the charges, the office appointed for that purpose shall hand to the sender the coupon from the note and any supporting vouchers.*

...

			CN 11		
Coupon to be handed to the sender			Part A <i>To be filled in by the administration of destination</i>		
DETAILS OF CHARGES DUE (in the currency of the country of destination of the item)			TOTAL OF CHARGES ADVANCED		
Charge for delivery free of charges ¹			Amount (in figures, in the currency of the country of destination of the item)		Stamp of the office advancing the charges
Customs duty			<div style="display: inline-block; width: 100px; height: 20px; border: 1px solid black; margin-right: 10px;"></div> <div style="display: inline-block; width: 50px; height: 20px; border: 1px solid black;"></div>		
Presentation-to-Customs charge					
Other charges			Office which has made the advance		
Total			No of register	Date	Signature
Total (after conversion)			<i>To be filled in by the administration of origin (on return)</i>		
Stamp of the office which has recovered the charges			Amount (in figures after conversion)		Stamp of the office which has recovered the charges
			<div style="display: inline-block; width: 100px; height: 20px; border: 1px solid black; margin-right: 10px;"></div> <div style="display: inline-block; width: 50px; height: 20px; border: 1px solid black;"></div>		
¹ Also called "Commission charge"			In-register No		

Part A
(Back)

FRANKING NOTE		CN 11
Part B <i>To be filled in by the dispatching administration</i>		Postal administration
Nature of the item	Weight	
No	Insured value	
Office of posting		
Sender (name and full address)		
Addressee (name and full address)		
The item is to be delivered free of charges and fees, which I undertake to pay Signature of sender	Stamp of the office of origin	

Part B
(Front)

Parcels, Beijing 1999, art RE 205.1.2 – Size 148 x 210 mm (148 x 105 mm when parts A and B are folded one upon the other), colour yellow

CN 11				
DETAILS OF CHARGES DUE (in the currency of the country of destination of the item)			Part B <i>To be filled in by the administration of destination</i> TOTAL OF CHARGES ADVANCED	
Charge for delivery free of charges ¹			Amount (in figures, in the currency of the country of destination of the item)	
Customs duty			Stamp of the office advancing the charges	
Presentation-to-Customs charge				
Other charges			Office which has made the advance	
Total			No of register	Date
			Signature	
¹ Also called "Commission charge"				

Part B
(Back)

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

FRANKING NOTE			CN 11
Receipt		Part A <i>To be filled in by the dispatching administration</i> Postal administration	
Nature of the item	Weight	Nature of the item	Weight
No	Insured value	No	Insured value
Office of posting		Office of posting	
Addressee (name and full address)		Sender (name and full address)	
The sender has paid the charges and fees indicated on the back		Addressee (name and full address)	
Stamp of the office of origin		The item is to be delivered free of charges and fees, which I undertake to pay Signature of sender	
		To be returned to the office of	
		Stamp of the office of origin	

Part A
(front)

Creditor administration

DETAILED MONTHLY ACCOUNT
Customs, etc, charges
 Date

CN 12

Debtor administration	Month
	Year

Notes

To be filled in by typewriter or computer printer

Serial No	Date of the advance	No of the franking note	Office which made the advance	Amount of each franking note (in national currency)		Observations
1	2	3	4	5		6
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total						

Creditor administration
 Signature

Articles 21 and 22 Cf: Letter Post Manual

Article 23

Fragile parcels. Cumbersome parcels

1 Any parcel containing articles which are liable to break easily and which are to be handled with special care shall be called a “fragile parcel”.

2 The following shall be called a “cumbersome parcel”; any parcel:

2.1 whose dimensions exceed the limits laid down in the Postal Parcels Regulations or those which administrations shall set between themselves;

2.2 which, by reason of its shape or structure, does not readily lend itself to loading with other parcels or which requires special precautions.

3 Fragile parcels and cumbersome parcels shall be subject to a supplementary charge, the maximum amount of which is laid down in the Parcel Post Regulations. If the parcel is both fragile and cumbersome the supplementary charge shall be collected once only. However, the air surcharges in respect of these parcels shall not be increased.

4 The exchange of fragile parcels and cumbersome parcels shall be restricted to those administrations which admit such items.

■ Commentary

23.2.1 As regards the max dimensions of cumbersome parcels, it is particularly difficult, from a practical standpoint, to introduce sufficiently broad provisions in the Acts. It is advisable therefore for the adms concerned to reach agreement on the matter if they deem it worthwhile.

23.2.2 The words “shape” and “structure” should be interpreted to the effect that a parcel is regarded as cumbersome mainly because of its external appearance.

23.4 Adms accepting “fragile parcels” and “cumbersome parcels” are indicated in the Parcel Post Compendium.

Article RE 206

Fragile parcels. Cumbersome parcels

1 Marking of fragile parcels and of cumbersome parcels

1.1 Without prejudice to compliance with the general rules regarding make-up and packing, every fragile parcel shall be provided, either by the sender or by the office of origin, with a label featuring a picture of a glass printed in red on a white background.

1.2 The relative dispatch note shall bear very conspicuously on the front the indication “Colis fragile” (Fragile parcel) either in manuscript or printed on a label.

1.3 Every parcel, the fragile nature of whose contents is indicated by any external sign whatever affixed by the sender, shall be provided by the office

of origin with the label prescribed in 1.1. The corresponding supplementary charge shall be collected. If the sender does not wish the parcel to be treated as fragile, the office of origin shall cross out the marking made by the sender.

- 1.4 Every cumbersome parcel and the front of its dispatch note shall bear a label showing in bold letters the word “Encombrant” (Cumbersome).
 - 1.5 Administrations which admit the limits of sizes set out in article RE 105.1 may charge as cumbersome any parcel whose dimensions exceed the limits set out in article RE 105.2 but which weighs less than 10 kilograms. In such a case, the word “Encombrant” shall be supplemented on the dispatch note only by the words “en vertu de l’article RE 206.1.5” (pursuant to article RE 206.1.5).
-
- 2 Charges
 - 2.1 The maximum amount of the supplementary charge referred to in article 23.3 of the Convention is 50% of the principle charge.

Article 24

Consignment service

1 Postal administrations may agree among themselves to take part in an optional “Consignment” service for collective items from one consignor sent abroad.

2 Wherever possible, this service shall be identified by the logo defined in the Postal Parcels Regulations.

3 The details of this service shall be laid down bilaterally between the administration of origin and the administration of destination on the basis of provisions defined by the Postal Operations Council.

Article RE 207

Consignment service

1 Identification of the “Consignment” service

1.1 The logo designed to identify the “Consignment” service shall consist of the following components:

- the word “CONSIGNMENT” in blue;
- three horizontal bands (one red, one blue and one green).



Section E

Special provisions and Customs matters

Article 25

Items not admitted. Prohibitions

1 Items not fulfilling the conditions laid down in the Convention and the Regulations shall not be admitted.

2 Subject to the exceptions set out in the Regulations, the insertion of the articles referred to below shall be prohibited in all categories of items:

2.1 narcotics and psychotropic substances;

2.2 explosive, flammable or other dangerous substances as well as radioactive materials;

2.2.1 the following shall not come within this prohibition:

2.2.1.1 the biological substances sent in letter-post items mentioned in article 44;

2.2.1.2 the radioactive materials sent in letter-post items and postal parcels mentioned in article 26;

2.3 obscene or immoral articles;

2.4 live animals, apart from the exceptions provided for in 3;

2.5 articles of which the importation or uttering is prohibited in the country of destination;

2.6 articles which, by their nature or their packing, may expose officials to danger, or soil or damage other items or postal equipment;

2.7 documents having the character of current and personal correspondence exchanged between persons other than the sender and the addressee or persons living with them.

3 However, the following shall be admitted:

3.1 in letter-post items other than insured items:

3.1.1 bees, leeches and silk-worms;

3.1.2 parasites and destroyers of noxious insects intended for the control of those insects and exchanged between officially recognized institutions;

3.2 in parcels, live animals whose conveyance by post is authorized by the postal regulations of the countries concerned.

4 The insertion of the articles mentioned below shall be prohibited in postal parcels:

4.1 documents having the character of current and personal correspondence exchanged between the sender and the addressee or persons living with them;

4.2 correspondence of any kind exchanged between persons other than the sender and the addressee or persons living with them.

5 It shall be prohibited to insert coins, banknotes, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones, jewels or other valuable articles:

5.1 in uninsured letter-post items; however, if the internal legislation of the countries of origin and destination permits this, such articles may be sent in a closed envelope as registered items;

5.2 in uninsured parcels exchanged between two countries which admit insured parcels; in addition, any administration may prohibit the enclosure of gold bullion in insured or uninsured items originating from or addressed to its territory or sent in transit à découvert across its territory; it may limit the actual value of these items.

6 Printed papers and literature for the blind:

6.1 shall not bear any inscription or contain any document having the character of current and personal correspondence;

6.2 shall not contain any postage stamp or form of prepayment, whether cancelled or not, or any paper representing a monetary value.

7 The treatment of items wrongly admitted is set out in the Regulations. However, items containing articles mentioned in 2.1, 2.2 and 2.3 shall in no circumstances be forwarded to their destination, delivered to the addressees or returned to origin.

■ **Commentary**

25 Countries have a right to inspect parcels in transit; the internal regulations are applicable in such a case. Adms must notify one another, through the intermediary of the IB, of any prohibitions or restrictions applying to the entry and transit of parcels in their service.

25.2.1 The list of narcotics and psychotropic substances under international control (abbreviated list) is given in part III of the List of Prohibited Articles.

In an inquiry conducted by the IB among adms on smuggling narcotics and psychotropic substances by post, a number of difficulties came to light, particularly as regards the attitude to be adopted by the intermediate country with regard to freedom of transit when closed mails are suspected of containing such substances. In this connection, Congress adopted formal opinion C 54/Washington 1989, the purview of which is given below:

“Congress invites postal administrations:

- i – to cooperate in combating the traffic in narcotics and psychotropic substances whenever they are legally required to do so by their national authorities responsible for this matter;
 - to ensure respect for the fundamental principles of the international Post, in particular, the freedom of transit (article 1 of the Constitution and of the Convention);
- ii to make all appropriate arrangements with the relevant authorities of their countries to ensure that bags of mail in transit suspected of enclosing items containing narcotics are not opened, but to advise:
 - a by the quickest means, at the request of their customs authorities, the administration of destination so that the suspected bags can easily be identified on arrival;
 - b by verification note, the administration of origin of the mail;
- iii to approach the legislative authorities, in consultation with the customs services, to ensure that laws and regulations do not prevent the use of the technique known as “controlled delivery”; the Customs of the transit country, if necessary with the agreement of the competent authorities, must take appropriate measures to inform the customs authorities of the country of destination and possibly of the country of origin of the suspect mails.”

25.2.2 Not only explosive or flammable substances, but also compressed gases, corrosive liquids, oxidizing and toxic substances and any other substances which could endanger human life or cause damage are to be considered dangerous.

The “List of definitions of dangerous goods prohibited from conveyance by post”, drawn up by the International Civil Aviation Organization (ICAO) is given in part IV of the List of Prohibited Articles (pink sheets).

Concerning the safety of staff involved in handling items presumed to be dangerous (mail bombs), Congress issued recommendation C 76/Rio de Janeiro 1979, recommending to adms that they:

“a as preventive measures:

- i establish permanent liaison with the competent authorities of their countries (police, Customs, national security committees, etc) in order:
 - to be informed of any threats or of signs indicating the dispatch of dangerous items;
 - to settle questions concerning the examination of items and the destruction of dangerous articles;
- ii issue directives for their services based in particular on the information contained in the CCPS study on the measures to be taken to detect mail bombs and to protect staff against the risk of explosion when such items are discovered in the mail;
- iii ensure that the examination of items presumed to be dangerous is carried out by the most appropriate methods;
- iv have their national legislation adapted or supplemented, if necessary, with a view to authorizing operations enabling mail bombs to be detected;
- v in conjunction with the competent authorities, alert the public with as much information as possible, subject to any security restrictions, so that they can take all necessary precautions for their personal safety;

b as soon as dangerous items are reported or their presence presumed:

- i give the staff concerned full particulars regarding the external appearance of these items and the need to handle them with particular caution;
- ii immediately inform the IB of the UPU and the foreign postal adms directly threatened as fully as possible by telecommunication.”

It also instructed the IB to inform immediately the adms of all member countries of the Union and to send them any information that could be of interest to them.

25.2.3 It is at the discretion of each adm to decide what is meant by the term “obscene”.

25.2.5 Information about current prohibitions in Union member countries is communicated to the IB which updates the List of Prohibited Articles on that basis. Each adm must ensure that, wherever possible, the information about current prohibitions in its country and sent to the IB is set out in clear, precise and detailed terms and that it is kept up to date.

25.5 Cheques, securities payable to bearer and generally speaking any negotiable instruments that can easily be cashed at a bank are considered “securities payable to bearer”.

Article RE 300bis

Dangerous substances prohibited from insertion in postal parcels

The articles covered by the “Recommendations on Transport of Dangerous Goods” drawn up by the United Nations, with the exception of certain dangerous goods and radioactive materials provided for in these Regulations, and by the Technical Instructions of the International Civil Aviation Organization (ICAO) and International Air Transport Association (IATA) Dangerous Goods Regulations shall be considered as dangerous substances in accordance with the provisions of article 25.2.2 of the Convention and prohibited from insertion in postal parcels.

Prot Article XIII

Prohibitions (postal parcels)

1 The postal administrations of Canada, Myanmar and Zambia shall be authorized not to accept insured parcels containing the valuable articles covered in article 25.5.2, since this is contrary to their internal regulations.

2 Exceptionally, the postal administrations of Lebanon and Sudan shall not accept parcels containing coins, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver whether manufactured or not, precious stones or other valuable articles, or containing liquids or easily liquefiable elements or articles made of glass or similar or fragile articles. They shall not be bound by the relevant provisions of the Parcel Post Regulations.

3 The postal administration of Brazil shall be authorized not to accept insured parcels containing coins and currency notes in circulation, as well as any securities payable to bearer, since this is contrary to its internal regulations.

4 The postal administration of Ghana shall be authorized not to accept insured parcels containing coins and currency notes in circulation, since this is contrary to its internal regulations.

5 In addition to the articles listed in article 25, the postal administration of Saudi Arabia shall be authorized not to accept parcels containing coins, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones or other valuable articles. Nor does it accept parcels containing medicines of any kind unless they are accompanied by a medical prescription issued by a competent official authority, products designed for extinguishing fires, chemical liquids or articles contrary to the principles of the Islamic religion.

6 In addition to the articles referred to in article 25, the postal administration of Oman does not accept items containing:

- 6.1 medicines of any sort unless they are accompanied by a medical prescription issued by a competent official authority;
- 6.2 fire-extinguishing products or chemical liquids;
- 6.3 articles contrary to the principles of the Islamic religion.

7 In addition to the articles listed in article 25, the postal administration of Iran (Islamic Rep) shall be authorized not to accept parcels containing articles contrary to the principles of the Islamic religion.

8 The postal administration of the Philippines shall be authorized not to accept any kind of parcel containing coins, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver whether manufactured or not, precious stones or other valuable articles, or containing liquids or easily liquefiable elements or articles made of glass or similar or fragile articles.

9 The postal administration of Australia does not accept postal items of any kind containing bullion or banknotes.

10 The postal administration of China (People's Rep) shall not accept ordinary parcels containing coins, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones or other valuable articles. Furthermore, with the exception of the Hong Kong Special Administrative Region, insured parcels containing coins, currency notes or securities of any kind payable to bearer and travellers' cheques shall not be accepted.

11 The postal administration of Mongolia reserves the right not to accept, in accordance with its national legislation, parcels containing coins, banknotes, securities payable to bearer and travellers' cheques.

12 The postal administration of Latvia does not accept ordinary and insured parcels containing coins, banknotes, securities (cheques) of any kind payable to bearer or foreign currency, and shall accept no liability in cases of loss of or damage to such items.

Prot Article XIV

Articles subject to customs duty

1 With reference to article 25, the postal administrations of Bangladesh and El Salvador do not accept insured items containing articles subject to customs duty.

2 With reference to article 25, the postal administrations of Afghanistan, Albania, Azerbaijan, Belarus, Cambodia, Chile, Colombia, Cuba, Dem People's Rep of Korea, El Salvador, Estonia, Italy, Latvia, Nepal, Peru, San Marino, Turkmenistan, Ukraine, Uzbekistan and Venezuela do not accept ordinary and registered letters containing articles subject to customs duty.

3 With reference to article 25, the postal administrations of Benin, Burkina Faso, Côte d'Ivoire (Rep), Djibouti, Mali, Mauritania and Viet Nam do not accept ordinary letters containing articles subject to customs duty.

4 Notwithstanding the provisions set out under 1 to 3, the sending of serums, vaccines and urgently required medicaments which are difficult to procure shall be permitted in all cases.

Article RE 301

Exceptions to prohibitions

1 The prohibition relating to narcotics and psychotropic substances shall not apply to consignments sent for a medical or scientific purpose to countries which admit them on this condition.

2 If the internal regulations of the administrations concerned so permit, parcels may also contain any document exchanged between the sender and the addressee of the parcel or persons residing with them.

3 Conditions of acceptance and marking of items containing radioactive material

3.1 Items containing radioactive materials, whose contents and make-up comply with the regulations of the International Atomic Energy Agency providing special exemptions for certain categories of items, shall be admitted for conveyance by post subject to prior consent from the competent authorities of the country of origin.

3.2 The outside packaging of items containing radioactive materials shall be plainly and durably marked by the sender with the words “Matières radioactives. Quantités admises au transport par la poste” (Radioactive materials. Quantities permitted for movement by post); and the applicable UN number. It shall also bear, in addition to the name and address of the sender, a request in bold letters for the return of the items in the event of non-delivery.

3.3 The sender shall give his name and address and the contents of the item on the inner wrapping.

3.4 The words “Matières radioactives. Quantités admises au transport par la poste” (Radioactive materials. Quantities permitted for movement by post) shall be officially crossed out, should the empty package be returned to the place of origin.

3.5 Administrations may designate special post offices for the posting of items containing radioactive materials.

4 Article 25.5 of the Convention shall not apply when the exchange of parcels between two administrations admitting insured parcels can only be made in transit through the intermediary of an administration which does not admit them.

■ Commentary

301.2 Docs admitted include:

- one of the following docs, unclosed, reduced to its essential elements and relating solely to the goods being conveyed: invoice, dispatch note or advice, delivery bill;
- records and tapes whether bearing a sound or video recording or not, ADP cards, magnetic tape or other similar media and QSL cards, when the adm of origin considers that they do not have the character of current and personal correspondence and when they are exchanged between the sender and the addressee of the parcel or persons residing with them;
- correspondence and docs of any kind having the character of current and personal correspondence, other than the foregoing, exchanged between the sender and the addressee of the parcel or persons residing with them, if the internal regulations of the adm concerned so permit.

(NB. QSL cards are preprinted cards used by radio amateurs to communicate the result of their observations by completing them with coded manuscript information.)

The Parcel Post Compendium indicates whether or not adms admit the insertion in parcels of docs having the character of current and personal correspondence.

301.3 As understood here, the conveyance by post of radioactive materials is restricted to consignments exempted from special conveyance prescriptions, within the meaning of the International Atomic Energy Agency (IAEA) Regulations for the safe transport of radioactive materials, because of the very low activity of their contents.

The relevant extracts of the said Regulations are reproduced in the Letter Post Compendium.

Before such consent is granted, the adm of origin, or the responsible body appointed to this end, as the case may be, ensures that these dispatches conform to IAEA prescriptions, eg by requesting that a prototype packing for each category of item be submitted to it for approval.
Adms participating in the exchange of radioactive materials are indicated in the Parcel Post Compendium.

Article RE 302

Treatment of parcels wrongly accepted

1 Parcels containing articles mentioned in article 25.2, 3.2 and 4 of the Convention, and wrongly admitted to the post shall be dealt with according to the legislation of the country of the administration establishing their presence.

2 In the case of the insertion of a single item of correspondence prohibited within the meaning of article 25.4 of the Convention, this shall be treated as an unpaid letter-post item. The parcel shall not be returned to sender on this account.

3 The administration of destination shall be authorized to deliver to the addressee, under the conditions prescribed by its regulations, an uninsured parcel originating in a country which admits insurance and containing articles listed in article 25.5 of the Convention. If delivery is not permitted, the parcel shall be returned to sender.

4 The provisions in 3 shall be applicable to parcels the weight or the dimensions of which appreciably exceed the permitted limits. However, these parcels may, where appropriate, be delivered to the addressee if he first pays any charges which may be due.

5 If a wrongly admitted parcel or part of its contents is neither delivered to the addressee nor returned to sender, the administration of origin shall be notified without delay how the parcel has been dealt with. This notification shall clearly indicate the prohibition under which the parcel falls or the articles which gave rise to its seizure.

6 In the event of the seizure of a wrongly admitted parcel, the administration shall so inform the administration of origin through the dispatch of a CN 13 form.

■ Commentary

302.4 There must be serious reasons for the return to origin of a parcel whose weight or dimensions exceed the limits allowed.

Prot Article RE III

Treatment of parcels wrongly accepted

1 Dem People's Rep of Korea, Kazakhstan, Tajikistan, Ukraine, Uzbekistan and Viet Nam reserve the right to provide information about the seizure of a postal parcel or part of its contents only within the limits of the information provided by the customs authorities and in accordance with their internal legislation.

Postal administration of
Office preparing the report

REPORT Information about a seized postal item

CN 13

Date Reference

To the administration of

Notes

One form is sufficient for several items posted at the same time by the same sender to the same addressee

Description of seized item	Nature of item	
	<input type="checkbox"/> Priority <input type="checkbox"/> Non-priority <input type="checkbox"/> Parcel <input type="checkbox"/> Ordinary <input type="checkbox"/> Registered	
	<input type="checkbox"/> Letter <input type="checkbox"/> Printed paper <input type="checkbox"/> Small packet <input type="checkbox"/> Insured <input type="checkbox"/> Recorded delivery	
	No of item Weight of item	
Posting of item	Information concerning forwarding	
	<input type="checkbox"/> Airmail <input type="checkbox"/> S.A.L. <input type="checkbox"/> Surface	
	Office of origin Date of posting	
	Dispatching office of exchange Date	
Sender	Name and full address	
Addressee	Name and full address	

Information about the seizure	Reason for seizure	
	<input type="checkbox"/> Hazardous materials <input type="checkbox"/> Violates import regulations	
	<input type="checkbox"/> Narcotics <input type="checkbox"/> Violates public/moral/religious precepts	
	<input type="checkbox"/> Obscene articles <input type="checkbox"/>	
	Applicable regulation Article	
	<input type="checkbox"/> UPU Convention	
	<input type="checkbox"/> National legislation (specify)	
	Consequently, we have seized	
	<input type="checkbox"/> the entire contents of the item	
	<input type="checkbox"/> the part of the item specified below which violates current regulations:	

In witness whereof we have prepared this report in duplicate in order that effect may be given to it in accordance with the Convention	Customs official Place and signature	Head of office at which seizure took place Place and signature
	_____	_____

Reserved for the office of origin of the item	Comments, if any	
	Signature of the sender or of his attorney (if applicable)	Office of origin of the item Date and signature

Article 26

Radioactive materials

- 1 Admission of radioactive materials made up and packed in accordance with the respective provisions of the Regulations shall be restricted to relations between postal administrations which have declared their willingness to admit them either reciprocally or in one direction only.**
- 2 When they are sent in letter-post items, they shall be subject to the tariff for priority items or the tariff for letters and registration.**
- 3 Radioactive materials contained in letter-post items or postal parcels shall be forwarded by the quickest route, normally by air, subject to payment of the corresponding surcharges.**
- 4 Radioactive materials may be posted only by duly authorized senders.**

Article 27

Redirection

1 If an addressee changes his address, items shall be reforwarded to him forthwith, under the conditions laid down in the Regulations.

2 Items shall not however be redirected:

- 2.1 if the sender has forbidden redirection by means of a note in a language known in the country of destination;
- 2.2 if they bear in addition to the addressee's address the expression "or occupant".

3 Postal administrations which collect a charge for requests for redirection in their internal services shall be authorized to collect this same charge in the international service.

4 Cf: Letter Post Manual

■ Commentary

27 This art implies the obligation of official redirection, to the correct country of destination, of parcels obviously wrongly addressed to another country. In this case, the redirecting country is entitled to the transit rate only.

Article RE 303

Conditions of redirecting a parcel

1 A parcel may be redirected within the country of destination at the request of the sender, at the request of the addressee, or automatically if the regulations of that country permit.

2 A parcel may be redirected out of the country of destination only at the request of the sender or of the addressee. In this case the parcel shall comply with the conditions required for the onward transmission.

3 A parcel may also be redirected by air at the request of the sender or the addressee. Payment of the air surcharge in respect of the onward transmission shall be guaranteed.

4 For the first and any subsequent redirection of each parcel, the following may be collected:

- 4.1 the charges authorized by the internal regulations of the administration concerned for such redirection, in the case of redirection within the country of destination;
- 4.2 the rates and air surcharges entailed in the onward transmission, in the case of redirection out of the country of destination;
- 4.3 the charges and fees which the former administrations of destination do not agree to cancel.

5 The charges, rates and fees mentioned in 4 shall be collected from the addressee.

6 If the charges, rates and fees mentioned in 4 are paid at the time of redirection the parcel shall be dealt with as if it had originated in the redirecting country and been addressed to the country of the new destination.

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

Article 28

Undeliverable items

1 Postal administrations shall return items which it has not proved possible to deliver to the addressees for whatever reason.

2 The period of retention of items is laid down in the Regulations.

3 If a parcel cannot be delivered or if it is held officially, it shall be dealt with in accordance with the instructions given by the sender within the limits set by the Parcel Post Regulations.

4 If the sender has abandoned a parcel which it has not been possible to deliver to the addressee, that parcel shall be treated by the administration of destination according to its own legislation. Neither the sender nor any other postal administration shall be required to cover any postal charges, customs duty or other fees which may be incurred in respect of the parcel.

5 Articles contained in a parcel whose early deterioration or decay is to be feared, and those articles only, may be sold immediately, without prior notice or legal formality. The sale shall be on behalf of the rightful owner even in course of transmission on either the outward or the return journey. If sale is impossible, the spoilt or decayed articles shall be destroyed.

6 Apart from the exceptions provided for in the Letter Post Regulations, no additional charge shall be collected for undeliverable items returned to the country of origin. However, administrations which collect a charge for return of items in their internal service shall be authorized to collect this same charge on the international mail returned to them.

7 Notwithstanding the provisions under 6, when an administration receives, for return to the sender, items posted abroad by customers residing in its territory, it shall be authorized to collect from the sender or senders a handling charge per item not to exceed the postage charge that would have been collected had the item been posted in the administration in question.

7.1 For the purposes of the provisions under 7, the sender or senders shall be understood as being the persons or entities whose name appears in the return address or addresses.

■ Commentary

28.1 Parcels to be returned for which the country shown in the sender's address is not the country of posting should be returned direct to the sender's country of address, thus avoiding the charges for successive reforwardings.

28.4 Such parcels may not, however, be returned to the sender.

Article RE 304

Periods of retention

1 When an addressee has been notified of the arrival of a parcel, it shall be held at his disposal for a fortnight or, at most, for a month from the day after that on which the advice is sent. Exceptionally, this period may be increased to two months if the regulations of the administration of destination permit.

2 When it has not been possible to notify an addressee of the arrival of a parcel, the period of retention prescribed by the regulations of the country of destination shall apply. The same shall also apply to parcels addressed *poste restante*. This period shall start to run from the day after the day from which the parcel is held at the addressee's disposal. It shall not exceed two months. The parcel shall be returned within a shorter period if the sender has so requested in a language known in the country of destination.

3 The periods of retention prescribed in 1 and 2 shall be applicable, in the case of redirection, to parcels to be delivered by the new office of destination.

4 If, at the end of the customs inspection of a parcel, a period of more than three months has elapsed, the administration of destination shall request instructions concerning this parcel from the administration of origin.

5 If the administration of destination does not comply with provisions of 1 to 4 above, it shall pay the rates and charges due for return to origin.

■ Commentary

304.1 Particulars concerning periods of retention are given in the Parcel Post Compendium.

304.2 The time required for customs control on importation is not included in the period of retention.

Article RE 305

Parcels automatically retained

1 For every parcel automatically retained or pending because of theft or damage or for some other cause of the same kind, the administration of destination shall prepare a CP 78 verification note. However, this procedure shall not be compulsory in cases of *force majeure* or when the number of parcels automatically retained is such that the sending of an advice is physically impossible.

2 The CP 78 verification note shall be prepared by the intermediate administration concerned for every parcel automatically retained in course of transmission either by the postal service (accidental interruption of traffic) or by the Customs. The reservation made under 1 shall also apply in such cases.

3 The CP 78 verification note shall include all the particulars shown on the CP 74 and CP 73 labels and the date of posting of the parcel. The CP 78

verification note shall be sent by the quickest route to the administration of the sender's country of residence.

4 The CP 78 verification note shall be accompanied by a copy of the dispatch note. In the cases referred to in 1 and 2, the CP 78 shall be endorsed in bold letters "Colis retenu d'office" (Parcel automatically retained). If the parcel is pending owing to theft or damage, a CN 24 report shall be prepared. A copy of the report giving information on the extent of the damage shall accompany the CP 78.

5 Several parcels posted at the same time by the same sender and addressed to the same addressee may be subject of one CP 78 verification note, even if these parcels were accompanied by several dispatch notes. In such a case, all these notes shall be attached to the CP 78.

6 As a general rule, a CP 78 shall be exchanged between the office of destination and the office of exchange of origin. However, any administration may request that the CP 78s concerning its service be sent to its central administration or to a specially appointed office. The name of that office shall be notified to administrations through the International Bureau. The administration of the sender's country of residence shall be responsible for advising the sender. The exchange of CP 78 verification notes shall be expedited as much as possible by all the offices concerned.

Prot Article RE XI

Parcels automatically retained

1 Notwithstanding article RE 305, the postal administration of Canada is not obligated to prepare a CP 78 verification note regarding parcels automatically retained in its service.

Postal administration of origin

VERIFICATION NOTE

CP 78

Date

No

Mail No

Office of origin of note	Date of dispatch
	Ship
Office of destination of note	Flight No
	Dispatching office of exchange
	Office of exchange of destination

☐ **Missing document**
(Please send a copy)

☐ CN 38 Delivery bill

☐ CP 87 Air parcel bill

☐ **Irregular document**

☐ CP 86 Parcel bill

☐ CP 88 Special parcel bill

Parcels entered	Total number of parcels	Gross weight	Insured value	Number of receptacles				Rates due
		kg	SDR	Bags	Trays	Other	Total	SDR
Parcels received								

Irregularities

☐ Missent parcels

☐ Missing parcels

☐ Excess parcels

☐ Damaged parcels

Parcel No	Office of origin	Addressee's full address or office of destination	Weight		Observations
			kg	g	

Errors

Parcel No	Office of origin	Country of destination	Weight entered		observed		Col No	Entry by dispatching office of exchange	Correction by office of exchange of destination
			kg	g	kg	g		SDR	SDR
Totals									

Other observations

Carrier or carrier's representative

Name and capacity	Signature
-------------------	-----------

Office preparing the note
Signature of officials

☐ Seen and accepted

☐ Seen and noted

Office of destination of the note
Place, date and signature of the official in charge

Postal administration

REPORT

CN 24

Office preparing the report

Date

Reference

	<input type="checkbox"/> Letter-post item <input type="checkbox"/> Postal parcel		
Reason for report	<input type="checkbox"/> Loss <input type="checkbox"/> Theft <input type="checkbox"/> Damage <input type="checkbox"/> Decrease in weight <input type="checkbox"/> Irregularities		
Sender	Name and full address		
Addressee	Name and full address		
Posting of item	Office of posting	Date	Serial number
Special particulars	Insured value	COD amount and currency	Weight shown Weight observed
	Other particulars		
Contents	<input type="checkbox"/> From the invoice <input type="checkbox"/> From the customs declaration <input type="checkbox"/> According to the addressee or the sender		
	Detailed description		
	The contents have been examined in the presence of		
	<input type="checkbox"/> the addressee <input type="checkbox"/> the sender		
	Contents established on examination		
	Contents damaged		
	Contents missing		
Packing	External packing		
	Internal packing		
	The item is sealed by		
	<input type="checkbox"/> wax seals <input type="checkbox"/> security tapes		
	Number of seals		
	Private mark on seals		
	<input type="checkbox"/> The item is unsealed The packing should be regarded as regulation <input type="checkbox"/> Yes <input type="checkbox"/> No		

CN 24 (Back)

Damage/Theft	Description	
	The loss is due to	
Estimate of loss	Amount and currency <input type="checkbox"/> According to the addressee <input type="checkbox"/> According to the sender	
Mail in which the item was sent	Date of dispatch	Dispatching office <input type="checkbox"/> No
	Date of arrival	Office of destination
	The item was contained in an <input type="checkbox"/> inner receptacle <input type="checkbox"/> outer receptacle The fastening (lead seal) of the receptacle was <input type="checkbox"/> intact <input type="checkbox"/> not intact	
Method of conveyance	<input type="checkbox"/> By airmail <input type="checkbox"/> By train <input type="checkbox"/> By ship <input type="checkbox"/>	
	Flight No/Train No/Name of ship	
	<input type="checkbox"/> In a receptacle <input type="checkbox"/> Loose	
Subsequent treatment of the item	<input type="checkbox"/> After repacking and weighing, the item has been forwarded to its destination <input type="checkbox"/> New weight	
	<input type="checkbox"/> The contents have been destroyed by the undersigned office <input type="checkbox"/> The packing is held here	
	<input type="checkbox"/> The addressee refuses the item <input type="checkbox"/> The sender refuses the item	
	<input type="checkbox"/> The addressee has accepted the item <input type="checkbox"/> The sender has accepted the item	
	Amount of indemnity claimed	
Signature of addressee or sender		

Attestation	In witness whereof, we have drawn up this report, a duplicate of which has been sent (with a CP 78 verification note in the case of a postal parcel) to the authority shown below
	Authority to which the report should be sent

Office preparing the report
Signature of the postal officials

Signature of the customs officer (as applicable)

Article RE 306

Return to sender of undelivered parcels

- 1 A parcel which it has not been possible to deliver shall be returned immediately if:
 - 1.1 the sender has requested its immediate return;
 - 1.2 the sender has made an unauthorized request;
 - 1.3 the sender's instructions at the time of posting have not achieved the desired result.
- 2 A parcel which has not been possible to deliver shall be returned immediately after the expiry:
 - 2.1 of the period, if any, fixed by the sender;
 - 2.2 of the periods of retention laid down in article RE 304, if the sender has not complied with article RE 110. In this case, however, the sender may be asked for instructions by any convenient means;
 - 2.3 of a period corresponding to the period of retention applied in the domestic service if a COD parcel has not been paid for within that limit.
- 3 Every parcel shall be returned by the route normally used for dispatching the lowest priority mails. It shall not be returned by air unless the sender has guaranteed the payment of the air surcharges.
- 4 An office which returns a parcel shall give the reason for non-delivery on the parcel and on the dispatch note. It shall use for this purpose a stamped impression or a CN 15 label. If there is no dispatch note, the reason for the return shall be entered on the parcel bill. The endorsement shall be made in French. Each administration has the option of adding a translation in its own language and any other appropriate particulars.
- 5 The office of destination shall strike out the address particulars with which it is concerned and write "Retour" (Return) on the front of the parcel and on the dispatch note. It shall also apply its date-stamp beside this indication.
- 6 Parcels shall be returned to sender in their original packing. They shall be accompanied by the dispatch note prepared by the sender. If a parcel has to be repacked or the original dispatch note replaced, the name of the office of origin of the parcel, the original serial number and, if possible, the date of posting shall appear on the new packing and on the dispatch note.
- 7 If an air parcel is returned to sender by surface, the "Par avion" (By airmail) label and any notes relating to transmission by air shall be automatically struck through.
- 8 A parcel returned to sender shall be subject to the rates entailed in the further transmission. It shall also be subject to the uncanceled charges and fees which are due to the administration of destination at the time of return to sender. However, if the sender has abandoned a parcel which it has not been possible to

deliver to the addressee, neither the sender nor other administrations shall be required to cover any postal charges, customs duty or other fees which may be incurred in respect of such a parcel.

9 The allocation and recovery of rates, charges and fees paid on the parcel shall be made as mentioned in article RE 711. They shall be indicated in detail on a CP 77 statement of charges. This statement shall be affixed at one edge to the dispatch note.

10 The rates, charges and fees provided for under 8 shall be collected from the sender. Administrations may however refrain from calculating the exact amount of these charges and instead fix standard rates for parcels to be returned to sender.

11 Parcels returned to the sender and undeliverable to him shall be dealt with by the administration concerned in accordance with its own legislation.

■ **Commentary**

306.2.2 In this case, it seems more sensible and more in conformity with users' interests to ask the sender for instructions than to return the parcel to origin.

RETURN	CN 15
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Unknown </div> <div style="width: 45%;"> <input type="checkbox"/> Refused </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> Moved </div> <div style="width: 45%;"> <input type="checkbox"/> Unclaimed </div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Incomplete address </div> <div style="margin-top: 10px;"> <input type="checkbox"/> </div>	
Return date:	

Parcels, Beijing 1999, art. RE 306.4 –
Maximum size 52 x 52 mm, colour pink

STATEMENT OF CHARGES

CP 77

Administration of

Date

Office of exchange of

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

Article RE 307

Return to sender of wrongly accepted parcels

1 Any parcel wrongly accepted and returned to sender shall be subject to the rates, charges and fees prescribed in article RE 306.8.

2 These rates, charges and fees shall be payable by the sender, if the parcel has been wrongly admitted in consequence of an error of the sender or if it falls within one of the prohibitions laid down in article 25 of the Convention.

3 They shall be payable by the administration responsible for the error, if the parcel has been wrongly admitted in consequence of an error attributable to the postal service. In this case the sender shall be entitled to a refund of the charges paid.

4 If the rates which have been allocated to the administration returning the parcel are insufficient to cover the rates, charges and fees mentioned in 1, the outstanding charges shall be recovered from the administration of the sender's country of residence.

5 If there is a surplus, the administration which sends back the parcel shall return the balance of the rates to the administration of the sender's country of residence for refund to the sender.

Article RE 308

Return to sender due to suspension of services

1 The return of a parcel to the sender due to the suspension of services shall be free of charge. The unallocated rates collected for the outward journey shall be credited to the administration of the sender's country of residence for refund to the sender.

Article RE 309

Non-compliance by an administration with given instructions

1 When the administration of destination or an intermediate administration has not complied with the instructions given at the time of posting or subsequently, it shall bear the conveyance charges (outward and return) and any other uncanceled charges or fees. Nevertheless, the charges paid for the outward journey shall remain the responsibility of the sender if he declared, at the time of posting or subsequently, that in the event of non-delivery he would abandon the parcel.

2 The administration of the sender's country of residence shall be authorized automatically to bill the charges referred to in 1 to the administration which has not complied with the instructions given and which, although duly informed, has

allowed three months without finally settling the matter. The period shall run from the date in which that administration was informed of the case.

3 The provision in 2 shall also apply if the administration of the sender's country of residence has not been informed that the non-compliance appeared to be due to force majeure or that the parcel had been detained, seized or confiscated in accordance with the internal regulations of the country of destination.

Article RE 310

Parcels containing items whose early deterioration or decay is to be feared

1 When a parcel has been sold or destroyed in accordance with article 28.5 of the Convention, a formal report of the sale or destruction shall be drawn up. A copy of the report accompanied by the dispatch note shall be sent to the office of origin.

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

Article 29

Withdrawal from the post. Alteration or correction of address at the sender's request

- 1** The sender of a letter-post item may have it withdrawn from the post, or have its address altered or corrected under the conditions laid down in the Regulations.
- 2** If its legislation permits, each postal administration shall be bound to accept requests for withdrawal from the post or alteration or correction of the address in respect of any letter-post item posted in the service of another administration.
- 3** The sender shall pay, for each request, a special charge the maximum amount of which is set in the Regulations.
- 4** The sender of a parcel may ask for it to be returned or for its address to be altered. He must guarantee payment of the amounts due for any onward transmission.
- 5** However, administrations shall have the option of not accepting the requests referred to in 4 when they do not accept them in their internal service.

■ Commentary

29.5 Adms applying this optional provision are indicated in the Parcel Post Compendium.

Prot Article XV

Withdrawal from the post. Alteration or correction of address

- 1** Cf: Letter Post Manual
- 2** Article 29 shall apply to Australia only in so far as that article is consistent with its domestic legislation.
- 3** Notwithstanding article 29.4, El Salvador, Panama (Rep), Philippines and Venezuela shall be authorized not to return postal parcels after the addressee has requested their clearance by Customs, since this is incompatible with those countries' customs legislation.

Article RE 311

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

1 As a general rule, requests for withdrawal of a parcel from the post or for alteration or correction of address shall be dealt with in accordance with the article RE 504 of the Letter Post Regulations.

2 The maximum amount of the special charge referred to in article 29.3 of the Convention may not exceed 1.31 SDR. If the request is to be sent by telecommunication, the appropriate extra charge may be added to this amount at the sender's expense.

3 Any request for alteration or correction of address concerning an insured parcel made by telecommunications shall be confirmed by post by the first mail. The confirmatory request prepared on a CN 17 form used for the letter post shall bear, in bold letters and underlined, the note "Confirmation de la demande transmise par voie des télécommunications du ..." (Confirmation of request made by telecommunications dated ...). It shall be accompanied by the facsimile prescribed in the Letter Post Regulations.

4 On receipt of the request for withdrawal from the post or for alteration or correction of address, the office of destination shall search for the parcel in question and act on the request.

5 When it receives the request made by telecommunications, the office of destination shall hold the parcel and not comply with the request until receipt of the postal confirmation. However, the administration of destination may, on its own responsibility, act on the request without waiting for this confirmation.

■ Commentary

311.1 The provision of the Letter Post Regulations is given hereunder.

Article RE 504 (Letter Post Regulations)

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

1 Preparation of request

1.1 Every request for withdrawal of items from the post or for alteration or correction of address shall entail completion by the sender of a CN 17 form. One form may be used for several items posted at the same time at the same office by the same sender to the same addressee.

1.2 In handing in the request at the post office the sender shall prove his identity and produce the certificate of posting, if any. The administration of the country of origin shall assume responsibility for the proof of identity.

1.3 A request for simple correction of address (without alteration of the name or status of the addressee) may be made direct to the office of destination

by the sender. The charge prescribed in article 29.3 of the Convention shall not be collected in such a case.

1.4 *Through notification of the International Bureau, any administration may make provision for CN 17 requests concerning it to be exchanged through its central administration or through a specially appointed office. This notification shall include the name of this office.*

1.5 *Administrations which exercise the option provided for under 1.4 shall bear any charges which may result from the transmission in their internal service by post or by telecommunication of the communications to be exchanged with the office of destination. Recourse to telecommunication or other similar service shall be compulsory when the sender has himself used such means and the office of destination cannot be advised in time by post.*

1.6 *If the item is still in the country of origin, the request shall be dealt with according to the legislation of that country.*

2 *Charges*

2.1 *The maximum amount of the special charge referred to in article 29.3 of the Convention which the sender shall pay, for each request, shall be 1.31 SDR.*

2.2 *The request shall be forwarded by post or by telecommunication at the sender's expense. The forwarding conditions and the provisions relating to the use of telecommunications are set out in 4 below.*

2.3 *The charges prescribed under 2.1 and 2.2 shall be levied only once for each request for withdrawal from the post or alteration or correction of address involving several items posted at the same time, at the same office, by the same sender to the same addressee.*

3 *Transmission of request by post*

3.1 *If the request is to be sent by post, the CN 17 form, accompanied if possible by a perfect facsimile of the envelope or of the address of the item, shall be sent direct to the office of destination under registered cover by the quickest route (air or surface).*

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

3.3 *On receipt of the CN 17 form, the office of destination shall search for the item in question and take the necessary action.*

3.4 *The action taken by the office of destination on every request for withdrawal from the post or alteration or correction of address shall be communicated immediately to the office of origin by the quickest route (air or surface), using a copy of the CN 17 form with the "Reply of the office of destination" part duly completed. The office of origin shall inform the applicant. The same shall apply in the following circumstances:*

3.4.1 *fruitless searches;*

3.4.2 *items already delivered to the addressee;*

3.4.3 *item confiscated, destroyed or seized.*

- 3.5 *A non-priority or surface item shall be returned to origin by priority or by air following a request for withdrawal from the post when the sender undertakes to pay the corresponding difference in postage. When an item is redirected by priority or by air following a request for alteration or correction of address, the difference in postage corresponding to the new route shall be collected from the addressee and retained by the delivering administration.*
- 4 *Transmission of request by telecommunications*
- 4.1 *If the request is to be made by telecommunications, the CN 17 form shall be handed over to the corresponding service for transmission of the details to the post office of destination. The sender shall pay the corresponding charge for that service.*
- 4.2 *On receipt of the message received by telecommunications, the office of destination shall search for the item in question and take the necessary action.*
- 4.3 *Any request for alteration or correction of address concerning an insured item made by telecommunications shall be confirmed by post, by the first mail, as prescribed under 3.1. The CN 17 form shall then bear at the head, in bold letters, the note “Confirmation de la demande transmise par voie des télécommunications du ...” (Confirmation of request made by telecommunications dated ...); pending such confirmation, the office of destination shall merely retain the item. However, the administration of destination may, on its own responsibility, act on the request made by telecommunications without waiting for confirmation by post.*
- 4.4 *In relations between two countries which admit this procedure, the sender may ask to be informed by telecommunications of the action taken by the office of destination on his request. He shall pay the relevant charge. If telegrams are used, he must pay the charge for a telegram, calculated on a fifteen-word basis. When telex is used, the charge to the sender shall normally be the same amount as that charged for forwarding the request by telex.*
- 4.5 *If the sender of a request sent by telecommunications has asked to be notified by similar means, the reply shall be sent by this means to the office of origin. It shall inform the applicant as quickly as possible. The same shall apply if a request by telecommunications is not sufficiently explicit to identify the item with certainty.*

■ **Commentary**

504.1.4 *Information supplied on this subject is published in the Letter Post Compendium.*

504.3.1 *A request by post is sent registered to the office of destination. The registration charge is included in the special charge; it must not be deducted when telecommunication is used.*

Article RE 505 (Letter Post Regulations)

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

1 Any office which receives a request for withdrawal of items from the post or alteration or correction of address made in accordance with article 29.2 of the Convention shall verify the identity of the sender of the item. It shall ensure, in particular, that the address of the sender appears clearly in the place provided for that purpose on the CN 17 form. It shall then send the CN 17 form to the office of origin or destination of the item.

2 If the request concerns a registered or insured item, the certificate of posting must be presented by the sender and the CN 17 form shall bear the notation: “Vu l’original du récépissé de dépôt” (Seen, original of certificate of posting). Before the certificate of posting is given back to the sender, the following notation shall be made on it: “Demande de retrait (de modification ou de correction d’adresse) déposée le ... au bureau de ...” (Request for withdrawal from the post (or for alteration or correction of address) made on ... at the office of ...). This note shall be accompanied by an impression of the date-stamp of the office receiving the request. The CN 17 form shall then be sent to the office of destination via the office of origin of the item.

3 Any request made by telecommunications under the conditions laid down under 1 shall be sent direct to the office of destination of the item. If, however, it refers to a registered or insured item, a CN 17 form bearing the notations “Vu l’original du récépissé de dépôt” (Seen, original of certificate of posting) and “Demande transmise par voie des télécommunications déposée le ... au bureau de ...” (Request made by telecommunications on ... at the office of ...) shall, in addition, be sent to the office of origin of the item. After verifying the details, the office of origin shall write at the top of the CN 17 form, in very bold characters, the note “Confirmation de la demande transmise par voie des télécommunications du ...” (Confirmation of request made by telecommunications dated ...) and shall send it to the office of destination. The office of destination shall hold the registered or insured item until receipt of this confirmation.

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

5 Article RE 504 shall apply, by analogy, to the office which receives the request and to its administration.

■ **Commentary**

505.1 In the case of a registered or insured item, it is essential that the request be transmitted through the office of origin of the item.

505.2 Since the certificate of posting is the only document proving that the item really has been posted, it must be kept by the sender.

505.3 The office of origin of a registered or insured item must be advised of a request by telecommunications made in a third country in order to be able to confirm this request in writing to the office of destination.

Country of origin

REQUEST

CN 17

Date

Notes

To be sent by registered post

For withdrawal from the post ☐ For alteration or correction of address ☐ For cancellation or alteration of the COD amount ☐

Office of origin		Office of destination	
Our telefax No		Telefax No	
Description of item	Nature of item		No of item
	Office of origin		<input type="checkbox"/> Facsimile attached
	Description (form, colour of the item, etc)		
	Sender (name and full address)		
	Addressee (name and full address)		
Original COD amount in figures (where applicable)			
Withdrawal from the post	Please return the item		
	<input type="checkbox"/> priority/air	<input type="checkbox"/> S.A.L.	<input type="checkbox"/> non-priority/surface
Alteration or correction of address	Please redirect the item		
	<input type="checkbox"/> priority/air	<input type="checkbox"/> S.A.L.	<input type="checkbox"/> non-priority/surface
	New address or requested alteration		
Cancellation/Alteration of the COD amount	<input type="checkbox"/> Please cancel the COD amount		
	<input type="checkbox"/> Please alter the COD amount		
New COD amount (in words and figures)			

Signature

Reply of the office of destination

<input type="checkbox"/> The item in question has already been delivered to the addressee	<input type="checkbox"/> The request was not explicit enough; please send additional details
<input type="checkbox"/> The item in question has been seized under the country's internal legislation	<input type="checkbox"/> The search was unsuccessful
Additional information	

Place, date and signature

To be returned, duly completed, to the office of origin

Article 30 Inquiries

- 1 Inquiries shall be entertained within a period of six months from the day after that on which the item was posted.
- 2 Each postal administration shall be bound to accept inquiries relating to any item posted in the service of another administration.
- 3 Separate inquiries shall be made for uninsured and insured parcels.
- 4 Inquiries shall be free of charge. However, if a request is made for transmission by EMS, the additional costs shall, in principle, be borne by the person making the request.

■ Commentary

30.4 The 1994 Seoul Congress decided that inquiries must be free of charge subject to payment by the customer of telecommunications or EMS charges when he requests transmission of his inquiry by one of these means. However, 18 adms considered they could not comply with this condition and made a reservation to that effect in the Fin Prot.

Prot Article XVI Inquiries

- 1 Cf: Letter Post Manual
- 2 Notwithstanding article 30.4, the postal administrations of Argentina, Austria, Czech Rep and Slovakia reserve the right to collect a special charge when, on completion of the investigation conducted in response to the inquiry, it emerges that the latter was unjustified.
- 3 The postal administrations of Afghanistan, Cape Verde, Congo (Rep), Egypt, Gabon, Iran (Islamic Rep), Mongolia, Myanmar, Saudi Arabia, Sudan, Suriname, Syrian Arab Rep, Ukraine and Zambia reserve the right to collect an inquiry charge from customers in respect of parcels.

Article RE 312 Treatment of inquiries

- 1 Every inquiry about a parcel shall be dealt with according to article RE 506 of the Letter Post Regulations.
- 2 If the inquiry concerns a parcel posted in another country, the CN 08 form shall be forwarded to the administration of origin. It shall reach it within the period prescribed for the retention of documents. If the certificate of posting can be produced by the sender, the CN 08 form shall bear the indication “Vu récépissé de dépôt” (Certificate of posting seen).

■ Commentary

312.1 The provisions of the Letter Post Regulations are given hereunder.

Where applicable, particulars concerning the address to which inquiries should be sent are published in the Compendium of parcel post information.

Article RE 506 (Letter Post Regulations)

Treatment of inquiries

1 Principles

1.1 Within the period of time presented at article 30 of the Convention, inquiries shall be accepted as soon as the problem is reported by the sender or the addressee. However, where a sender's inquiry concerns an undelivered item and the anticipated transmission time has not expired, the sender should be informed of this transmission time.

2 Preparation of request

2.1 Every inquiry shall involve the preparation of a CN 08 form.

2.2 The CN 08 form shall be accompanied, whenever possible, by a facsimile of the address of the item. The inquiry form shall be completed with all the details called for and very legibly, preferably in roman capital letters and arabic figures, or even better, by typewriter.

2.3 If the inquiry concerns a cash-on-delivery item, it shall also be accompanied by a duplicate TFP3 money order form of the Regulations of the Postal Payment Services Agreement.

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

2.5 Any administration may, by notifying the International Bureau, ask for CN 08 inquiries concerning its service to be forwarded to the central administration or to one or more specially appointed offices.

2.6 The first administration to receive the CN 08 form and accompanying documents from a customer shall invariably complete its investigations within 10 days and forward the CN 08 form and accompanying documents to the corresponding administration. The form and documents shall be returned to the administration which originated the inquiry as soon as possible and at the latest within two months from the date of the original inquiry or within 30 days from the date of the original inquiry if the case was reported by fax or any other electronic means. They shall be accompanied by the addressee's declaration made out on a CN 18 form and certifying the non-receipt of the item under inquiry. After the corresponding period has elapsed, a reply shall be sent by fax, E-mail or any other means of telecommunication to the administration of origin, at the expense of the administration of destination.

2.7 Replies to inquiries sent by fax or E-mail must, wherever possible, be sent by the same means.

2.8 If the sender asserts that, despite the administration of destination's attestation of delivery, the addressee claims not to have received the item under inquiry, the following procedure shall be followed. At the express request of

the administration of origin, the administration of destination shall be obliged to provide confirmation of the delivery by letter, CN 07 advice of delivery or some other means, signed in conformity with articles RE 406.3.1 or RE 407.1.2, as appropriate.

...

4 Inquiries about registered items and insured items

4.1 Where an inquiry concerns registered items exchanged under the system of bulk advice, the number and date of dispatch of the mail need not be entered on the CN 08 inquiry. Administrations may agree bilaterally to provide these details, on the CN 08 form or in some other way. The inquiry shall, where possible, be sent by fax or E-mail, without additional cost to the customer; otherwise the inquiry shall be sent by post. In the latter case, the form shall be sent automatically, without a covering letter and always by the quickest route (air or surface).

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

4.3 If, upon receipt of the inquiry, the central administration of the country of destination or the specially appointed office concerned is able to say what finally happened to the item, it shall complete the "Particulars to be supplied by the service of destination" part of the CN 08 form. In cases of delayed delivery, retention or return to origin the reason shall be shown briefly on the CN 08 form.

4.4 An administration which is unable to establish either delivery to the addressee or correct transmission to another administration shall immediately order the necessary inquiry. It shall record in the "Final reply" part of the CN 08 form its decision on liability.

4.5 The CN 08 form, duly completed as prescribed under 4.3 and 4.4, shall, where possible, be returned by fax or E-mail or by the quickest route (air or surface) to the address of the office which prepared it.

4.6 Except in cases involving insured items, inquiries about items which have transited through one or more intermediate administrations shall be handled directly between the country of origin and the country of final destination, without consultation of the intermediate country(ies). In cases where this consultation should be maintained, any intermediate administration which forwards a CN 08 inquiry to the next administration shall be responsible for informing the administration of origin of the fact by means of a CN 21 form. If within a period of one month the administration of origin has not received the CN 21 advice, it shall send the administration concerned a reminder supported by a copy of the CN 08 form.

4.7 If an inquiry has not been returned within a period of one month, a duplicate of the CN 08 form, furnished with the forwarding data, shall be sent to the central administration of the country of destination. The word "Duplicata" (Duplicate) and the date of dispatch of the original inquiry shall be written very conspicuously on the duplicate.

- 5 *Requests to be sent by telegram, by telex or by EMS*
- 5.1 *If a request is made for transmission of an inquiry by telegraph, a telegram shall be sent, instead of the CN 08 form either to the central administration of the country of destination or to the specially appointed office concerned. The telegraph charge shall be collected from the inquirer.*
- 5.2 *If a request is made for transmission by EMS, the charges normally collected for this service may be collected from the inquirer.*
- 5.3 *In relations between two countries admitting this procedure, the sender may ask to be advised by telegram of the action taken on his inquiry. In this case, he must pay the charge for a telegram, calculated on a fifteen-word basis. When telex is used, the charge collected from the sender shall normally be the same amount as that charged for forwarding the inquiry by telex. The cost of a reply sent by other means of telecommunication or by EMS shall be waived on the basis of reciprocity.*
- 5.4 *If the inquiry by telegram or by telex does not establish what happened to a registered or insured item, the inquiry shall be made again by post before indemnity is considered. A CN 08 form shall then be prepared for treatment according to 4.1 to 4.7.*

■ **Commentary**

506.2.1 *Form CN 08 must be used only for irregularities concerning postal items. It is not to be used for other customer complaints such as the quality of the reception, etc.*

506.2.5 *Any information about the address to which inquiries must be sent are published in the Letter Post Compendium.*

506.4.3 *Considering that the lack of information gives rise to further delay, Congress, in resolution C 64/ Washington 1989, recommended that adms should instruct their offices about the need to complete all parts of the CN 08 form and, in particular, to give the reason for the delayed delivery, retention or return to origin, in order to provide the inquirer with precise information.*

506.5.4 *For determining liability, an inquiry by telecommunication is inadequate and should be supplemented by the normal CN 08 inquiry procedure.*

DECLARATION concerning non-receipt (or receipt) of a postal item

Nature of item	<input type="checkbox"/> Priority <input type="checkbox"/> Non-priority <input type="checkbox"/> Parcel <input type="checkbox"/> Ordinary <input type="checkbox"/> Registered <input type="checkbox"/> Letter <input type="checkbox"/> Printed paper <input type="checkbox"/> Small packet <input type="checkbox"/> Insured <input type="checkbox"/> Recorded delivery
Special particulars	Insured value
	<input type="checkbox"/> Airmail <input type="checkbox"/> S.A.L. <input type="checkbox"/> Express <input type="checkbox"/> Advice of receipt <input type="checkbox"/>
	<input type="checkbox"/> COD COD amount and currency
	Other information
Posting	No of item
	Date of posting Office of posting
	Weight of item
Sender	Name and full address
Addressee	Name and full address
Contents	Precise description of contents

Declaration	<input type="checkbox"/> This item was delivered to me on Date
	<input type="checkbox"/> I have not received this item by post or by any other means
	Place and date
	Signature

Postal administration of origin

ADVICE
Redirection of a CN 08 form

CN 21

Office or service sending the advice. Fax No	Date	Our reference
	Your date	Your reference
	Administration of origin of the inquiry	

Item concerned

Item under inquiry	<input type="checkbox"/> Priority <input type="checkbox"/> Non-priority <input type="checkbox"/> Parcel		No of item
	<input type="checkbox"/> Letter <input type="checkbox"/> Printed paper <input type="checkbox"/> Small packet		Weight
	Amount of insured value		COD amount and currency
Special indications	<input type="checkbox"/> By airmail <input type="checkbox"/> S.A.L. <input type="checkbox"/> Express <input type="checkbox"/> Advice of receipt <input type="checkbox"/> COD		
Posted	Date Office		
Sender	Name and full address. Telephone No		
Addressee	Name and full address. Telephone No		
CN 08 form redirected today to	Name of office. Fax No		

Information on the redirection of the item concerned

Notes	The office of exchange of destination received the item without comment If the inquiry is not answered in a reasonable time, a duplicate should be sent to the service to which we redirected the inquiry, giving the information below. The matter may be regarded as closed as far as our service is concerned		
To be supplied for parcels and registered and insured items only	Mail	<input type="checkbox"/> Priority/Air No <input type="checkbox"/> S.A.L. Date <input type="checkbox"/> Non-priority/Surface	
		Dispatching office of exchange	
		Office of exchange of destination	
		No of the bill/list	<input type="checkbox"/> Letter bill (CN 31 or CN 32) <input type="checkbox"/> Special list (CN 33)
		Serial No	<input type="checkbox"/> Dispatch list (CN 16) <input type="checkbox"/> Parcel bill (CP 86 or CP 87)
		<input type="checkbox"/> Bulk advice	
Other information			

Signature

Article RE 507 (Letter Post Regulations)

Inquiries concerning items posted in another country

1 *If the inquiry concerns an item posted in another country, the CN 08 form shall be forwarded to the central administration or the specially appointed office of the administration of origin of the item. The certificate of posting must be produced but shall not be attached to the CN 08 form. The latter shall be endorsed “Vu récépissé de dépôt No ... le ... par le bureau de ...” (Seen, certificate of posting No ... issued on ... by the office of ...).*

2 *The form must reach the administration of origin within the period prescribed for the retention of documents.*

■ **Commentary**

507.1 *Any information about the address to which inquiries must be sent is published in the Letter Post Compendium.*

Since the certificate of posting is the only document proving that the item really has been posted, it must be kept by the sender.

Postal administration of origin

(Serial No)

CN 08

INQUIRY

☐ Ordinary
 ☐ Registered
 ☐ Insured
 ☐ Recorded delivery

Office of origin (to which the form is to be returned). Telefax No	Date of inquiry	References
	Date of duplicate	
	Service of destination. Telefax No	

Particulars to be supplied by the service of origin

Reason for inquiry	<input type="checkbox"/> Item not arrived <input type="checkbox"/> Contents missing <input type="checkbox"/> Damage <input type="checkbox"/> Delay	Date of arrival
	<input type="checkbox"/> Advice of receipt not completed <input type="checkbox"/> COD amount not received	
Item under inquiry	<input type="checkbox"/> Priority <input type="checkbox"/> Non-priority <input type="checkbox"/> Parcel	No of item
	<input type="checkbox"/> Letter <input type="checkbox"/> Printed paper <input type="checkbox"/> Small packet	Weight
	Amount of insured value	COD amount and currency
Special indications	<input type="checkbox"/> By airmail <input type="checkbox"/> S.A.L. <input type="checkbox"/> Express <input type="checkbox"/> Advice of receipt <input type="checkbox"/> COD	
Posted	Date	Office
Sender	Name and full address. Telephone No	
Addressee	Name and full address. Telephone No	
Contents (precise description)		
Item found	To be sent to <input type="checkbox"/> the sender <input type="checkbox"/> the addressee	

Particulars to be supplied by the office of exchange

To be supplied for parcels and registered and insured items only	Mail in which the item was sent abroad	<input type="checkbox"/> Priority/Air No <input type="checkbox"/> S.A.L. Date <input type="checkbox"/> Non-priority/Surface
		Dispatching office of exchange
		Office of exchange of destination
		No of the bill/list <input type="checkbox"/> Letter bill (CN 31 or CN 32) <input type="checkbox"/> Special list (CN 33)
		Serial No <input type="checkbox"/> Dispatch list (CN 16) <input type="checkbox"/> Parcel bill (CP 86 or CP 87)
		Date and signature
		<input type="checkbox"/> Bulk advice

(Serial No)

CN 08 (Back)

Particulars to be supplied by the intermediate services

To be supplied for parcels and registered and insured items only	Mail in which the item was sent	<input type="checkbox"/> Priority/Air No <input type="checkbox"/> S.A.L. Date <input type="checkbox"/> Non-priority/Surface		
		Dispatching office of exchange		
		Office of exchange of destination		
		No of the bill/list	<input type="checkbox"/> Letter bill (CN 31 or CN 32) <input type="checkbox"/> Special list (CN 33)	
		Serial No	<input type="checkbox"/> Dispatch list (CN 16) <input type="checkbox"/> Parcel bill (CN 86 or CN 87)	
		<input type="checkbox"/> Bulk advice	Date and signature	

Particulars to be supplied by the service of destination

In case of delivery	<input type="checkbox"/> The item was duly delivered to the rightful owner		Date
	In case of damage or delay, give the reason in the "Final reply" part under "Any other comments"		
In case of non-delivery	The item <input type="checkbox"/> is being held at	Name of office	
		Reason	
	<input type="checkbox"/> was returned to the office of origin	Date	
		Reason	
	<input type="checkbox"/> was redirected	Date	
		New address in full	
	<input type="checkbox"/> The item has not been received at the office of destination. The addressee's CN 18 declaration is attached		
COD	Dispatch of COD amount		Date
	The amount was sent <input type="checkbox"/> to the sender of the item		No of money order
	<input type="checkbox"/> to the giro office	Name of giro office	
		No	
	<input type="checkbox"/> The amount was credited to the giro account	Reason	
	<input type="checkbox"/> COD amount has not been collected		
Delivery office	Name, date and signature		

Final reply

To be given by the administration of destination	The investigations made in our service have been unsuccessful. If the item under inquiry has not been received back by the sender, we authorize you to compensate the inquirer within the prescribed limits and to debit us in a CP 75 or CN 48 account, as appropriate	
	<input type="checkbox"/> The full amount paid <input type="checkbox"/> Half of the amount paid (bulk advice)	
	<input type="checkbox"/> According to the agreement between our two countries, you have to compensate the inquirer	
	Any other comments	
	Administration of destination. Date and signature	

Article 31

Customs control

1 The postal administrations of the countries of origin and destination shall be authorized to submit items to customs control, according to the legislation of those countries.

2 Items submitted to customs control may be subjected to a presentation-to-Customs charge, the maximum amount of which is set in the Regulations. This charge shall only be collected for the submission to Customs and customs clearance of items which have attracted customs charges or any other similar charge.

■ Commentary

31.1 Congress adopted formal opinion C 40/Hamburg 1984 urging adms to approach the authorities in charge of customs questions in their countries to have their governments ratify the above-mentioned Annex F.4 to the Kyoto Convention.

In resolution C 11/Washington 1989, Congress urged member countries to do everything possible to establish national postal-customs contact comms the better to solve any local problems.

Conditions of submission of items to Customs depend on any national law which Customs is required to apply.

31.2 The 1994 Seoul Congress decided that this charge would only be collected in respect of parcels which have already attracted customs charges or any other similar charges.

Prot Article XVII

Presentation-to-Customs charge

1 The postal administration of Gabon reserves the right to collect a presentation-to-Customs charge from customers.

2 The postal administrations of Congo (Rep) and Zambia reserve the right to collect a presentation-to-Customs charge from customers in respect of parcels.

Article RE 401

Customs declarations and customs clearance of parcels

1 Administrations shall accept no liability for the customs declarations. Completion of customs declarations shall be the responsibility of the sender alone. However, administrations shall take all the necessary steps to inform their customers on how to comply with customs formalities, and specifically to ensure that CN 23 customs declarations are completed in full in order to facilitate rapid clearance of items.

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

■ Commentary

401.1 The difficulties encountered by Customs as the result of inaccurate or inadequate declarations are largely the result of customers' ignorance of customs requirements. It is recommended that the Post try to improve this situation. To facilitate cooperation between the Customs and the Post in the country of destination, it is essential that the sender make out a customs declaration in accordance with the provisions of the Acts and that his attention be drawn to the necessity of strictly observing the instructions on the back of form CN 23. To this end, it is recommended that adms:

- a check that all letter-post items on which customs duty is payable and all postal parcels are accompanied by a customs declaration CN 23 form in the requisite number of copies;
- b ensure that the customs declarations are fully completed in accordance with the instructions given on the back of the forms;
- c when a declaration is obviously inadequate, draw the sender's attention to the customs regulations and accept only items accompanied by a complete declaration;
- d advise exporters of commercial items of the need, where appropriate, to attach a certificate of origin to each item.

Article RE 402

Presentation-to-Customs charge

1 The maximum amount of the presentation-to-Customs charge referred to in article 31.2 of the Convention, which may be levied on parcels submitted to customs control in the country of origin, may not exceed 0.65 SDR per parcel.

2 Parcels submitted to customs control in the country of destination may be subjected to a charge of 3.27 SDR at most per parcel in accordance with article 31.2 of the Convention.

3 In the absence of special agreement, the charge shall be collected at the time of delivery of the parcel to the addressee. However, in the case of parcels for delivery free of charges and fees, the presentation-to-Customs charge shall be collected by the administration of origin on behalf of the administration of destination.

Article 32

Customs clearance fee

1 Postal administrations which are authorized to clear items through the Customs on behalf of customers, may charge customers a customs clearance fee based on the actual costs.

Article 33

Customs duty and other fees

1 Postal administrations shall be authorized to collect from the senders or addressees of items, as the case may be, the customs duty and all other fees which may be due.

■ Commentary

33.1 The expression “customs duty” is to be interpreted in a wide sense so as to cover all import duties and charges that customs adms are responsible for collecting in application of the national legislations of each country. In all cases the internal legislation is applicable.

To ensure the most favourable customs clearance conditions for parcels containing gifts or souvenirs, adms are recommended to approach their national customs authority with a view to extending to such parcels the procedures applied to travellers’ baggage, if they are more liberal than the existing procedures (recommendation C 11/Seoul 1994).

Article RE 403

Cancellation of customs duty and other fees

1 Administrations shall undertake to seek from the competent authorities in their countries cancellation of the fees (including customs duty) in the case of a parcel:

- 1.1** returned to sender;
- 1.2** redirected to a third country;
- 1.3** abandoned by the sender;
- 1.4** lost in their service or destroyed because of total damage of the contents;
- 1.5** rifled or damaged in their service.

2 In cases of rifled or damaged parcels, cancellation of fees shall be requested only to the value of the missing contents or the depreciation suffered by the contents.

■ Commentary

403.1 Particulars on this subject are given in the Parcel Post Compendium.

Section F

Liability of postal administrations

Article 34

Liability of postal administrations. Indemnities

- 1 General**
 - 1.1** Except for the cases provided for in article 35, postal administrations shall be liable for:
 - 1.1.1** the loss of, theft from or damage to registered items, ordinary parcels and insured items;
 - 1.1.2** the loss of recorded delivery items.
 - 1.2** When the loss of, total theft from or total damage to registered items, ordinary parcels and insured items is due to a case of force majeure for which indemnity is not payable, the sender shall be entitled to repayment of the charges paid, with the exception of the insurance charge.
- 2 Registered items**
 - 2.1** Cf: Letter Post Manual
- 3 Recorded delivery items**
 - 3.1** Cf: Letter Post Manual
- 4 Ordinary parcels**
 - 4.1** If a parcel is lost, totally rifled or totally damaged, the sender shall be entitled to an indemnity of an amount set in the Parcel Post Regulations.
 - 4.2** If a parcel is partially rifled or partially damaged, the sender shall be entitled to an indemnity corresponding, in principle, to the actual value of the theft or damage. It may, however, in no case exceed the amount set in the Parcel Post Regulations in case of loss, total theft or total damage. Consequential losses or loss of profits shall not be taken into account.
 - 4.3** Postal administrations may agree to apply, in their reciprocal relations, the amount per parcel set in the Parcel Post Regulations, regardless of the weight.
- 5 Insured items**
 - 5.1** If an insured item is lost, totally rifled or totally damaged, the sender shall be entitled to an indemnity corresponding, in principle, to the insured value in SDRs.
 - 5.2** If an insured item is partially rifled or partially damaged, the sender shall be entitled to an indemnity corresponding, in principle, to the actual value of the theft or damage. It may, however, in no case exceed

the amount of the insured value in SDRs. Consequential losses or loss of profits shall not be taken into account.

6 In the cases mentioned in 4 and 5, the indemnity shall be calculated according to the current price, converted into SDRs, of articles or goods of the same kind at the place and time at which the item was accepted for conveyance. Failing a current price, the indemnity shall be calculated according to the ordinary value of articles or goods whose value is assessed on the same bases.

7 When an indemnity is due for the loss of, total theft from or total damage to a registered item, ordinary parcel or insured item, the sender, or the addressee, as the case may be, shall also be entitled to repayment of the charges and fees paid with the exception of the registration or insurance charge. The same shall apply to registered items, ordinary parcels or insured items refused by the addressee because of their bad condition if that is attributable to the postal service and involves its liability.

8 Notwithstanding the provisions set out under 2, 4 and 5, the addressee shall be entitled to the indemnity after delivery of a rifled or damaged registered item, ordinary parcel or insured item.

9 The administration of origin shall have the option of paying senders in its country the indemnities prescribed by its internal legislation for registered items and uninsured parcels, provided that they are not lower than those laid down in 2.1 and 4.1. The same shall apply to the administration of destination when the indemnity is paid to the addressee. However, the amounts laid down in 2.1 and 4.1 shall remain applicable:

9.1 in the event of recourse against the administration liable; or

9.2 if the sender waives his rights in favour of the addressee or vice versa.

■ **Commentary**

34 In its recommendation C 77/Washington 1989, Congress urged adms to refrain from submitting reservations concerning provisions dealing with liability. Adms are also asked to do their utmost to get their appropriate national leaders to have such reservations reviewed and withdrawn from the Prots to the UPU Acts.

In its decision C 20/Rio de Janeiro 1979, Congress considered that adms that maintain such reservations are not entitled to receive compensation for their uninsured parcels lost, stolen or damaged in the services of other member countries which accept liability under art 34.

34.1 It is an established principle that the postal service is not answerable for a delay. Every country can apply the provisions of its internal regulations in the event of damage due to delay attributable to a postal service error. Adms accept no liability as regards execution of subsequent instructions of claimants unless received by the offices concerned within the prescribed time. In other words, adms accept liability as regards execution of instructions concerning withdrawal, amendment or correction of an address, cancellation or amendment of a reimbursement, if the instructions are received in good time by the offices concerned.

34.7 The adm which collects the inquiry charge refunds it, where appropriate, to the party concerned.

Prot Article XVIII

Liability of postal administrations

1 The postal administrations of Bangladesh, Benin, Burkina Faso, Congo (Rep), Côte d'Ivoire (Rep), Djibouti, India, Lebanon, Madagascar, Mali, Mauritania, Nepal, Niger, Senegal, Togo and Turkey shall be authorized not to apply article 34.1.1.1 with respect to liability in cases of theft from or damage to registered items.

2 Notwithstanding articles 34.1.1.1 and 35.1, the postal administrations of Chile, China (People's Rep), Colombia and Egypt shall be liable only for the loss of, total theft of or total damage to the contents of registered items.

3 Notwithstanding article 34, the postal administrations of Egypt and Saudi Arabia shall accept no liability in case of loss of or damage to items containing articles mentioned in article 25.5.

4 The postal administrations of India and Nepal shall be authorized not to apply article 34.1.1.1 with respect to liability in cases of theft from or damage to ordinary parcels.

Prot Article XIX

Compensation

1 Notwithstanding article 34, the following postal administrations shall have the right not to pay compensation for uninsured parcels lost, rifled or damaged in their service: Angola, Antigua and Barbuda, Australia, Bahamas, Bangladesh, Barbados, Belize, Bolivia, Botswana, Brunei Darussalam, Canada, Dominica, Dominican Republic, El Salvador, Fiji, Gambia, those of the Overseas Dependent Territories of the United Kingdom of Great Britain and Northern Ireland whose internal regulations do not permit them to comply, Grenada, Guatemala, Guyana, Kiribati, Lesotho, Malawi, Malta, Mauritius, Nauru, Nigeria, Papua New Guinea, Philippines, Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Solomon Islands, Swaziland, Trinidad and Tobago, United States of America, Zambia and Zimbabwe.

2 Notwithstanding article 34, the postal administrations of Argentina, Austria, Brazil, Chile, Greece, Kenya, Latvia, Mexico, Oman, Qatar, Romania, Saudi Arabia, Ukraine, Uzbekistan and Viet Nam shall have the right not to pay compensation for uninsured parcels lost, rifled or damaged in their service to countries which do not pay such compensation in accordance with paragraph 1 of this article.

3 Notwithstanding article 34.8, the United States of America shall be authorized to maintain the sender's right to indemnity for insured parcels after the addressee has taken delivery thereof, unless the sender waives this right in favour of the addressee.

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

5 Notwithstanding article 34, the postal administration of Viet Nam has the right not to pay compensation for lost or damaged registered items or parcels which contain currency, securities payable to bearer, travellers' cheques, gold, silver or precious stones.

6 Notwithstanding the provisions of article 34, Canada has the right not to pay indemnity for, nor to account for the loss of, theft from or total damage to ordinary parcels, and not to refund the charges and fees paid.

Prot Article XX

Exceptions to the principle of liability

1 Notwithstanding article 34, Bolivia, Dem Rep of the Congo, Egypt, Iraq, Philippines, Saudi Arabia, Sudan, Turkey and Yemen shall be authorized to pay no indemnity for damage to parcels coming from any country and addressed to them, containing liquids or substances which easily liquefy, glass articles or articles of a similar fragile or perishable nature.

2 Notwithstanding article 34, Saudi Arabia and Sudan shall have the right not to pay compensation for parcels containing articles prohibited under article 25.5.

Article RE 501

Application of the liability of postal administrations

1 Principles

1.1 Postal administrations' liability shall be as binding for parcels conveyed à découvert as for those forwarded in closed mails.

1.2 Postal administrations which undertake to cover risks arising from a case of force majeure shall be liable towards senders of parcels posted in their country for any loss, theft or damage due to a case of force majeure occurring at any time during transmission of the parcels. This undertaking shall also cover any redirection or return to sender.

1.3 The administration in whose service the loss, theft or damage occurred shall decide, according to the laws of its country, whether the loss, theft or damage was due to circumstances amounting to force majeure. These circumstances shall be communicated to the administration of the country of origin if the latter administration so requests.

1.4 Administrations participating in the exchange of COD parcels shall be liable, up to the COD amount, for the delivery of COD parcels without collection of funds or against collection of a sum lower than the COD

amount. Administrations shall assume no liability for delays which may occur in the collection and dispatch of funds.

2 Indemnities

- 2.1 The indemnity referred to in article 34.4.1 of the Convention may in no case exceed, for ordinary parcels, amounts calculated by combining the rate of 40 SDR per parcel and the rate of 4.50 SDR per kilogramme.
- 2.2 Administrations may agree to apply, in their reciprocal relations, the amount of 130 SDR per parcel regardless of the weight.

■ **Commentary**

501.2.1 The max indemnities are presented in the form of a rate per parcel and a rate per kilogramme, as the 1994 Seoul Congress dropped the weight steps used to set the rates.

The max indemnities fixed should not be confused with similar limits laid down in any private legal contracts. The latter would, it is true, yield in the event of any serious error on the part of the conveyor, whereas, in accordance with legal doctrine, the limits established by a special law could in no event be exceeded, unless the law itself contained a reservation. This principle is applied even to the insured value, since compensation must in no case exceed the insured value. For example, in the event of an insured value lower than the actual value, should any damage caused by a postal error exceed the insured value, the sender may not claim an indemnity higher than the insured value. If he wishes to be covered against the entire risk, he should declare the total value and, as appropriate, take out insurance with private companies in respect of the surplus.

501.2.2 Amount raised by the 1994 Seoul Congress from 111.07 SDR to 130 SDR.

Article 35

Non-liability of postal administrations

1 Postal administrations shall cease to be liable for registered items, recorded delivery items, parcels and insured items which they have delivered according to the conditions laid down in their regulations for items of the same kind. Liability shall, however, be maintained:

- 1.1** when theft or damage is discovered either prior to or at the time of delivery of the item;
- 1.2** when, internal regulations permitting, the addressee, or the sender if it is returned to origin, makes reservations on taking delivery of a rifled or damaged item;
- 1.3** when, internal regulations permitting, the registered item was delivered to a private mail-box and, in the course of the inquiry, the addressee declares that he did not receive the item;
- 1.4** when the addressee or, in the case of return to origin, the sender of a parcel or of an insured item, although having given a proper discharge, notifies the delivery administration without delay that he has found theft or damage. He shall furnish proof that such theft or damage did not occur after delivery.

2 Postal administrations shall not be liable:

- 2.1** in cases of force majeure, subject to article 12.4;
- 2.2** when they cannot account for items owing to the destruction of official records by force majeure, provided that proof of their liability has not been otherwise produced;
- 2.3** when such loss, theft or damage has been caused by the fault or negligence of the sender or arises from the nature of the contents;
- 2.4** in the case of items whose contents fall within the prohibitions specified in article 25, in so far as these items have been confiscated or destroyed by the competent authority because of their contents;
- 2.5** when the items have been seized under the legislation of the country of destination, as notified by the administration of that country;
- 2.6** in the case of insured items which have been fraudulently insured for a sum greater than the actual value of the contents;
- 2.7** when the sender has made no inquiry within six months from the day after that on which the item was posted;
- 2.8** in the case of prisoner-of-war or civilian internee parcels.

3 Postal administrations shall accept no liability for customs declarations in whatever form these are made or for decisions taken by the Customs on examination of items submitted to customs control.

■ Commentary

35.1.4 This provision allows the addressee, immediately after delivery of an item, to have any damage not visible on the outside recognized.

35.2.1 There are notable differences between the legislation of various countries in regard to the concept of “force majeure”. Every country is free to decide, in accordance with its internal legislation, on disputes that may arise.

By “force majeure” is generally meant in the legal sense any event not resulting from the dangers inherent in actual handling and not attributable to human error; an event, moreover, in which all foresight and all precautions are of no avail and which it is impossible to withstand when it occurs. However, the legal interpretation may be more or less restrictive.

Generally speaking loss or damage to mails due to acts of war, including confiscation of mails resulting from military censorship, are considered cases of force majeure.

35.2.3 When an adm desires to attribute the damage to the nature of the contents, where the supplementary charge for special care has been paid, as laid down in art 23 (fragile), it must take reasonable account of this fact.

35.3 Customs authorities are independent from postal adms and perform their functions in accordance with the legislation of their country.

Prot Article XXI

Non-liability of the postal administration

1 Cf: Letter Post Manual

2 The postal administration of Nepal shall be authorized not to apply article 35.1.4 as regards parcels.

Article RE 502

Delivery of a rifled or damaged parcel

1 The office making delivery of a rifled or damaged parcel shall prepare a CN 24 report on the joint inspection and have it countersigned, whenever possible, by the addressee. One copy shall be handed to the addressee or, if the parcel is refused or redirected, attached to it. One copy shall be retained by the administration which prepared the report.

2 When internal regulations so require, a parcel treated in accordance with 1 shall be returned to the sender if the addressee refuses to countersign the CN 24 report.

3 If the parcel is delivered, the copy of the CN 24 report prepared by the office of exchange in accordance with article RE 613.2 shall be dealt with in accordance with the regulations of the country of destination. If the parcel is refused, the said copy shall remain attached to the parcel.

4 If the liability assumed according to article 35.1 of the Convention has to be shared with another administration the request to this effect shall be sent to it by letter accompanied by a copy or a translation of the CN 24 report. Where appropriate, a copy of the CP 78 verification note mentioned in article RE 610.4 shall be attached to the letter.

Article 36

Sender's liability

1 The sender of an item shall be liable for any damage caused to other postal items as a result of the dispatch of articles not acceptable for conveyance or the non-observance of the conditions of acceptance.

2 The sender shall be liable within the same limits as postal administrations.

3 The sender shall remain liable even if the office of posting accepts such an item.

4 However, the sender shall not be liable if there has been fault or negligence on the part of administrations or carriers.

■ Commentary

36.1 The sender is liable not only for the damage caused by his item to other parcels, but also for damage caused to other postal items.

36.3 Since the postal service is unable to verify acceptability in every case, it is inevitable, owing to the fact that the existing defects are not realized, that items inadequately packed or containing prohibited articles should be accepted in error and without objection. This fact should not relieve the sender of his liability.

Article RE 503

Establishment of sender's liability

1 An administration which finds damage that is due to the fault of the sender shall inform the administration of origin, whose responsibility it is to take action against the sender where appropriate.

■ Commentary

503.1 It is important that the adm of origin should be notified promptly of the extent of the damage so that it can, if necessary, take action against the sender.

Article 37

Payment of indemnity

1 Subject to the right of recourse against the administration which is liable, the obligation to pay the indemnity and to refund the charges and fees shall rest either with the administration of origin or with the administration of destination.

2 The sender may waive his rights to the indemnity in favour of the addressee. Conversely, the addressee may waive his rights in favour of the sender. The sender or the addressee may authorize a third party to receive the indemnity if internal legislation allows this.

3 The administration of origin or destination, as the case may be, shall be authorized to indemnify the rightful claimant on behalf of the administration which, having participated in the conveyance and having been duly informed, has allowed two months and, if the case was reported by fax or any other electronic means by which receipt of the inquiry can be confirmed, 30 days to pass without finally settling the matter, or without having reported:

3.1 that the damage appeared to be due to a case of force majeure;

3.2 that the item had been detained, confiscated or destroyed by the competent authority because of its contents or seized under the legislation of the country of destination.

4 The administration of origin or destination, as the case may be, shall be authorized to indemnify the rightful claimant in cases where the inquiry form is not properly completed and has to be returned for additional information, thereby causing the time limit set in 3 to be exceeded.

5 In the case of an inquiry concerning a COD item, the administration of origin shall be authorized to indemnify the rightful claimant up to the COD amount on behalf of the administration of destination which, having been duly informed, has allowed two months to pass without finally settling the matter.

■ Commentary

37.3 An adm which has allowed two months to pass without answering a claim may not invoke art 41.2, so as to pay only half of the amount of the indemnity.

37.4 Provision adopted by the 1994 Seoul Congress.

Prot Article XXII

Payment of indemnity

1 and 2 Cf: Letter Post Manual

3 The postal administrations of Angola, Guinea, Lebanon and Saudi Arabia shall not be obliged to comply with article 37.3 as regards finally settling a claim

concerning a parcel within two months. Nor do they agree to the rightful claimant's being indemnified, on their behalf, by another administration upon expiry of the above-mentioned period.

4 The postal administrations of Niger and Thailand shall not be obliged to comply with article 37.3 insofar as concerns finally settling the matter sent to them by fax within a period of thirty days. Nor do they agree to the rightful claimant's being indemnified, on their behalf, by another administration upon expiry of the above-mentioned period.

5 Notwithstanding the provisions of article 37.3, Malaysia and the United States of America reserve the right to respond finally to inquiries within two months from the date of the inquiry, regardless of the means of transmission of the inquiry.

Article RE 504

Period for payment of indemnity

1 The payment of the indemnity shall be made as soon as possible and, at the latest, within a period of three months from the day following the day of inquiry.

2 In cases where items are barcoded and fully tracked and traced, the following standards shall be used:

- 2.1 Investigation request: an initial request from the sending administration to the destination administration asking for information from the tracking system. This shall be returned within 36 hours where E-mail communication is in place;
- 2.2 Special search: if the investigation request is unsuccessful, the sending administration can ask for a check to be made, by the destination administration, of the distribution centres and offices that the item should have passed through en route to its destination. This shall be returned within 72 hours where E-mail communication is in place;
- 2.3 Special search plus: if the special search fails to locate the item, then a further search shall be conducted three weeks later, after which the sending administration may indemnify the rightful claimant on behalf of the destination administration.

Article RE 505

Automatic payment of indemnity

1 The return of a CN 08 form in which the "Particulars to be supplied by the intermediate services, "Particulars to be supplied by the service of destination" and "Final reply" sections have not been completed shall not be considered as a final reply within the meaning of article 37.3 of the Convention.

2 Postal administrations which have made reservations in the Final Protocol to the Convention regarding the application of article 37.3 of the Convention shall notify a period within which they will finally settle the matter.

Article 38

Possible recovery of the indemnity from the sender or the addressee

1 If, after payment of the indemnity, a registered item, a parcel or an insured item or part of the contents previously considered as lost is found, the sender or the addressee, as the case may be, shall be advised that the item is being held at his disposal for a period of three months on repayment of the amount of the indemnity paid. At the same time he shall be asked to whom the item is to be delivered. In the event of refusal or failure to reply within the prescribed period, the same approach shall be made to the addressee or the sender as the case may be.

2 If the sender and the addressee refuse to take delivery of the item, it shall become the property of the administration or, where appropriate, administrations which bore the loss.

3 In the case of subsequent discovery of an insured item the contents of which are found to be of less value than the amount of the indemnity paid, the sender or the addressee, as the case may be, shall repay the amount of this indemnity against return of the item, without prejudice to the consequences of fraudulent insurance.

■ Commentary

38.1 The addressee has priority in claiming the parcel if the indemnity was paid to him by virtue of art 34.8 of the Convention.

Article 39 Cf: Section G

Article 40 Cf: Letter Post Manual

Article 41

Determination of liability between postal administrations

1 Until the contrary is proved, liability shall rest with the postal administration which, having received the item without comment and being furnished with all the prescribed means of inquiry, cannot prove either delivery to the addressee or, where appropriate, correct transfer to another administration.

2 If the loss, theft or damage occurs in course of conveyance without it being possible to establish in which country's territory or service it happened, the administrations concerned shall bear the loss equally. However, in the case of an uninsured parcel, when the amount of indemnity does not exceed the amount calculated in article 34.4.1, for a parcel of 1 kilogramme, this sum shall be borne equally by the administration of origin and the administration of destination, intermediate administrations being excluded.

3 As regards insured items, the liability of an administration towards other administrations shall in no case exceed the maximum insured value that it has adopted.

4 Postal administrations not providing the insured items service shall assume, in respect of such items conveyed in closed mails, the liability laid down for registered items and/or for uninsured parcels. This provision shall also apply when postal administrations do not accept liability for insured items carried on board the ships or aircraft used by them.

5 If the loss, theft or damage of an insured item occurs in the territory or service of an intermediate administration which does not provide the insured items service, the administration of origin shall bear the loss not covered by the intermediate administration. The same rule shall apply if the amount of the damage is higher than the maximum insured value adopted by the intermediate administration.

6 Customs duty and other fees of which it has not been possible to secure cancellation shall be borne by the administrations liable for the loss, theft or damage.

7 An administration which has paid the indemnity shall take over the rights, up to the amount of the indemnity, of the person who has received it in any action which may be taken against the addressee, the sender or third parties.

■ **Commentary**

41.2 Should an insured item be lost in circumstances such as those described and should the loss, after being apportioned equally, exceed the amount for which one of the transit countries may be deemed liable under 41.5, the difference must be shared among the adms of all the other countries concerned.

Article RE 506

Procedures for determining the liability of postal administrations

1 Until the contrary is proved and subject to article 41.2 of the Convention, an intermediate administration or administration of destination shall be relieved of all liability:

- 1.1 when it has observed the provisions for inspection of mails and parcels and establishment of irregularities;
- 1.2 when it can prove that it was informed of the inquiry after the destruction of the official records relating to the parcel in question, the period of retention having expired. This reservation shall not prejudice the rights of the claimant.

2 If the theft or damage has been established in the country of destination or, in the case of return to sender, in the country of residence, it shall be for the administration of that country to prove:

- 2.1 that neither the wrapping nor the fastening of the parcel bore any apparent trace of theft or damage;
- 2.2 that in the case of an insured parcel, the weight established at the time of posting has not varied;
- 2.3 that, in the case of parcels forwarded in closed receptacles, both the receptacles and their fastening were intact.

3 When the proof mentioned in 2 has been furnished, none of the other administrations concerned may repudiate its share of liability on grounds that it handed over the parcel without the next administration having made any objection.

4 In the case of parcels sent in bulk, none of the administrations concerned may repudiate its share of liability by showing that the number of parcels found in the mail differs from that advised on the parcel bill.

5 In the case of bulk transmission, the administrations concerned may agree that liability be shared in the event of loss of, theft from or damage to certain categories of parcels, determined by mutual agreement.

6 When a parcel has been lost, rifled or damaged as the result of force majeure, the administration in whose territorial jurisdiction or services the damage occurred shall not be liable towards the administration of origin unless the two administrations undertake to cover risks of force majeure.

Article RE 507

Recovery of indemnities paid from air carriers

1 When the loss, theft or damage occurs in the service of an air carrier, the administration of the country which collects the conveyance dues shall reimburse the administration of origin for the indemnity paid to the sender. It shall be for the former administration to recover this amount from the air carrier in question. Where the administration of origin settles the conveyance dues direct with the air carrier, it shall itself seek reimbursement of the indemnity from the air carrier.

Article RE 508

Reimbursement of the indemnity to the paying administration

1 The administration which is liable or on behalf of which payment is made shall reimburse the paying administration the amount of indemnity paid to the rightful claimant. The reimbursement shall be made within two months of the date of dispatch of the notice of payment.

2 If the indemnity is due to be borne by several administrations, the whole of the indemnity shall be paid to the paying administration, within the period mentioned under 1, by the first administration which, having duly received the parcel claimed for, is unable to prove its correct transfer to the next service. It shall rest with this administration to recover from the other administrations which are liable each one's share of the indemnity, paid to the rightful claimant.

3 The administration whose liability is duly established and which has at first declined to pay the indemnity shall assume all additional costs resulting from the unwarranted delay in payment.

■ Commentary

508.3 As “additional costs” are to be considered such costs as interest, banking costs and differences in exchange rates, even if the last two categories of costs, in ordinary circumstances and under certain conditions, should also be borne by the creditor adm. Additional costs may also include administrative expenditure as well as any legal costs incurred by the creditor adm in legal proceedings undertaken in the interest of the responsible adm or in its own interest.

In short, it is for the creditor adm to determine, in each specific case, which additional costs it regards as such. In determining those additional costs, the adm concerned must strictly observe one essential condition: there must be a direct cause and effect relation between an unjustified delay in payment of the indemnity by the debtor adm, on the one hand, and the costs incurred by the creditor adm, on the other hand. The scope of the concept of additional costs will depend on the circumstances surrounding each specific case.

Article RE 509

Settlement of indemnities between postal administrations

1 Immediately after paying the indemnity, the paying administration shall communicate to the administration which is liable the date and the amount of

payment made. If, one year after the date of dispatch of authorization to pay the indemnity, the paying administration has not communicated the date and amount of payment or debited the account of the administration which is liable, the authorization shall be considered null and void. The administration which received it shall then no longer be entitled to claim reimbursement of any indemnity paid.

2 When liability has been admitted, as well as in the case provided for in article of the Convention, the amount of the indemnity may also be automatically recovered from the administration which is liable. This shall be effected through a liquidation account, either direct or through the intermediary of an administration which regularly draws up liquidation accounts with the administration which is liable.

3 When proof of delivery is supplied after the period laid down in article 37.3 of the Convention, the indemnity paid shall continue to be borne by the intermediate administration or administration of destination if the sum paid cannot, for any reason, be recovered from the sender.

4 If the sender or the addressee takes delivery of an item found afterwards against repayment of the amount of the indemnity, that sum shall be refunded to the administration or, where appropriate, administrations which bore the loss. This refund shall be made within one year of the date of such repayment.

5 The administrations of origin and destination may agree that the whole of the loss shall be borne by the administration which has to make the payment to the rightful claimant.

6 The creditor administration shall be reimbursed in accordance with the rules for payment laid down in the Letter Post Regulations.

■ **Commentary**

509.5 Application of this optional provision brings a reduction in administrative work which offsets the loss of revenue from the share of the amount of the indemnity recovered from other adms.

509.6 The provisions of the Letter Post Regulations are given after art RE 713.

Article RE 510

Accounting for amounts due in respect of indemnity for parcels

1 When it is necessary to recover payments from the administrations which are liable and several amounts are involved, these shall be summarized on a CN 48 form. The total amount shall be carried forward to the CP 75 account mentioned in article RE 712.3.

Creditor administration

STATEMENT
Amounts due in respect of indemnity
 Date

CN 48

Debtor administration	Month	<input type="checkbox"/> Letter post	<input type="checkbox"/> Postal parcels
	Quarter		
Year			
Method of settlement <input type="checkbox"/> Direct <input type="checkbox"/> Via POST*Clear			

Notes¹

To be filled in by typewriter or computer printer

Serial No	Date of posting, item No and of fice of origin	Destination	Letters authorizing r ecoveries (No of statement, name of office, date, r eference No of debtor administration)	Amount in SDR	
1	2	3	4	5	
1					
2					
3					
4					
5					
6					
7					
8					
9					
Total					

¹ Any observations may be made on the available part of the front or on the back of the form

Creditor administration
 Signature

Seen and accepted by the debtor administration
 Place, date and signature

Chapter G

Procedures concerning the transmission, routing and receipt of parcels

Article 39

Exchange of items

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

2 When exceptional circumstances oblige a postal administration temporarily to suspend its services wholly or in part, it shall immediately inform the administrations concerned.

3 When the conveyance of mail in transit through a country takes place without the participation of the postal administration of that country, this administration shall be informed in advance. This form of transit shall not involve the liability of the postal administration of the transit country.

4 Administrations may send surface mails by air, with reduced priority, subject to the agreement of the administrations which receive such mails at the airports of their country.

■ Commentary

39.2 As regards the maintenance of postal relations in cases of disputes, conflict or war, Congress adopted resolution C 37/Lausanne 1974 given below:

“Congress,

“Considering the peaceful and humanitarian role played by the Universal Postal Union in helping to bring peoples and individuals together,

“Convinced of the need to maintain postal exchanges, as far as possible, with or between regions afflicted by disputes, disturbances, conflicts or wars, and,

“In view of the initiatives taken and the experience of certain Governments or humanitarian organizations in this field,

“Appeals urgently to the Governments of member countries, as far as possible and unless the United Nations General Assembly or Security Council has decided otherwise (in accordance with article 41 of the United Nations Charter), not to interrupt or hinder postal traffic – especially the exchange of correspondence containing messages of a personal nature in the event of dispute, conflict or war, the efforts made in this direction being applicable even to the countries directly concerned, and

“Authorizes the Director-General of the International Bureau of the UPU:

- i to take what initiatives he considers advisable to facilitate, while respecting national sovereignties, the maintenance or re-establishment of postal exchanges with or between the parties to a dispute, conflict or war;
- ii to offer his ‘good offices’ to find a solution to postal problems which may arise in the event of a dispute, conflict or war.”

It is understood that each adm is the sole judge of what constitutes exceptional circumstances.

The provisions of the Letter Post Regulations on steps to be taken in the event of temporary suspension and resumption of services are given hereunder.

39.3 This form of transit concerns in particular mail exchanged in containers by international road transport.

Article RE 832 (Letter Post Regulations)

Steps to be taken in the event of temporary suspension and resumption of services

1 *If services are temporarily suspended, the administration or administrations concerned must be notified of the fact by telecommunications, indicating, if possible, the probable duration of the suspension of services. The same procedure shall be applied when the suspended services are resumed.*

2 *The International Bureau must be notified of the suspension or resumption of services if a general announcement is considered necessary. If necessary, the International Bureau shall notify administrations by telecommunications.*

3 *The administration of origin shall have the option of refunding the postage charges, special charges and air surcharges to the sender if, owing to the suspension of services, the benefit accruing from conveyance of the item in question was obtained only in part or not at all.*

Article RE 601

General principles of the exchange of parcels

1 Each administration shall state on what conditions it accepts parcels in transit for countries for which it can act as intermediary. For that purpose, it shall use the CP 81 and CP 82 tables. These shall show, in particular, the rates to be assigned to it.

2 The official Compendium of Information of general interest relating to the implementation of the postal parcels service provides the details on the exchange of parcels.

3 On the basis of that information and of the CP 81 and CP 82 tables of intermediate administrations, each administration shall decide on the routes to be used for forwarding its parcels. These data also enable it to set the charges to be collected from senders.

4 Administrations shall send the CP 81 and CP 82 tables direct to each other at least one month before their application. They shall send copies of them to the International Bureau. Subsequent amendments to these tables shall be announced in the same way. The time limit for notification shall not apply to the cases mentioned in article RE 703.1.

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

6 In the event of the interruption of a prescribed route, parcels in transit shall be forwarded by the best route available.

7 If the use of the new dispatch route occasions higher costs (additional land or sea rates), the transit administration shall act in accordance with article RE 703.1.

8 Transit shall be effected under the conditions laid down by the Convention and these Regulations, even when the administration of origin or destination of the parcels does not participate in the postal parcels service.

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

10 Every administration providing the air parcel service shall forward by the air routes that it uses for its own items of that type, air parcels transferred to it by another administration. If the forwarding of air parcels by another route offers advantages over the existing air routes, the air parcels shall be forwarded by that route.

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

12 The exchange of postal parcel mails shall be carried out by offices called “offices of exchange”. Wherever an office of exchange needs to be specified on a postal form, this shall be done in accordance with the rules set out in UPU Technical Standard S 34 (Identification/codification of International Mail Processing Centres (IMPCs)). This encompasses:

- 12.1 the name of the office of exchange;
- 12.2 the name of the operator responsible for the office of exchange;
- 12.3 in barcoded identifiers: the S 34 code identifying the office of exchange.

13 All offices of exchange shall be registered in the International Mail Processing Centre codelist by the operator responsible for that office. This list is published on the UPU website.

14 On any form, an office of exchange shall be identified by its name, together with the name of the responsible operator, as published in the above-mentioned codelist.

15 In barcoded identifiers, the S 34 code shall be used to identify a particular office of exchange. Administrations should maintain a list of the operator responsible for each code in their databases.

■ Commentary

601.1 Increases in the inward land rates may only come into force on 1 January (art RE 702.1). Reductions in the inward land rates may come into force on 1 January, 1 April, 1 July or 1 October (art RE 702.2).

TABLE
Surface parcels

Postal administration

Countries for which the above-mentioned administration accepts postal parcels in transit on the conditions given below

Serial No	Country of destination	Routes	Rates to be allocated to the administration of		Breakdown of the amounts in columns 3 and 4		Countries and sea services to which they are due	Limit of insured value	Number of customs declarations	Observations
			Rate per parcel	Rate per kg	Rate per parcel	Rate per kg				
	1	2	3	4	5	6	7	8	9	10
			SDR	SDR	SDR	SDR		SDR		

Postal administration

TABLE
Air parcels
Date

Reference

CP 82

Note

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

1 Conditions for the internal service

A. Does the administration preparing this table undertake to reforward air parcels by air in the interior of its country, on all or part of the journey?	<input type="checkbox"/> Yes If so, to which places? (in alphabetical order)	<input type="checkbox"/> No	Inward rates payable to the administration of destination per parcel, SDR	per gross kg, SDR
B. Can air parcels addressed elsewhere be sent to these places at the request of the sender?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

2 Services to other countries

Col 3 The dues shown in this column cover the inward rates with which the administration of destination is to be credited.
Col 4 The single rate per parcel payable to the intermediate administration for air parcels in transit à découvert must be entered in column 4a. When transit land rates and/or sea rates are to be allocated, if land or sea transit is used, the total must be shown with an appropriate note, in columns 4a and 4b; the rate per parcel (column 4a) being increased by the above-mentioned single rate.
Col 5 The total inward and transit rates to be allocated to the intermediate administration for receipt and transit shall be shown in this column.
Col 7 To be used only in relations with countries of destination linked in article RE X of the Final Protocol to the Parcel Post Regulations (Beijing 1999)

Country of destination	Routes Air sectors used	Rates payable to the administration of						Air conveyance dues by weight payable to the administration of	Observations (including limit of insured value in SDR)	
		Inward rates		Transit rates		Total columns				
		per parcel	per gross kg	per parcel	per gross kg	5a = 3a + 4a per parcel	5b = 3b + 4b per gross kg			
1	2	a	3	a	4	a	5	6	7	8
		SDR	SDR	SDR	SDR	SDR	SDR	SDR	SDR	

CP 82 (Back)

Country of destination	Routes Air sectors used	Rates payable to the administration of						Air conveyance dues by weight payable to the administration of		Observations (including limit of insured value in SDR)
		Inward rates		Transit rates		Total columns		as far as the country of destination	in the interior of the country of destination	
		per parcel	per gross kg	per parcel	per gross kg	5a = 3a + 4a per parcel	5b = 3b + 4b per gross kg			
1	2	a	b	a	b	a	b	6	7	8
		SDR	SDR	SDR	SDR	SDR	SDR	SDR	SDR	

Article RE 602

Different methods of transmission

1 The exchange of parcel mails shall be effected, as a general rule, by means of receptacles. Adjacent administrations may agree to the handing over of certain categories of parcels unenclosed.

2 In the service between non-adjacent countries, the exchange shall, as a general rule, be effected in closed mails.

3 Administrations may agree to effect exchanges in transit à découvert. However, it shall be obligatory to make up closed mails if an intermediate administration states that the parcels in transit à découvert are such as to hinder its work.

4 Surface airlifted parcels (S.A.L.) shall be exchanged on the conditions provided for in the Letter Post Regulations.

■ Commentary

602.1 Bags intended for making up airmails should have a reinforced neck-hem at least 8 mm thick, so that the string-knot cannot be slipped off and replaced without traces appearing.

602.4 The provisions of the Letter Post Regulations are given hereunder.

Article RE 820 (Letter Post Regulations)

Transshipment of airmails and of surface airlifted (S.A.L.) mails

...

7 *When surface mails from an administration are reforwarded by air by another administration, the conditions of such reforwarding shall be covered by a special agreement between the administrations concerned.*

Article RE 603

Transmission in closed mails

1 In the normal circumstances of transmission in closed mails, the receptacles (bags, baskets, crates, etc) shall be marked, closed and labelled in the manner laid down for letter bags in the Letter Post Regulations.

2 However, yellow ochre coloured CP 83, CP 84 and CP 85 labels shall be used. The gross weight of the receptacle shall be included on each respective label.

3 In addition, a special closing may be adopted for receptacles other than bags, provided that the contents are sufficiently protected.

4 The labels or addresses of closed receptacles containing air parcels shall bear the indication or label “Par avion” (By airmail).

5 Insured parcels shall be sent in separate receptacles. In case of dispatch in the same bag as uninsured parcels, insured parcels shall be placed in an inner receptacle sealed with wax or lead. The outer bag containing insured parcels shall be in good condition. It shall be provided, if possible, at the edge of its mouth with piping making it impossible to open the bag illicitly without leaving visible traces. Receptacles containing insured parcels, whether alone or together with uninsured parcels, shall be marked with the letter V.

6 Fragile parcels shall also be sent in separate receptacles. They shall be provided with the label referred to in article RE 206.1.1.

7 Express parcels shall be sent in separate receptacles, if their number justifies it. Receptacles containing only or some such parcels shall bear the label or indication “Exprès” (Express).

8 COD parcels shall be sent in separate receptacles, if their number so justifies. Receptacles containing COD parcels only shall bear the label or indication “Remboursement” (COD).

9 The label of the receptacle containing the parcel bill shall always be marked with a very clearly drawn F. By special agreement between the administrations concerned, it may be marked with the number of bags making up the mail and, if applicable, the number of parcels sent à découvert.

10 Cumbersome parcels, fragile parcels, or those whose nature necessitates it may be sent unenclosed: in order to determine the mail of which they are part, such parcels shall be provided with a CP 83 or CP 84 label. Labels of unenclosed insured parcels shall be endorsed with the letter V. However, parcels going by sea, with the exception of cumbersome parcels, shall be sent in receptacles.

11 As a general rule, bags and other receptacles containing parcels shall not weigh more than 32 kilogrammes.

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

■ **Commentary**

603.1 The provisions of the Letter Post Regulations are given hereunder.

Article RE 806 (Letter Post Regulations)

Make-up of mails

...

2 Making up of bags

- 2.1 Mails, including those made up solely of empty bags, shall be contained in bags the number of which shall be kept to the strict minimum. The bags shall be in good condition to protect their contents. Each bag shall be labelled.*
- 2.2 The bags shall be closed, sealed preferably with lead. The seals may also be made of light metal or plastic. The sealing shall be so done that it cannot be handled or tampered with without showing signs thereof. The impressions of the seals shall reproduce, in very legible roman letters, the name of the office of origin or an indication sufficient to identify that office.*
- 2.3 If only a number and the country of dispatch are indicated on the means of closure, and if the bags have red labels, this number may also be entered on the CN 31 and CN 32 letter bills and, as appropriate, on the CN 33 special list.*
- 2.4 For the make-up of airmails, bags either entirely blue or with wide blue bands shall be used. In the absence of special agreement between the administrations concerned, the airmail bags shall also be used for priority mails. For making up surface mails or surface airlifted mails, surface bags of a colour other than that of the airmail bags (eg beige, brown, white, etc) shall be used. Administrations of destination must, however, check all the bag labels in order to ensure correct processing.*
- 2.5 Administrations may agree on a bilateral basis to use special airmail bags or receptacles such as trays, etc, with markings that distinguish them as containing express items only.*
- 2.6 The bags shall show legibly in roman letters the office or country of origin and bear the word "Postes" (Post) or any other similar expression distinguishing them as postal dispatches.*

...

■ **Commentary**

806.2 *Bags must be closed as near as possible to the contents in order to ensure maximum stability of the latter (resolution C 69/Hamburg 1984).*

806.2.1 *Advantage is to be gained from making up special dispatches of empty bags since they are usually handled in special sections.*

806.2.2 *Tin or plastic seals should be used only where adms are sure that the sealing leaves no scope for rifling. When adms are in agreement on this subject, bags containing unregistered non-priority items and unregistered AO items only and empty bags need not be sealed with lead; the same applies to bags containing unregistered items if they are conveyed in a sealed container by a direct service or if they are forwarded by a country of embarkation that puts them into such a container for the country of destination. When string is used it shall be passed twice round the neck of the bag in such a way that one of the two ends is drawn under the loops and then tied. After being sealed with lead, the ends of the string shall not protrude more than necessary from the lead seal so that the string cannot be released or removed without damaging the lead seal.*

806.2.3 *Bags intended for making up airmails should have a reinforced neck-hem at least 8 mm thick, so that the string cannot be slipped off and replaced without traces appearing. The words “or bags of the same colour” refer to the possibility of using lightweight bags with the appearance of surface bags.*

Article RE 817 (Letter Post Regulations) *Labelling of mails*

1 *The labels of the bags shall be made of sufficiently rigid canvas, of plastic, of strong cardboard, of parchment, or of paper glued to wood. They shall be provided with an eyelet. Their layout and text shall conform to the specimens annexed hereto and mentioned below:*

- 1.1** *CN 34 in the case of surface bags;*
- 1.2** *CN 35 in the case of airmail bags;*
- 1.3** *CN 36 in the case of surface airlifted (S.A.L.) bags.*

2 *In the service between neighbouring offices, strong paper labels may be used. These shall, however, be strong enough to withstand the various handling processes the mails undergo during transmission.*

...

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

Article RE 818 (Letter Post Regulations) *Use of barcodes*

1 *Administrations may use computer-generated barcodes and a unique identification system in the international postal services for purposes such as track/trace systems and other identification applications. The specifications shall be laid down by the Postal Operations Council.*

2 *Administrations which choose to use barcodes in the international services shall comply with the technical specifications laid down by the Postal Operations Council.*

■ **Commentary**

818.1 *The barcodes and the unique identification system may be used in order to identify, for example:*

- *individual items;*
- *mail receptacles (mailbags, containers, letter trays, etc);*
- *related docs (forms, labels, etc).*

Adms which choose to use barcodes in the international services should comply with the technical specifications laid down by the POC. These specifications shall be notified to all adms by the IB.

Adms which do not operate computerized barcoding systems are not obliged to comply with the specifications laid down by the POC.

Nonetheless, adms not using a computerized barcoding system may find it useful to adopt the system of unique identification for items, receptacles and related documents specified by the POC. This system may

be used by countries operating traditional manual systems for numbering items, receptacles and docs in the international postal services.

If countries using a manual system choose to use the unique system, they should comply with the specifications laid down by the POC.

818.2 *The current status of barcode standards in the UPU is as follows:*

- a 13-character static barcode standard symbology 39 was adopted in 1989 for items, receptacles and documents (recommendation CCEP 1/1988/Rev 1990); since then, developments have created new options available to adms;*
- it is now acceptable for administrations to choose code 128 symbology for the 13-character static barcode;*


Prot Article RE IV

Transmission in closed mails

1 Notwithstanding article RE 603.11, the postal administrations of Bahamas, Barbados and Canada shall be authorized to limit to 30 kilogrammes the maximum weight of inward and of outward bags and other receptacles containing parcels.

<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin-right: 10px;"></div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Posts</div> </div>	POSTAL PARCELS from Le Havre		CP 83	
	Mail No	to	MONTREAL (Canada)	
	Date of dispatch			
	Receptacle No			
	Number of parcels	Via		
	Weight of bag (kg)	Ship		
	Port of disembarkation			

Parcels, Beijing 1999, art RE 603.2 – Size 148 x 74 mm, colour yellow ochre

<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin-right: 10px;"></div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Posts</div> </div>	POSTAL PARCELS from Le Havre	to	CP 83	
	Mail No		MONTREAL (Canada)	
	Date of dispatch			
	Receptacle No	Via		
	Number of parcels	Ship		
	Weight of bag (kg)	Port of disembarkation		
	 FRLEHA CAYMQA ACNS 0003 00510 0250			


Parcels, Beijing 1999, art RE 603.2 – Size 148 x 90 mm, colour yellow ochre

Note:

- To take account of the needs of their service, administrations may alter the text and the sizes of this form slightly, without however deviating too much from the directives contained in the model
- Administrations using bar codes in their service may use CP 83 labels similar to the above model bearing such codes in addition to the indications already provided for. This model is given only by way of example. Administrations may use 13-character or 29-character bar codes

<div>○</div> <div>Posts</div>	POSTAL PARCELS from Stockholm Utrikes	By airmail		CP 84
	Mail No	to		
	Date of disptach	RIO DE JANEIRO		
	Receptacle No	(Brazil)		
	Number of parcels	Flight No		
	Weight of bag (kg)	Airport of transhipment		Offloading airport
		GIG		

Parcels, Beijing 1999, art RE 603.2 – Size 148 x 74 mm, colour yellow ochre

<div>○</div> <div>Posts</div>	POSTAL PARCELS from Stockholm Utrikes	By airmail		CP 84
	Mail No	to		
	Date of disptach	RIO DE JANEIRO		
	Receptacle No	(Brazil)		
	Number of parcels	Flight No		
	Weight of bag (kg)	Airport of transhipment		Offloading airport
		GIG		
				
SESTOA BRRIOA ACV5 0010 00301 0173				


Parcels, Beijing 1999, art RE 603.2 – Size 148 x 90 mm, colour yellow ochre

Note:

- To take account of the needs of their service, administrations may alter the text and the sizes of this form slightly, without however deviating too much from the directives contained in the model
- Administrations using bar codes in their service may use CP 84 labels similar to the above model bearing such codes in addition to the indications already provided for. This model is given only by way of example. Administrations may use 13-character or 29-character bar codes

<div>○</div> <div>Posts</div>	POSTAL PARCELS from Lisboa	S.A.L. surface airlifted		CP 85
	Mail No	to		RIO DE JANEIRO (Brazil)
	Date of dispatch			
	Receptacle No			
	Number of parcels	Flight No		
		Airport of transshipment	Offloading airport	
Weight of bag (kg)			GIG	

Parcels, Beijing 1999, art RE 603.2 – Size 148 x 74 mm, colour yellow ochre

<div>○</div> <div>Posts</div>	POSTAL PARCELS from Lisboa	S.A.L. surface airlifted		CP 85
	Mail No	to		RIO DE JANEIRO (Brazil)
	Date of dispatch			
	Receptacle No			
	Number of parcels	Flight No		
		Airport of transshipment	Offloading airport	
Weight of bag (kg)			GIG	
 PTLISA BRRIOA BCN5 0018 00210 0237				

Parcels, Beijing 1999, art RE 603.2 – Size 148 x 90 mm, colour yellow ochre

Note:

- To take account of the needs of their service, administrations may alter the text and the sizes of this form slightly, without however deviating too much from the directives contained in the model
- Administrations using bar codes in their service may use CP 85 labels similar to the above specimen bearing such codes in addition to the indications already provided for. This specimen is given only by way of example. Administrations may use 13-character or 29-character bar codes

Article RE 604

Parcel bills

1 All the parcels to be forwarded by surface or S.A.L. shall be entered by the dispatching office of exchange on a CP 86 parcel bill. For air parcels, a CP 87 special parcel bill shall be used. The gross weight of the dispatch shall always be entered on the CP 86 (Parcel bill. Surface and S.A.L. parcels) and on the CP 87 (Air parcel bill. Air parcels).

2 The parcel bill shall be inserted in one of the receptacles comprising the mail. Where appropriate, it shall be inserted in one of the bags containing insured parcels or express parcels.

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

4 The parcel bill shall be completed with all the details called for.

5 As regards service parcels and prisoner-of-war and civilian internee parcels sent by air, the air conveyance dues shall be credited to the administrations concerned.

6 In the absence of special agreement, surface and S.A.L. parcel bills shall be numbered separately according to an annual series for each dispatching office of exchange and each office of exchange of destination. The numbering shall be different for each route if more than one route is used. The last number of the year shall be shown on the first parcel bill of the following year. If a mail is cancelled, the dispatching office shall enter on the parcel bill beside the number of the mail the indication “Dernière dépêche” (Last mail). In the case of sea and air services, the name of the ship carrying the mail or, where appropriate, the air service used shall be shown, whenever possible, on the parcel bills.

7 If air parcels are sent from one country to another by surface routes along with other parcels, their presence shall be shown by an appropriate note on the CP 86 parcel bill.

8 Every insured parcel shall be entered on the parcel bill with the letter “V” in the “Observations” column.

9 Every parcel redirected or returned to sender shall be entered on the parcel bill with the note “Réexpédié” (Redirected) or “Retour” (Return) in the “Observations” column.

10 The number of receptacles comprising the mail and, unless otherwise agreed between the administrations concerned, the number of receptacles to be returned, shall be entered on the parcel bill. In the absence of special agreement,

administrations shall number the receptacles of the same mail. The serial number of each receptacle shall be written on the CP 83 and CP 84 label.

11 Where closed mails are exchanged between countries which are not adjacent, the dispatching office of exchange shall prepare for each of the intermediate administrations a CP 88 special parcel bill. That office shall insert thereon the total number of parcels and the gross weight of the mail. The CP 88 parcel bill shall be numbered in an annual series for each dispatching office of exchange and for each intermediate administration. In addition, it shall bear the serial number of the relative mail. The last number of the year shall be shown on the first parcel bill of the following year. In the case of sea services, the name of the ship carrying the mail shall be entered on the CP 88 parcel bill, whenever this is possible.

12 When air parcels are forwarded by surface mail, the dispatching office of exchange shall prepare a CP 88 special parcel bill for the transit administrations concerned.

13 The special CP 88 parcel bill shall be sent unenclosed or in any other way agreed between the administrations concerned, accompanied, where appropriate, by the documents required by the intermediate countries.

■ **Commentary**

604.6 The CP 86 parcel bill must be used for S.A.L. dispatches.

604.10 The number of receptacles making up the mail is the number of outer receptacles, which may contain inner receptacles. In order to make checking easier, the number of “receptacles to be returned” must be entered on the parcel bills, that term having been chosen to exclude synthetic material receptacles which can be used only once.

Dispatching administration

PARCEL BILL
Surface and S.A.L. parcels
Date of departure Mail No

CP 86

Dispatching office of exchange

			Bags	Trays	Other	Total	<input type="checkbox"/> by S.A.L. <input type="checkbox"/> by surface
Office of exchange of destination	Gross weight of the mail	Number of receptacles in mail					Number of parcels comprising the mail
	kg	Number of receptacles to be returned					Number of unenclosed parcels
Ship	Flight No (for S.A.L.)	<input type="checkbox"/> A CN 44 note is attached to the mail	Number of empty receptacles				No of the parcel bill (if several)

Detailed entry

Serial No	No of parcel	Office of origin	Country of destination	Weight		Insured value	Rates payable		Observations
				kg	g		by dispatching administration to receiving administration	by receiving administration to dispatching administration	
	1	2	3	4		5	6	7	8
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
Total on front									
Carried over from back									
Totals									

Bulk entry (summary of parcels for the countries of destination)

Total number of parcels	Gross weight ¹	Observations <input type="checkbox"/> Includes COD parcels
	kg	

¹ This may include the weight of mailbags or similar receptacles but should exclude that of airline or shipping containers

Dispatching office of exchange
Date and signature

Office of exchange of destination
Date and signature

Detailed entry

CP 86 (Back)

Serial No	No of parcel	Office of origin	Country of destination	Weight		Insured value	Rates payable				Observations
							by dispatching administration to receiving administration		by receiving administration to dispatching administration		
	1	2	3	4	g	5	6		7		8
14				kg		SDR	SDR		SDR		
15											
16											
17											
18											
19											
20											
21											
22											
23											
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25											
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28											
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
To be carried over the front											

Dispatching administration

AIR PARCEL BILL

CP 87

Dispatching office of exchange

Air parcels

Date of departure

Mail No

			Bags	Trays	Other	Total	
Office of exchange of destination	Gross weight of the mail	Number of receptacles in mail					Number of parcels comprising the mail
	kg	Number of receptacles to be returned					Number of unenclosed parcels
Flight	<input type="checkbox"/> A CN 44 note is attached to the mail	Number of empty receptacles					No of the parcel bill (if several)

Detailed entry

Serial No	No of parcel	Office of origin	Country of destination	Weight		Insured value	Land and sea rates payable		Air conveyance dues payable		Observations
				kg	g		by dispatching administration to receiving administration	by receiving administration to dispatching administration	by dispatching administration to receiving administration	by receiving administration to dispatching administration	
	1	2	3	4	5	6	7	8	9	10	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Total on front											
Carried over from back											
Totals											

Bulk entry (summary of parcels for the countries of destination)

Total number of parcels	Gross weight ¹	Observations
	kg	
		<input type="checkbox"/> Includes COD parcels

¹ This may include the weight of mailbags or similar receptacles but should exclude that of airline or shipping containers

Dispatching office of exchange
Date and signature

Office of exchange of destination
Date and signature

Detailed entry

CP 87 (Back)

Serial No	No of parcel	Office of origin	Country of destination	Weight		Insured value	Land and sea rates payable		Air conveyance dues payable		Observations
							by dispatching administration to receiving administration	by receiving administration to dispatching administration	by dispatching administration to receiving administration	by receiving administration to dispatching administration	
	1	2	3	4		5	6	7	8	9	10
14				kg	g	SDR	SDR	SDR	SDR	SDR	
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
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30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
	To be carried over the front										

Dispatching administration

Dispatching office of exchange

SPECIAL PARCEL BILL

Payment of rates due

for the transit of parcels

Date

No

CP 88

Intermediate office of exchange		Date of departure		Mail No
		Train No/Name of ship		
Transit administration		Route followed by the mail		
		Office of destination of the mail		
<input type="checkbox"/> Land transit	<input type="checkbox"/> Sea transit			
Total number of parcels	Gross weight ¹	Observations		
	kg			
Nature of parcels	Number of receptacles	Number of parcels in receptacles	Number of unenclosed parcels	
Uninsured parcels				
Insured parcels				
Totals				

Intermediate office of exchange

Signature of the official

Dispatching office of exchange

Signature of the official

¹ This may include the weight of mailbags or similar receptacles but should exclude that of airline or shipping containers

Article RE 605

Drawing up of CP 86 and CP 87 parcel bills

Obis With the exception of those categories of parcel mentioned in 1 to 5 below, all parcels sent to administrations of destination shall be entered in bulk in the CP 86 and CP 87 parcel bill. The number and total weight of these parcels shall be indicated in the “Bulk entry” section of the parcel bill.

1 Parcels which are redirected, parcels returned to sender or parcels forwarded in transit à découvert to the country of destination shall always be entered individually, with the amount of dues payable or the corresponding rate mentioned. The number and weight of these parcels shall not be included in the number and gross weight of the parcels indicated in the Bulk entry section of the parcel bill. The number and gross weight of the parcels indicated in the Bulk entry section of the parcel bill shall always include all parcels other than those redirected, returned to sender, or forwarded in transit à découvert to the country of destination.

2 Insured parcels shall also be entered individually but without mention of the corresponding rate. Their number and weight shall be included in the number and total weight of the parcels indicated in the Bulk entry section of the parcel bill.

3 When the administrations concerned have agreed to detailed entry of parcel bills, all ordinary parcels sent to administrations of destination shall be entered individually in the parcel bill, but without the corresponding inward land rate. In accordance with paragraph 2, their number and weight shall be included in the number and total weight of the parcels indicated in the “Bulk entry” section of the parcel bill.

4 The presence of COD parcels shall be indicated in the bulk entry section of the form.

5 Service parcels and prisoner-of-war and civilian internee parcels for which, under article 60.1 of the Convention, no rates are allocated shall not be included in the number and total weight of the parcels indicated on the parcel bill. Article RE 604.5 shall be applicable for the dispatch of parcels by air.

Article RE 606

Dispatch of documents accompanying parcels

1 The accompanying documents referred to in article RE 109.1 and 2 shall be affixed to the relevant parcel.

2 The CP 72 manifold set shall be pasted on the parcel.

3 If the CP 72 manifold set cannot be pasted on the parcel or if the parcel is to be accompanied by other documents not included in the set, the accompanying

documents shall be placed in a CP 91 or CP 92 transparent adhesive envelope. This shall be affixed to the parcel.

4 Where applicable, the COD money order forms, franking notes and advices of delivery shall be dispatched in the same way.

5 The administrations of origin and destination may agree to attach the accompanying documents to the parcel bill.

6 In the case provided for in 5, the administrations concerned may agree to send the parcel bill and the documents accompanying the parcels by air to the office of exchange of destination.

7 In the case of parcels on which the CP 72 manifold set cannot be pasted or to which the transparent adhesive envelope cannot be affixed because of the size or the nature of the wrapping of the parcels, the accompanying documents shall be attached firmly to the parcel.

8 Administrations which are unable to use transparent adhesive envelopes shall have the option of sending the accompanying documents by attaching them firmly to the parcels.

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

	CP 91
	DISPATCH NOTE, CUSTOMS, ETC, DOCUMENTS ENCLOSED

Parcels, Beijing 1999, art RE 606.3 – Size 245 x 170 mm (external), 230 x 155 mm (internal), 50 mm flap

DISPATCH NOTE, CUSTOMS, ETC, DOCUMENTS ENCLOSED	CP 92
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Parcels, Beijing 1999, art RE 606.3 – Size 170 x 130 mm (external), 155 x 115 mm (internal), 50 mm flap

Article RE 607

Routeing and transshipment of mails. Steps to be taken in the event of an accident, interrupted flight or diversion of mails

1 The relevant articles of the Letter Post Regulations shall apply by analogy to parcel mails.

■ **Commentary**

607.1 The provisions of the Letter Post Regulations are given hereunder.

Article RE 819 (Letter Post Regulations)

Routeing of mails

1 *Closed mails shall be forwarded by the most direct route possible.*

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

3 *The administration of the country of origin may prescribe the route to be followed by the closed mails which it dispatches, provided that the use of that route does not entail special costs for an intermediate administration. Information about the routeing shall be entered on the CN 37, CN 38 or CN 41 bills and on the CN 34, CN 35 or CN 36 labels.*

4 *Closed airmails shall be forwarded by the flight requested by the administration of the country of origin, provided that it is used by the administration of the country of transit for the transmission of its own mails. If that is not the case or if there is insufficient time for the transshipment, the administration of the country of origin shall be so informed.*

5 *In the event of a change in a service for the exchange of closed mails established between two administrations via one or more third-party countries, the administration of origin of the mail shall inform the administrations of those countries of the fact.*

6 *If it is a question of an alteration in the routeing of mails, the new route to be followed shall be reported to the administrations which previously provided the transit. The old route shall be reported, for information, to the administrations which will provide the transit in the future.*

■ **Commentary**

819.3 For the models of forms CN 37, CN 38 and CN 41, see art RE 609.

Article RE 820 (Letter Post Regulations)

Transshipment of airmails and of surface airlifted (S.A.L.) mails

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

2 *This shall not apply when the transshipment takes place between aircraft of the same airline performing successive stages of the journey.*

3 *In the case referred to under 2 and where the administrations of origin and of destination and the airline concerned agree in advance, the airline making the transshipment may prepare, if necessary, a special delivery bill to replace the original CN 38 or CN 41 bill. The parties concerned shall mutually agree on the relevant procedures and form.*

4 *If the administration of the country of origin so wishes, its mails shall be transhipped directly at the transit airport, between two different airlines. The airlines concerned must however agree to make the transshipment and the administration of the transit country must be informed of it beforehand.*

5 *In the case referred to under 4 and where the administrations of origin and of destination and the airlines concerned agree in advance, the airlines making the transshipment may prepare, if necessary, a special delivery bill to replace the original CN 38 or CN 41 bill. The parties concerned shall mutually agree on the relevant procedures and form.*

6 *In the cases referred to under 2 and 4, the bags of mails may be provided with a CN 42 label, in addition to the labels provided for the conveyance of airmail.*

7 *When surface mails from an administration are reforwarded by air by another administration, the conditions of such reforwarding shall be covered by a special agreement between the administrations concerned.*

■ **Commentary**

820.2 and 4 *Practical application formula for the direct transshipment of airmails by the airlines*

A. *Direct transshipment of airmails between aircraft of the same airline performing successive stages of the journey*

- i A postal adm desiring direct transshipment of its mails, at an airport in another adm's country, between aircraft of the same airline performing successive stages of the journey shall reach agreement with the local representative of that airline on the transshipment procedure.*
- ii The dispatching adm may arrange with the airline concerned for the mails to be reforwarded by a subsequent flight of the same airline if, for any reason, the originally scheduled transshipment cannot take place.*
- iii If the dispatching adm has not given the instructions referred to in paragraph ii above, the airline shall immediately hand the mails over to the postal services at the transshipment airport, unless it can arrange for them to be reforwarded within 24 hours of their arrival at that airport. (The mails must be handed over to the postal services as soon as the airline has established that it is impossible to have them reforwarded within that time limit.)*

B. Direct transhipment of airmails between aircraft of two different airlines

- i A postal adm desiring direct transhipment of its airmails between two different airlines at an airport in another adm's country shall provide the representative of the first airline with all relevant information.*
- ii If the first airline agrees to convey the mails over the first part of the route and considers that there is sufficient time for the transhipment at the transit airport, it shall contact the representative of the second airline concerned.*
- iii Before agreeing to convey the mails over the second part of the route, the second airline shall make sure that, under normal conditions, there is nothing to prevent them from being reforwarded by the flight requested (available capacity, commercial rights, etc).*
- iv Having obtained the agreement of the second airline, the first airline shall inform the dispatching adm, which shall advise the intermediate adm of the agreed transhipment before dispatching the mails in question.*
- v The dispatching adm may arrange with the first airline for the mails to be reforwarded by a specified later flight if, for any reason, the originally scheduled transhipment cannot take place.*
- vi If the dispatching adm has not given the instructions referred to in paragraph v above, the first airline shall immediately hand the mails over to the postal services at the transhipment airport, unless it can arrange for them to be reforwarded within 24 hours of their arrival at that airport. (The mails must be handed over to the postal services as soon as the airline has established that it is impossible to have them reforwarded within that time limit.)*
- vii The dispatching adm shall reach agreement with the first airline on the number of copies of the CN 38 delivery bill to be supplied to it if the number required for the transhipment exceeds that provided for by the Det Regs of the UPU Conv, and also on the provision of an additional copy of the CN 45 envelope.*
- viii Following an alteration in the airline timetables, the dispatching adm shall review, in consultation with the first airline, the arrangements made for the transhipment and, where appropriate, advise the intermediate adm of any changes made.*

CN 42

Posts

Transbordement direct

Direct Transfer

Article RE 821 (Letter Post Regulations)

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

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

2 *This shall not apply when:*

2.1 *the administration dispatching the mails has provided for reforwarding on a later flight;*

2.2 *in the absence of the arrangements referred to under 2.1, the airline responsible for handing over the mails can arrange for them to be reforwarded within 24 hours of their arrival at the transshipment airport.*

3 *In the case referred to under 1, the office which did the reforwarding shall inform the office of origin of each mail by CN 43 verification note, indicating in particular on the verification note the air service from which the mail was taken and the services used (air or surface) for onward transmission to its destination.*

■ *Commentary*

821.3 *For the model of the CN 43 form, see article RE 827 of the Letter Post Regulations.*

Article RE 829 (Letter Post Regulations)

Steps to be taken in the event of an accident

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

2 *The administration of the country in which the accident occurred shall inform all administrations of previous ports of call or stations, by telecommunications, of the fate of the mail. These administrations in turn shall advise by the same means all other administrations concerned.*

3 *Administrations which had mail on the transport facility involved in the accident shall send a copy of the CN 37, CN 38 or CN 41 delivery bills to the administration of the country where the accident occurred.*

4 *The qualified office shall then notify the offices of destination of the mails involved in the accident by CN 43 verification note giving details of the circumstances*

of the accident and the results of the check of the mails. One copy of each verification note shall be sent to the offices of origin of the relative mails and another to the administration of the country to which the transport company belongs. These documents shall be sent by the quickest route (air or surface).

Article RE 830 (Letter Post Regulations)

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

1 *When an aircraft interrupts its flight for a length of time likely to delay the mails or when, for any reason whatsoever, the mails are unloaded at an airport other than that given on the CN 38 delivery bills, the airline shall hand over such mails immediately to the officials of the administration of the country where the stop has been made. The latter shall reforward them by the quickest route (air or surface).*

2 *The administration which receives missent airmail dispatches or bags owing to a labelling error shall attach a new label to the dispatch or bag, with an indication of the office of origin, and reforward it to its correct destination.*

3 *In every case the office which did the reforwarding shall inform the office of origin of each dispatch or bag by CN 43 verification note, indicating in particular on the verification note the air service from which the mail was taken, the services used (air or surface) for onward transmission to its destination and the cause of missending, such as transportation or labelling error.*

Article RE 831 (Letter Post Regulations)

Steps to be taken in the event of an interrupted flight, or of diversion or missending of surface airlifted (S.A.L.) mails

1 *When mails included in a surface dispatch sent by air (S.A.L.) are on a flight that is interrupted or are unloaded at an airport other than the one indicated on the CN 41 delivery bill, the procedure shall be as follows.*

1.1 *Officials of the administration of the country where the mails are in transit shall take charge of them and reforward them by surface if conditions are such that the mails can be sent promptly to the country of destination. The administration of origin shall be informed by telecommunications.*

1.2 *If rapid delivery by surface to the country of destination cannot be ensured, the administration of the transit country shall get in touch, by telecommunications, with the administration of origin of the mails to determine how the latter are to be reforwarded to their destination and how compensation for reforwarding is to be calculated and settled.*

1.3 *The administration of the country of transit shall make out a new delivery bill (CN 37, CN 38 or CN 41, as required) and redirect the mails as instructed by the administration of origin.*

Article RE 608**Preparation of trial notes**

1 To determine the most favourable route for the dispatch of parcels, the dispatching office of exchange may send to the office of exchange of destination a trial note in the form of the specimen CN 44 referred to in the Letter Post Regulations. This note shall be attached to the parcel bill on which its presence shall be indicated. If the CN 44 form is missing when the mail arrives, the office of destination shall make out a duplicate. The trial note, duly completed by the office of destination, shall be returned by the quickest route to the address indicated or, in the absence of such an indication, to the office which prepared it.

■ Commentary

608.1 The CN 44 trial note mentioned in art RE 822 of the Letter Post Regulations is reproduced hereunder.

Dispatching administration

TRIAL NOTE

CN 44

Date

Determination of the most favourable route

- ☐ for a letter-post or parcel mail
☐ for items sent à découvert

Administration of destination	To be returned to

Notes

To be returned duly completed by the quickest route (air or surface)

To be filled in by the dispatching office

Mail	<input type="checkbox"/> Letter post – Priority/Air	<input type="checkbox"/> Letter post – S.A.L.	<input type="checkbox"/> Letter post – Non-priority/Surface
	<input type="checkbox"/> Air parcels	<input type="checkbox"/> S.A.L. parcels	<input type="checkbox"/> Surface parcels
	No _____ Dispatching office _____		
	Date of dispatch _____ Office of destination _____		
Method of conveyance	<input type="checkbox"/> By air	Flight No _____	
	<input type="checkbox"/> By train	No _____	
	<input type="checkbox"/> By ship	Name of ship _____	
	<input type="checkbox"/> By _____		

Signature

To be filled in by the office of destination

Arrival	Office which received the mail _____	
	Date of arrival _____	Time _____
Method of arrival	<input type="checkbox"/> By air	Flight No _____
	<input type="checkbox"/> By train	No _____
	<input type="checkbox"/> By ship	Name of ship _____
	<input type="checkbox"/> By _____	
Other information		

Signature

Article RE 609

Transfer of mails

1 In the absence of special agreement between administrations concerned, the transfer of surface parcel mails shall be carried out by means of a CN 37 delivery bill referred to in the Letter Post Regulations.

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

3 The mails shall be handed over in good condition. However, a mail may not be refused because of damage or theft.

4 Air parcel mails to be handed over at the airport shall be accompanied by CN 38 forms on the conditions laid down in the Letter Post Regulations.

5 Surface parcel mails to be handed over at the airport shall be accompanied by CN 41 delivery bills on the conditions laid down in the Letter Post Regulations.

6 The weight of bags or other receptacles containing insured air parcels shall be shown separately on the CN 38 delivery bill. The letter V shall also be written in the “Observations” column opposite this entry.

■ Commentary

609.1, 4 and 5 The provisions of the Letter Post Regulations as well as forms CN 37, CN 38, CN 41 and CN 45 are reproduced hereunder.

Article RE 823 (Letter Post Regulations)

Transfer of mails

1 *Priority mails and surface mails*

1.1 *In the absence of special agreement between the administrations concerned, the transfer of mails between two corresponding offices shall be carried out by means of a CN 37 delivery bill. Two copies of the bill shall be prepared. The first shall be for the receiving office and the second for the dispatching office. The receiving office shall acknowledge receipt on the second copy and return it immediately by the quickest route (air or surface).*

1.2 *The CN 37 delivery bill may be prepared in triplicate when the transfer of mails between two corresponding offices is made through a transport service. In that case, the first copy shall be for the receiving office and shall accompany the mail. The second shall receive the acknowledgement of receipt by the transport service and shall be given to the dispatching office. The third shall be retained by the transport service after being signed by the receiving office.*

1.3 *The CN 37 delivery bill may also be prepared in triplicate when the transmission of mails is effected by a means of transport without accompanying staff. The first two copies shall be sent with the mail and the third retained by the dispatching office. The first copy shall be for the receiving office and*

- the second shall be returned by the quickest route, duly signed by the latter, to the dispatching office.*
- 1.4 *Because of their internal organization, certain administrations may request that separate CN 37 bills be made out for letter-post mails on the one hand, and for parcels on the other.*
- 1.5 *When the transfer of mails between two corresponding offices involves a sea service, the dispatching office of exchange may prepare a fourth copy of the CN 37 delivery bill, which the receiving office of exchange shall return after certifying it. In this case the third and fourth copies shall accompany the mail. One copy of the CN 37 bill must be sent beforehand by air or by electronic mail or any other appropriate means of telecommunication, either to the receiving office of exchange or the port of offloading or to its central administration.*
- 2 *Airmails and surface airlifted (S.A.L.) mails*
- 2.1 *Mails to be handed over at the airport shall be accompanied by five copies of a CN 38 delivery bill, for each stop in the case of airmails or a CN 41, in the case of surface airlifted (S.A.L.) mails.*
- 2.2 *One copy of the CN 38 or CN 41 bill, signed as a receipt for the mails by the airline or the authority responsible for the ground services, shall be retained by the dispatching office.*
- 2.3 *Two copies of the CN 38 or CN 41 bill shall be retained at the airport of loading by the airline carrying the mails.*
- 2.4 *Two copies of the CN 38 or CN 41 bill shall be inserted in a CN 45 envelope. These shall be conveyed in the aircraft's flight portfolio or other special pouch in which the flight documents are kept. Upon arrival at the airport of offloading of the mails, the first copy, duly signed as a receipt for the mails, shall be kept by the airline which has carried the mails. The second copy shall accompany the mails to the post office to which the CN 38 or CN 41 bill is addressed.*
- 2.5 *CN 38 or CN 41 bills which have been transmitted electronically by the air carrier may be accepted at the receiving exchange office if the two copies identified under 2.4 are not immediately available. In this case, two copies of the CN 38 or CN 41 bill must be signed by the air carrier representative at the destination airport prior to submission to the receiving administration. One copy shall be signed by the receiving administration as a receipt for the mails and shall be kept by the air carrier. The second copy shall accompany the mails to the post office to which the CN 38 or CN 41 bill is addressed.*
- 2.6 *Administrations may agree among themselves to make systematic use of electronic mail or any other appropriate means of telecommunication for transmitting CN 38 or CN 41 bills between the office preparing the document and the office receiving it.*
- 2.7 *When mails are sent by surface to an intermediate administration for reforwarding by air, they shall be accompanied by a CN 38 or CN 41 bill for the intermediate office. A CN 38 or CN 41 bill shall also be prepared for the country of destination in respect of airmails reforwarded by surface.*

3 *The mails shall be handed over in good condition. However, a mail may not be refused because of damage or theft.*

4 *If CN 37, CN 38 and CN 41 delivery bills are produced by electronic means and transmitted online to a transport service or a cooperating agent without the direct participation of the postal administration's staff and printed out there, the administrations or companies involved in the transport operations may agree that a signature shall not be required on the delivery bills.*

5 *The provisions under 1 to 4 shall also apply to bulk mails.*

■ **Commentary**

823.2.1 *"Each stop" is to be read as meaning each stop where mail is unloaded and not each "stop of the route".*

CN 45

Date stamp

TRANSMISSION ENVELOPE
FOR CN 38, CN 41 AND CN 47 BILLS

Airport of offloading

Airline

Flight No

Date of departure

Time

Letter Post, Beijing 1999, art RE 823.2.4 – Size 229 x 162 mm, colour light blue

Article RE 824 (Letter Post Regulations)

Preparation and checking of CN 37, CN 38 or CN 41 delivery bills

1 *The delivery bills shall be completed, in accordance with their layout, on the basis of the particulars appearing on the bag labels or with the address. The total number and total weight of the bags and items in each mail shall be entered in bulk by category. Administrations of origin may elect to enter each bag individually should they wish to do so. The number and weight of bags bearing red labels shall be shown separately; they shall be indicated by an “R” in the “Observations” column of the delivery bill. If the weights entered include those of mail exempted from transit charges and terminal dues, the “Observations” column shall also be used to enter, by category, the weight to be deducted.*

2 *The presence of priority surface mails shall be indicated by the entry “PRIOR” in the “Observations” column of the CN 37 bill.*

3 *The following shall also be entered on the CN 38 delivery bill:*

3.1 *mails included in a sac collecteur entered individually with an indication that they are so included;*

3.2 *mails in CN 28 envelopes.*

4 *Any intermediate office or office of destination which notices errors in the entries on the CN 38 or CN 41 delivery bill shall immediately correct them. It shall report them by CN 43 verification note to the last dispatching office of exchange and to the office of exchange which made up the mail. Administrations may agree to make systematic use of electronic mail or any other appropriate means of telecommunication for reporting irregularities.*

5 *When the mails forwarded are inserted in containers sealed by the postal service, the serial number and the number of the seal of each container shall be entered in the column of the CN 37, CN 38 or CN 41 bill reserved for that purpose.*

■ *Commentary*

824.1 If the receiving adm finds that more than 10 percent of the mails from a particular origin do not reflect the information recorded on the CN 38 delivery bills, or are not accompanied by CN 38 bills, it may require the dispatching adm to list each bag and corresponding weight individually on all future CN 38 bills.

Article RE 825 (Letter Post Regulations)

Missing CN 37, CN 38 or CN 41 delivery bill

1 *In the absence of the CN 37 bill, the receiving office shall prepare one in triplicate in accordance with the load received. Two copies accompanied by a CN 43 verification note shall be sent to the dispatching office, which shall return one copy after examination and signature.*

2 *When a mail reaches the airport of destination – or an intermediary airport responsible for forwarding it with another carrier – without a CN 38 or CN 41 bill, the administration under whose jurisdiction the airport comes shall automatically*

prepare one. The latter shall be duly countersigned by the carrier from whom the mail is received. This fact shall be reported by CN 43 verification note, together with two copies of the CN 38 thus prepared, to the office responsible for loading the mail. The latter office shall be requested to return one copy duly authenticated.

3 If the original CN 38 or CN 41 bill is missing, the administration receiving the mail shall accept the CN 46 substitute bill prepared by the airline. This fact shall be reported to the office of origin by means of a CN 43 verification note, accompanied by two copies of the CN 46 substitute bill.

4 Administrations may agree to make systematic use of electronic mail or any other appropriate means of telecommunication for settling cases where the CN 38 or CN 41 bill is missing.

5 The exchange office at the airport of destination – or an intermediary airport responsible for forwarding the mail with another carrier – may accept, without preparation of a CN 43 verification note, a CN 38 or CN 41 bill provided by the original carrier which has been electronically transmitted from its office at the airport of dispatch and signed by its representative at the airport where the mail is unloaded.

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

Postal administration of origin

DELIVERY BILL Surface mails

CN 37

Office of exchange of origin of the bill

Date

Serial No

Office of destination of the bill

☐ By train
☐ By ship

<input type="checkbox"/> Priority <input type="checkbox"/> Non-priority		Date of departure	Time
Train No		Route	
Name of ship		Port of disembarkation	Company
If a container is used		No of container	No of seal

Entry

Mail No	Office of origin	Office of destination	Number of			Gross weight of receptacles, etc			Observations
			letter-post receptacles ¹	CP receptacles and loose parcels ¹	sacks of empty bags ²	Letter post	CP	Empty receptacles	
1	2	3	4	5	6	7	8	9	10
						kg ³	kg ³	kg ³	
Totals									

¹ The number of M bags and/or loose parcels must be reported in the "Observations" column
² Including other empty returned receptacles
³ Kg to one decimal

Dispatching office of exchange Signature	The official of the carrier Date and signature	Office of exchange of destination Date and signature
---	---	---

Postal administration of origin

Office of origin of the bill

Office of destination of the bill

DELIVERY BILL

Airmails

Date

CN 38

Serial No

☐ Priority

☐ By airmail

Flight No		Date of departure		Time	
Airport of direct transshipment		Airport of offloading			
If a container is used					
No of container	No of seal	No of container	No of seal	No of container	No of seal
No of container	No of seal	No of container	No of seal	No of container	No of seal

Entry

Mail No	Office of origin	Office of destination	Number of			Gross weight of receptacles, etc			Observations (including the number of M bags and /or loose parcels)
			letter-post receptacles	CP receptacles and loose parcels	EMS receptacles	Letter post	CP	EMS	
1	2	3	4	5	6	7	8	9	10
						kg ¹	kg ¹	kg ¹	
Totals									

Dispatching office of exchange
Signature

The official of the carrier or airport
Date and signature

Office of exchange of destination
Date and signature

Postal administration of origin

DELIVERY BILL
Surface airlifted (S.A.L.) mails

CN 41

Office of origin of the bill

Date

Serial No

Office of destination of the bill

Flight No		Date of departure		Time	
Airport of direct transshipment		Airport of offloading			
If a container is used					
No of container	No of seal		No of container	No of seal	
No of container	No of seal		No of container	No of seal	

Entry

Mail No	Office of origin	Office of destination	Number of		Gross weight of receptacles		Observations (including the number of M bags and/or loose parcels)
			letter-post receptacles	CP receptacles and loose parcels	Letter post	CP	
1	2	3	4	5	6	7	8
					kg ¹	kg ¹	
Totals							

¹ kg to one decimal

Dispatching office of exchange
Signature

The official of the carrier or airport
Signature

Office of exchange of destination
Date and signature

Article RE 610

Check of mails

1 Every office of exchange receiving a mail shall immediately check the receptacles and their fastening. It shall also check the origin and destination of the bags making up the mail and entered on the delivery bill, and then the parcels and the various documents which accompany them. These checks shall be made in the presence of the other interested parties whenever this is possible.

2 The office of destination shall keep a close check on whether the mails arrive in the sequence in which they were dispatched, particularly in the case of mails containing insured parcels.

3 When the receptacles are opened, the constituent parts of the fastening (string, lead seal, label) shall be kept together; to achieve this the string shall be cut in one place only.

4 Any irregularities discovered shall be reported without delay by a CP 78 verification note. When the office of exchange of destination has not sent off a CP 78 note by the first available post, it shall be considered, until the contrary is proved, as having received all the bags and parcels in good condition.

5 When the findings of an office of exchange are such as may involve the liability of a transport undertaking, they must where possible be countersigned by the representative of that undertaking. This signature may be made either on the CP 78 verification note, a copy of which shall be handed to the undertaking, or, as the case may be, on the CN 37, CN 41 or CN 38 delivery bill accompanying the mail.

6 The discovery, at the time of the check, of any irregularities whatsoever may in no case be the cause of the return of a parcel to sender except as provided for in article RE 302.3 and 4.

■ Commentary

610.2 This check makes it possible to ascertain without delay whether any mails are missing.

Article RE 611

Discovery of irregularities and processing of verification notes

1 When an intermediate office receives a mail in bad condition, it shall check the contents if it thinks that they have not remained intact and put it in new packing just as it is. It shall copy the particulars from the original label on to a new one and apply to the latter an impression of its date-stamp, preceded by the endorsement “Remballé à ...” (Repacked at ...). The fact shall be reported by means of a CP 78 verification note, to be prepared in four or five copies, as appropriate. One copy shall be retained by the office which prepared it, and the others shall be sent to:

- 1.1 the office of exchange from which the mail was received (two copies);
- 1.2 the dispatching office of exchange (if this is not the office referred to above); and
- 1.3 the office of destination (inserted in the repacked mail).

2 In the event of the absence of a mail or one or more of the bags comprising it, or of any other irregularity the fact shall be notified as described in 1. However, intermediate offices of exchange shall not be bound to check the documents accompanying the parcel bill.

3 If the office of exchange of destination discovers errors or omissions in the parcel bill it shall immediately make the necessary corrections. It shall take care to cross out the incorrect entries in such a way as to leave the original entries legible. These corrections shall be made in the presence of two officials; unless there is an obvious error, the corrections shall be accepted in preference to the original statement. The office of exchange shall also carry out the routine checks when the receptacle or its fastening gives grounds for presuming that the contents have not remained intact or that some other irregularity has occurred. The irregularities which have been established shall be notified without delay to the dispatching office of exchange by a CP 78 verification note, to be prepared in three or four copies as appropriate. One copy shall be retained by the office of exchange which prepared it and the others shall be sent to:

- 3.1 the dispatching office of exchange (two copies); and
- 3.2 the intermediate office of exchange from which the mail was received (if the mail was not received direct).

4 The absence of a mail or of one or more of the bags comprising it, or of the parcel bill, shall be notified as described in 3. If the parcel bill is missing, the office of exchange of destination shall prepare a replacement parcel bill.

5 The absence of a surface parcel mail or air parcel mail shall be notified at the latest on receipt of the first mail following the missing mail. Similarly, the absence of one or more bags or parcels sent unenclosed in a surface parcel mail or air parcel mail shall be notified at the latest on receipt of the first mail following the said mail.

6 The office of exchange of destination shall have the right not to make corrections and not to make out a CP 78 verification note if the errors or omissions in respect of the rates due do not exceed 10 SDR per parcel bill.

7 Verification notes shall be sent preferably by telefax or by any other electronic means of communication or, if sent by mail, by the quickest route in a special envelope as specified in the Letter Post Regulations. Irregularities concerning insured parcels which involve the liability of administrations shall always be notified immediately by electronic means, if available.

8 The offices to which the CP 78 verification notes are sent shall return them as promptly as possible after having examined them and indicated thereon their

observations, if any; they shall retain one copy. The returned verification notes shall be attached to the parcel bills to which they relate. Corrections made to a parcel bill which are unsupported by documentary evidence shall not be considered valid. However, if these verification notes are not returned to the office of exchange which issued them within a period of one month from the date of their dispatch they shall be considered, until the contrary is proved, as duly accepted.

■ **Commentary**

611.3 Contrary to what is expressly admitted for other forms, adms of destination do not have the option of asking for CP 78 verification notes to be sent to an office of their choice.

611.3.2 This office must be informed immediately, considering the liability it has to assume.

611.5 This provision is to expedite dispatch of the CP 78 verification note in the case of air parcel mails.

611.6 This optional provision does not prevent an adm from rectifying, in special cases, systematic errors arising, eg from the incorrect application of the principles underlying the calculation of the amounts to be credited.

611.7 The provision of the Letter Post Regulations is given hereunder.

Article RE 827 (Letter Post Regulations)
Verification notes

...

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

...

Article RE 612
Discrepancies of weight or size of parcels

1 Unless there is an obvious error, the view of the office of origin shall prevail as regards the establishment of the weight or size.

2 Discrepancies in weight less than 1 kilogramme relating to ordinary parcels may not be made the subject of verification notes or the cause of the parcels being returned.

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

■ **Commentary**

612.2 Parcels cannot be stopped in the course of transmission – and still less returned to the service which forwarded them – on the grounds that their weight differs from that stated on the dispatch notes and on the parcels themselves.

Article RE 613

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

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

2 If the condition of the parcel is such that the contents could have been removed or damaged, this fact shall be reported to the dispatching office of exchange by means of a sufficiently explicit note on the CP 78 verification note. The parcel shall also be automatically opened and its contents checked. The results of this check shall be given in a CN 24 report. This shall be prepared in duplicate, one copy shall be retained by the office of exchange which prepared it and the other attached to the parcel.

3 The procedure described in 2 shall also apply if the parcel shows a discrepancy in weight such as to suggest the removal of the whole or part of the contents.

Article RE 614

Notification of irregularities for which administrations may be liable

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

1.1 It shall indicate in as much detail as possible on the CP 78 verification note or in the CN 24 report the condition in which it found the outer packing of the mail. Unless this is impossible for a stated reason, the receptacle, the string, the lead or other seal and the label shall be kept intact for a period of six weeks from the date of verification. They shall be sent to the administration of origin if it so requests.

1.2 It shall send a duplicate of the verification note to the last intermediate office of exchange, if any, at the same time as to the dispatching office of exchange.

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

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

■ **Commentary**

614.3 Offices of exchange in direct contact are those operating on the same premises.

Article RE 615

Check of mails of parcels forwarded in bulk

1 Articles RE 610 to RE 614 shall be applicable only to rifled and damaged parcels as well as to parcels entered individually on the parcel bills. The other parcels shall be simply checked in bulk.

2 The administration of origin may agree with the administration of destination to limit to certain categories of parcels the detailed check and the preparation of the CP 78 verification notes and CN 24 reports. The same may be agreed with the intermediate administrations.

3 If the number of parcels found in the mail differs from the number given on the parcel bill, the verification note shall correct only the total number of parcels.

4 If the gross weight of the mail given on the parcel bill does not correspond to the gross weight found, the verification note shall correct only the gross weight of the mail.

Article RE 616

Reforwarding of a parcel arriving out of course

1 Any parcel arriving out of course shall be reforwarded to its proper destination by the quickest route (air or surface).

2 Any parcel reforwarded in application of this article shall be subject to the rates for forwarding to its proper destination and the charges and fees mentioned in article RE 303.4.3.

3 The reforwarding administration shall report the matter in a CP 78 verification note to the administration from which the parcel has been received.

4 It shall treat the parcel arriving out of course as if it had arrived in transit à découvert. If the rates which have been allocated to it are insufficient to cover the costs of reforwarding, it shall credit the true administration of destination and,

where appropriate, the intermediate administrations with the relative conveyance rates. It shall then credit itself, through a claim on the administration responsible for the office of exchange which missent the parcel, for the amount of the expense which it has incurred. This administration shall collect them from the sender if the error is ascribable to him. The claim and its cause shall be notified by means of a verification note.

5 As an alternative to the rates and expenses described in 4, receiving administrations may elect to charge the administration responsible for missending the parcel only the costs of reforwarding the parcel to the proper country of destination.

■ Commentary

616.4 The addressee of a parcel forwarded out of course should not bear any charges arising from the reforwarding of the parcel to its proper destination.

Article RE 617

Delivery procedure

1 Role of office of destination

1.1 The delivering administration shall obtain a signature of acceptance or some other form of evidence or receipt from the recipient when delivering or handing over an ordinary parcel.

Prot Article RE II

Delivery procedure

...

2 Notwithstanding article RE 617, the postal administration of Canada is authorized not to obtain a signature of acceptance or some other form of evidence of receipt from the recipient when delivering or handing over an ordinary parcel.

Article RE 618

Return of empty receptacles

1 In the absence of special agreement between the administrations concerned, bags shall be returned empty by the next post in a mail for the country to which they belong and if possible by the normal route followed on the outward journey. The number of bags returned by each mail shall be noted on the CP 86 or CP 87 parcel bill.

2 Administrations of origin may make up special mails for the return of empty bags. However, the make-up of special mails shall be compulsory when the administrations of transit or destination so request. For bags being returned by air,

the make-up of special mails shall be compulsory. The special mails shall be described on CN 47 bills. If special mails for empty bags being returned by surface are not made up, the number and the weight of sacks of empty bags shall be entered in the appropriate column of the CN 37 bill.

3 The return shall be carried out between offices of exchange appointed for the purpose. The administrations concerned may agree among themselves as to the procedure for the return. In long-distance services, they shall, as a general rule, appoint only one office responsible for receiving the empty bags returned to them.

4 The empty bags shall be rolled into suitable bundles. Where appropriate, the label blocks, labels of canvas, parchment or other stout material shall be placed inside the bags.

5 If there are not too many of them, empty bags being returned by surface may be placed in the bags containing postal parcels. In all other cases, including when empty bags are being returned by air, they shall be placed in separate bags labelled with the name of the offices of exchange. These bags may be sealed by agreement between the administrations concerned. The labels shall be endorsed “Sacs vides” (Empty bags).

6 If the check made by an administration establishes that bags belonging to it have not been returned to its service within a period longer than that required for their transmission (round trip), it shall be entitled to claim reimbursement of the value of the bags as provided for under 7. The administration in question may refuse this reimbursement only if it can prove the missing bags were returned.

7 Each administration shall fix, periodically and uniformly for each kind of bag used by its offices of exchange, a value in SDRs and communicate it to the administrations concerned through the International Bureau. In case of reimbursement, the cost of replacing the bags shall be considered.

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

9 Mails of empty bags shall be treated like letter-post mails which do not give rise to the payment of terminal dues but are subject to the payment of transit charges.

10 A dispatching administration may indicate whether or not it would like to have the receptacles used for a particular dispatch returned. This indication shall be made on the parcel bill used for the dispatch.

■ Commentary

618 In resolution C 71/Washington 1989, Congress urged all adms to return empty mail bags, both efficiently and promptly, to the countries to which they belong.

It also recommended:

- a those administrations which have problems caused by the non-return of mailbags to consider setting up simple but cost-effective recording systems in order to ascertain:

- the proportion of bags which are not returned;
- whether that proportion can be considered as an acceptable loss;
- which administrations may be principally responsible for the failure to return bags;
- b those administrations which have such problems to make direct contact with the administrations concerned to seek the return of their bags or, failing that, applying the relevant provisions in order to obtain reimbursement;
- c all administrations to consider the use of schemes for bag-sharing, or the reciprocal use of mailbags, as well as the use of one-trip mailbags, in order to increase the availability of mailbags;
- d all administrations to consider the more extensive use of containers for conveying loose-loaded parcels, letters in letter trays or boxes and similar types of mail which do not require the use of mailbags.

The term “empty bags” is intended to mean receptacles of any kind used and owned by postal administrations for the carriage of mail.

618.1 Administrations should, through mutual agreement and whenever this does not generate operational difficulties, endeavour to return a maximum number of airmail and surface mailbags by surface.

618.2 *Empty bags returned by air*

The IATA–UPU Contact Committee agreed that the air conveyance standby rate payable for the return of empty bags would, at the most, be 30% of the applicable UPU Basic Airmail Conveyance Rate as stipulated in article RE 1109 of the Letter Post Regs. The practical method of application approved by the IATA–UPU Contact Committee is given below:

- i The owning administration shall have the right to choose the route and the carrier for the return of the bags. The owning administration can stipulate details such as the timing, frequency and office of return for its empty bags. In this regard, it should seek bilateral rate and operational agreements with a given carrier or carriers and inform sending administrations and carriers about these details. Financial settlements will, therefore, in principle be limited to bills raised by the participating carrier against the owning administration.
- ii Empty bags should in principle be returned to one office of exchange as stipulated in RE 618.3, and as communicated by each administration via the UPU Compendium of Information.
- iii It is desirable that airlines and administrations discuss and coordinate, to the maximum possible extent, arrangements for the return of empty bags.
- iv As the return of empty bags by air is now paid for by the owning administration, the airline should accept liability for any loss of the bags.
- v A new heading labelled “Administration owning empty receptacles” has been created on the CN 47 Delivery Bill for mails of empty bags. The returning (ie non-owning) administration will indicate the administration owning the bags, and participating airlines will bill the owning administration on this basis.
- vi Bags returned by air will always be sent in separate dispatches and accompanied by the CN 47 only. The airlines and administrations concerned should mutually agree upon any alternate procedure.
- vii Carriers will bill owning administrations for the carriage of empty bags by listing the dates, serial dispatch numbers and the administration of origin of the CN 47s to which each invoice refers so that owning administrations can account for their equipment.
- viii In cases where no prior bilateral agreement has been made and empty bags are handled and carried at a point of transit by a non-contracted airline as per instructions on the CN 47 issued by the sending administration, the non-contracted carrier will bill such carriage to the owning administration at the applicable carrier’s rate. This rate will, at the most, be 30% of the applicable UPU Basic Airmail Conveyance Rate as stipulated in article RE 1109 of the Letter Post Regs.
- ix In cases where a transit administration is involved, the transit administration will be entitled to claim, from the owning administration, charges for handling the empty bag dispatch. The administration of transit shall prepare the CN 55 and CN 56 statements from the particulars on the CN 47 delivery bill.

Art RE 609 of these Regs and art RE 823 of the Letter Post Regulations apply, *mutatis mutandis*, to the C 47 bill.

Empty bags returned by surface

The Beijing Congress decided that empty receptacles should no longer be exempted from transit charges, payment of which is the responsibility of the administration to which the empty receptacles belong (Conv art 52.1).

For billing for land and sea transit charges for dispatches of empty receptacles, adms should adopt the following procedure:

- return of empty receptacles by direct route between administration A and administration B (administration to which receptacles belong): transit charges should be billed by administration A to administration B, on the basis of the kilometric distance between A and B and of the transit rates set out in the scales contained in article RE 1002.1 of the Letter Post Regulations for the distance in question;
- return of empty receptacles from administration A to administration C (to which the receptacles belong) via administration of transit B:
 - transit charges for conveyance from A to B should be billed by administration A to administration C, on the basis of the kilometric distance between A and B and of the transit rates set out in the scales contained in article RE 1002.1 of the Letter Post Regulations for the distance in question;
 - transit charges for carriage from B to C should be billed by administration B to administration C, on the basis of the kilometric distance between B and C and of the transit rates set out in the scales contained in article RE 1002.1 of the Letter Post Regulations for the distance in question.

The provision of the Letter Post Regulations is given hereunder.

Article RE 1002 (Letter Post Regulations)

Transit charge scales

1 The transit charges shall be calculated in accordance with the scales set out in the following table:

<i>Distances traversed</i>				<i>Charge per kg gross</i>
<i>1</i>				<i>2</i>
<i>1.1 Distances traversed by land expressed in kilometres</i>				<i>SDR</i>
<i>Up to 50 km</i>				<i>0.15</i>
<i>Above</i>	<i>50</i>	<i>up to</i>	<i>100</i>	<i>0.17</i>
	<i>100</i>		<i>200</i>	<i>0.19</i>
	<i>200</i>		<i>300</i>	<i>0.22</i>
	<i>300</i>		<i>400</i>	<i>0.24</i>
	<i>400</i>		<i>500</i>	<i>0.26</i>
	<i>500</i>		<i>600</i>	<i>0.28</i>
	<i>600</i>		<i>700</i>	<i>0.30</i>
	<i>700</i>		<i>800</i>	<i>0.32</i>
	<i>800</i>		<i>900</i>	<i>0.34</i>
	<i>900</i>		<i>1 000</i>	<i>0.36</i>
	<i>1000</i>		<i>1 100</i>	<i>0.38</i>
	<i>1100</i>		<i>1 200</i>	<i>0.39</i>
	<i>1200</i>		<i>1 300</i>	<i>0.41</i>
	<i>1300</i>		<i>1 400</i>	<i>0.43</i>
	<i>1400</i>		<i>1 500</i>	<i>0.44</i>
	<i>1500</i>		<i>1 600</i>	<i>0.46</i>
	<i>1600</i>		<i>1 700</i>	<i>0.48</i>
	<i>1700</i>		<i>1 800</i>	<i>0.49</i>
	<i>1800</i>		<i>1 900</i>	<i>0.51</i>
	<i>1900</i>		<i>2 000</i>	<i>0.52</i>

<i>Distances traversed</i>				<i>Charge per kg gross 2</i>
1				
				SDR
Above	2000	up to	2 500	0.57
	2500		3 000	0.64
	3000		4 000	0.74
	4000		5 000	0.87
	5000		7 000	1.05
	7000		8 000	1.22
	8000		9 000	1.33
	9000		11 000	1.49

Distances traversed					Charge per kg gross 2
1					
1.2	Distances traversed by sea expressed in nautical miles				SDR
expressed in kilometres after conversion on the basis of 1 nautical mile = 1.852 km					
Up to 50 nm				Up to 93 km	0.15
Above	50	up to	100	Above 93 up to 185	0.16
	100		500		0.19
	500		750		0.21
	750		1 000		0.23
	1 000		1 500		0.25
	1 500		2 000		0.27
	2 000		2 500		0.29
	2 500		3 000		0.30
	3 000		3 500		0.32
	3 500		4 000		0.33
	4 000		4 500		0.34
	4 500		5 000		0.36
	5 000		5 500		0.37
	5 500		6 000		0.38
	6 000		6 500		0.39
	6 500		7 000		0.40
	7 000		8 000		0.42
	8 000		9 000		0.44
	9 000		10 000		0.45
	10 000		11 000		0.47
	11 000		15 000		0.51
	15 000		17 000		0.56

Article RE 1109 (Letter Post Regulations)

Payment of air conveyance dues for the transport of empty bags

1 Air conveyance dues for the transport of empty bags shall be payable by the administration owning the bags.

2 The maximum rate applicable in respect of the air conveyance of dispatches of empty bags shall correspond to 30% of the basic rate set in accordance with the provisions of article RE 1101.1.

■ *Commentary*

1109 See commentary at art RE 618.

Postal administration of origin

DELIVERY BILL Mails of empty receptacles

CN 47

Office of origin of the bill

Date

Serial No

Office of destination

Administration to which receptacles belong

☐ Priority
☐ Non-priority

☐ By airmail
☐ By S.A.L.
☐ By surface

		Date of departure		Time	
Type of receptacles returned		Flight No		Airport of direct transshipment	
				Airport of offloading	
<input type="checkbox"/> Priority/By air		Train No		Route	
<input type="checkbox"/> Non-priority/Surface		Name of ship		Port of disembarkation	
<input type="checkbox"/> Parcels				Company	
<input type="checkbox"/> EMS		If a container is used			
		No of container		No of seal	
		No of container		No of seal	

Entry

Mail No	Office of origin	Office of destination	Number of sacks of empty bags and other empty receptacles returned	Gross weight	Observations
1	2	3	4	5	6
				kg ¹	
Totals					

¹ kg to one decimal

Dispatching office of exchange
Signature

The official of the carrier or airport
Signature

Office of exchange of destination
Date and signature

Article 40 Cf: Letter Post Manual

Article 41 Cf: See Section F

Articles 42 to 54 Cf: Letter Post Manual

Article 55

Quality-of-service targets

1 Administrations of destination shall set a service target for the handling of air parcels addressed to their countries. The target, increased by the time normally required for customs clearance, shall be no less favourable than the target for comparable items in their domestic service.

2 Administrations of destination shall also, as far as possible, set a service target for the handling of surface parcels addressed to their countries.

3 Administrations of origin shall set service targets for air and surface parcels for abroad by reference to the targets set by the administrations of destination.

4 Administrations shall monitor actual performance against the service targets fixed by them.

Section H

Rates and air conveyance dues

Article 56

Inward land rate

1 Parcels exchanged between two postal administrations shall be subject to inward land rates for each country and each parcel calculated by combining the guideline rate per parcel and guideline rate per kilogramme laid down in the Regulations.

2 Bearing in mind the above guideline rates, administrations shall set their inward land rates to bring these into relation with the costs of their service.

3 The rates mentioned in 1 and 2 shall be payable by the administration of the country of origin, unless this Convention provides for exceptions to this principle.

4 The inward land rates shall be uniform for the whole of the territory of each country.

■ Commentary

56 In view of the competitive situation on the parcels market and of the need to avoid excessive prices, the 1999 Beijing Congress instructed the POC to consider ways of discouraging any possible excess in regard to inward land rates (resolution C 90).

56.1 The concept of the outward land rate has been abolished as the level of inward rates will in future be controlled by competition on the international parcels market.

To better reflect actual costs, the 1994 Seoul Congress adopted the “universal rate”, a combination of a rate per parcel to take account of fixed costs and a rate per kg to reflect variable costs, as a form of presentation of land and sea rates.

Prot Article RE V

Determination of average rates

1 The United States of America shall be authorized to establish average land and sea rates per kilogramme based on the weight distribution of parcels received from all administrations.

Prot Article XXVI

Exceptional inward land rates

1 Notwithstanding article 56, the postal administration of Afghanistan reserves the right to collect an additional exceptional inward land rate of 7.50 SDR per parcel.

Prot Article XXVII

Special tariffs

1 The postal administrations of Belgium, Norway and United States of America may collect higher land rates for air parcels than for surface parcels.

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

3 The postal administration of Panama (Rep) shall be authorized to collect 0.20 SDR per kilogramme for surface airlifted (S.A.L.) parcels in transit.

Article RE 701

Guideline inward land rates

1 The amounts of the guideline rates referred to in article 56.1 of the Convention are given below:

1.1 rate per parcel: 2.85 SDR;

1.2 rate per kilogramme of gross weight of the mail: 0.28 SDR.

■ Commentary

701.1.2 The term “per kilogramme of gross weight” includes fractions of a kg. Consequently, a parcel weighing 6.4 kg will give entitlement to an amount consisting of the rate per parcel plus the rate per kg multiplied by 6.4, the weight of the parcel being rounded to the nearest hectogramme.

The term “gross weight”, used in the context of the simplified preparation of parcel bills, was adopted by the 1964 Vienna Congress. It is normally interpreted as meaning “the total weight of the parcels and their receptacles (eg bags, trays)”. However, this interpretation is increasingly challenged because of the growing use of bigger airline and shipping company containers.

Article RE 702

Modifications of the inward land rates

1 Increases in the inward land rates according to article 56.1 and 2 of the Convention, may only come into force on 1 January. To be applicable, such modifications must be communicated at least four months prior to that date to the International Bureau. The International Bureau shall notify them to the administrations concerned at least three months before the date of their coming into force. If

these periods have not been observed, such modifications shall not come into force until 1 January of the following year.

2 Reductions in the inward land rates may come into force on 1 January, 1 April, 1 July or 1 October. They shall be notified to administrations by the International Bureau without delay.

■ **Commentary**

702.1 The deadline for notifying the IB of revised rates by 1 September preceding their entry into force and the 1 October deadline for their distribution was set in view of the time needed for the adms concerned to prepare and distribute their CP 81 and CP 82 tables.

Article RE 703

Application of new rates following unforeseeable changes in routeing

1 Reasons of force majeure or any other unforeseeable occurrence may oblige an administration to use, for the conveyance of its own parcels, a new dispatch route which causes additional sea or land conveyance costs. In such a case, it shall be required to inform immediately by telecommunications all the administrations whose parcel mails or à découvert parcels are sent in transit through its country. From the fifth day following dispatch of this information, the intermediate administration shall be authorized to charge the administration of origin the land and sea rates corresponding to the new route.

■ **Commentary**

703.1 The time limits laid down in art RE 702.1 do not apply in these cases.

Article RE 704

Weight of mails used for remuneration of administrations

1 For the purposes of remunerating administrations of destination or transit, the gross weight of the mails shall include the weight of receptacles (trays, mailbags, etc) but shall not include that of shipping or airline containers. Administrations of origin and destination may however agree bilaterally to use net weights, whatever the method of entry used for completing CP 86, CP 87, or CP 88 parcel bills.

Article 57

Transit land rate

1 Parcels exchanged between two administrations or between two offices of the same country by means of the land services of one or more other administrations shall be subject to the transit land rates, payable to the countries whose services take part in the routing on land, laid down in the Regulations, according to the distance step applicable.

2 For parcels in transit à découvert, intermediate administrations shall be authorized to claim the single rate per item laid down in the Regulations.

3 The rates mentioned in 1 and 2 shall be payable by the administration of the country of origin unless this Convention provides for exceptions to this principle.

4 The Postal Operations Council shall be authorized to revise and amend the transit land rates between Congresses. Any revision made, in accordance with a methodology that ensures equitable remuneration for administrations which conduct transit operations, must be based on reliable and representative economic and financial data. Any change decided upon shall enter into force at a date set by the Postal Operations Council.

5 No transit land rate shall be payable for:

5.1 the transfer of airmails between two airports serving the same town;

5.2 the transport of such mails between an airport serving a town and a warehouse situated in the same town and the return of the same mails for reforwarding.

■ Commentary

57.1 Adms, which, under art RE VI of the Fin Prot, benefit from an exceptional transit land rate, must submit revisions of this rate to the IB under the conditions set out in art RE 702.1.

For the term “kilogramme of gross weight” see article 701.1.2.

Wishing to avoid excessive increases that could detract from the competitiveness of postal parcels on the market, the 1994 Seoul Congress did not adjust the amount of the transit land rates which are, however, presented in the form of a rate per parcel and a rate per kg in line with the adoption of the “universal rate” principle (see art 56).

57.2 Single rate introduced by the 1994 Seoul Congress to harmonize the payment to be made for à découvert transit by air or surface.

57.4 Authority given to the POC by the 1994 Seoul Congress.

Article RE 705

Transit land rates

- 1 The rates applied to calculate the transit land rate in accordance with article 57.1 of the Convention are given below:
 - 1.1 0.200 thousandths of an SDR per kilogramme and per kilometre up to 1500 kilometres;
 - 1.2 0.140 thousandths of an SDR per kilogramme and per supplementary kilometre up to 5000 kilometres;
 - 1.3 0.100 thousandths of an SDR per kilogramme and per supplementary kilometre;
 - 1.4 the distance rate shall be calculated per 100-kilometre distance step, based on the mid-value in each step.
- 2 For parcels in transit à découvert, intermediate administrations shall be authorized to claim a single rate of 0.40 SDR per item.

Article RE 706

Application of transit land rates

- 1 Each of the countries taking part in conveyance shall be authorized to collect for each parcel the transit land rates applicable to the relevant distance step. If there is no land route, only the single rate mentioned in article RE 705.2 shall apply.
- 2 Reforwarding, where applicable after warehousing, by the postal services of an intermediate country of parcels in transit à découvert entering and leaving by the same port or airport (transit not involving a land route) shall be subject to the single rate per parcel mentioned in article RE 705.2, but not to transit land rates.
- 3 When a foreign transport service crosses the territory of a country without the participation of the latter's services in accordance with article 39.3 of the Convention, parcels thus conveyed shall not be subject to the transit land rate.

■ Commentary

706.1 The concept of weighted average distance, used to set transit land rates is collected by an intermediary adm, was replaced at the 1994 Seoul Congress by a reference to the route actually taken, a provision already used in the Letter Post Regulations.

Prot Article RE VI

Exceptional transit land rates

1 For the time being, the administrations listed in the table below shall be authorized to collect the exceptional transit land rates indicated therein, in addition to the transit rates mentioned in article RE 705.1.

No	Authorized administration	Amount of the exceptional transit land rate	
		Rate per parcel	Rate per kg of gross weight of the mail
1	2	3	4
		SDR	SDR
1	Afghanistan	0.48	0.45
2	Bahrain	0.85	0.55
3	Chile	0.21	
4	Egypt		0.40
5	France	1.00	0.20
6	Greece	1.16	0.29
7	Hongkong, China		0.12
8	India	0.40	0.51
9	Malaysia	0.39	0.05
10	Russian Federation	0.77	Twice the amount per kg shown in column 2 of the table in article 705.1 for the distance concerned
11	Singapore	0.39	0.05
12	Sudan	1.61	0.65
13	Syrian Arab Rep	0.65	
14	Thailand	0.58	0.14
15	United States of America		According to distance step:
			Up to 600 km 0.10
			Above 600 up to 1000 km 0.18
			Above 1000 up to 2000 km 0.25
			Above 2000 km for each additional 1000 km 0.10

2 The postal administration of Finland reserves the right to increase by 50% the transit land rates provided for in article RE 705.

Article 58

Sea rate

1 Each of the countries whose services participate in the sea conveyance of parcels shall be authorized to claim the sea rates mentioned in 2. These rates shall be payable by the administration of the country of origin, unless this Convention provides for exceptions to this principle.

2 For each sea conveyance used, the sea rate shall be laid down in the Parcel Post Regulations according to the distance step applicable.

3 Postal administrations may increase by 50% at most the sea rate calculated in accordance with article 58.2. On the other hand, they may reduce it as they wish.

4 The Postal Operations Council shall be authorized to revise and amend the sea rates between Congresses. Any revision made, in accordance with a methodology that ensures equitable remuneration for administrations which conduct transit operations, must be based on reliable and representative economic and financial data. Any change decided upon shall enter into force at a date set by the Postal Operations Council.

■ Commentary

58.2 In the case of two sea conveyances carried out successively by the same ship and interrupted by a land conveyance, only one sea transit charge is paid. Should sea conveyance have been made by two different ships, the transit charge is payable for each.

For the term “kilogramme of gross weight” see comm 701.1.2.

Wishing to avoid excessive increases that could detract from the competitiveness of postal parcels on the market, the 1994 Seoul Congress did not adjust the amount of the sea rates which are, however, presented in the form of a rate per parcel and a rate per kg in line with the adoption of the “universal rate” principle (see art 56).

58.3 Adms must submit revisions to their sea rate made under this art and, if applicable, art RE VII of the Fin Prot to the IB under the conditions set out in art RE 702.1.

58.4 Authority given to the POC by the 1994 Seoul Congress.

Article RE 707

Sea rate

1 The rates applied to calculate the sea rate in accordance with article 58.2 of the Convention are given below:

1.1 0.070 thousandths of an SDR per kilogramme and per nautical mile (1852 km) up to 1000 nautical miles;

1.2 0.040 thousandths of an SDR per kilogramme and per supplementary nautical mile up to 2000 nautical miles;

- 1.3 0.034 thousandths of an SDR per kilogramme and per supplementary nautical mile up to 4000 nautical miles;
- 1.4 0.022 thousandths of an SDR per kilogramme and per supplementary nautical mile up to 10 000 nautical miles;
- 1.5 0.015 thousandths of an SDR per kilogramme and per supplementary nautical mile;
- 1.6 the distance rate shall be calculated per 100-nautical-mile distance step, based on the mid-value in each step.

Prot Article RE VII

Sea rates

1 The following administrations reserve the right to increase by 50% at the most the sea rates provided for in article RE 707: Antigua and Barbuda, Argentina, Bahamas, Bahrain, Bangladesh, Barbados, Belgium, Belize, Brazil, Brunei Darussalam, Canada, Chile, Comoros, Congo (Rep), Cyprus, Djibouti, Dominica, Finland, France, Gabon, Gambia, Germany, United Kingdom of Great Britain and Northern Ireland, Overseas Dependent Territories of the United Kingdom, Greece, Grenada, Guyana, India, Italy, Jamaica, Japan, Kenya, Kiribati, Madagascar, Malaysia, Malta, Mauritius, Netherlands, Nigeria, Norway, Oman, Pakistan, Papua New Guinea, Portugal, Qatar, Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, Solomon Islands, Spain, Sweden, Tanzania (United Rep), Thailand, Trinidad and Tobago, Tuvalu, Uganda, United Arab Emirates, United States of America, Vanuatu, Yemen and Zambia.

Article RE 708

Application of sea rate

1 If necessary, the distance steps used to determine the amount of the sea rate applicable between two countries shall be calculated on the basis of a weighted average distance. This shall be determined in terms of the tonnage of the mails carried between the respective ports of the two countries.

2 Sea conveyance between two ports of the same country may not give rise to the collection of the sea rate when the administration of that country already receives, for the same parcels, payment in respect of land conveyance.

3 The sea rate for intermediate administrations or services shall be applicable to air parcels only where the parcel is conveyed by an intermediate sea service. For this purpose every sea service provided by the country of origin or destination shall be regarded as an intermediate service.

4 In the case of an increase, this shall also be applied to parcels originating in the country to which the services providing sea conveyance belong. Nevertheless, this obligation shall not apply either in the relations between a country and the territories for whose international relations it is responsible, or in the relations between these territories.

5 Article RE 702 shall apply in case of modification of the sea rate.

■ **Commentary**

708.4 The IB was consulted as to whether a country could charge sea rates for the conveyance of its parcels to another country at rates differing from those charged for the conveyance of parcels on the same route, but in the opposite direction. It reached the conclusion that adms were free to fix their sea rates within the possibilities afforded by art 58.3. Nowhere is it laid down that the rates governing sea conveyance between two countries must be the same in both directions.

Article RE 709

Allocation of rates

1 Allocation of rates to the administrations concerned shall be made, in principle, in respect of each parcel.

Prot Article RE VIII

Supplementary rates

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

1.1 “surface” parcels

1.1.1 the French transit land rate;

1.1.2 the French sea rate corresponding to the distance step between metropolitan France and each of the Departments, Territories and Communities in question;

1.2 air parcels

1.2.1 the French transit land rate for parcels in transit à découvert;

1.2.2 the air conveyance dues corresponding to the airmail distance between metropolitan France and each of the Departments, Territories and Communities in question.

2 The postal administrations of Egypt and Sudan shall be authorized to collect a supplementary rate of 1 SDR over and above the transit land rates laid down in article RE 705.1 for each parcel in transit via Lake Nasser between El Shallal (Egypt) and Wadi Halfa (Sudan).

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

3.1 “surface” parcels

3.1.1 the Danish transit land rate;

3.1.2 the Danish sea rate corresponding to the distance step between Denmark and the Farøe Islands or between Denmark and Greenland, respectively;

3.2 air parcels

3.2.1 the air conveyance dues corresponding to the airmail distance between Denmark and the Farøe Islands or between Denmark and Greenland, respectively.

4 The postal administration of Chile shall be authorized to collect a supplementary rate of 2.61 SDR per kilogramme at most for the conveyance of parcels to Easter Island.

5 Every parcel sent by surface or by air, in transit between metropolitan Portugal and the autonomous regions of Madeira and the Azores, shall give rise to the collection of the following supplementary rates:

5.1 “surface” parcels

5.1.1 the Portuguese transit land rate;

5.1.2 the Portuguese sea rate corresponding to the distance step between metropolitan Portugal and each of the autonomous regions in question;

5.2 air parcels

5.2.1 the Portuguese transit land rate;

5.2.2 the air conveyance dues corresponding to the airmail distance between metropolitan Portugal and each of the autonomous regions in question.

6 Every parcel addressed to the Åland Islands shall in addition to the inward land rate for Finland be subject to the following supplementary rates:

6.1 surface parcels

6.1.1 the single rate per parcel laid down for parcels à découvert in article RE 705;

6.1.2 the Finnish transit land rate;

6.1.3 the Finnish sea rate corresponding to the appropriate distance step to the Åland Islands from the office of exchange in Finland;

6.2 air parcels

6.2.1 the single rate per parcel laid down in article RE 705;

6.2.2 the air conveyance dues corresponding to the appropriate distance step to the Åland Islands from the Office of Exchange in Finland.

Article RE 710

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

1 In the case of exchange of closed mails, the administration of origin of the mail shall credit the administration of destination and each intermediate administration with its land and sea rates, including the exceptional rates authorized by the Convention or its Final Protocol thereto.

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

- 2.1 the administration of destination of the mail with the rates enumerated in 1 as well as rates due to the subsequent intermediate administrations and to the administration of destination of the parcel;
- 2.2 the administration of destination of the mail with the amounts in respect of air conveyance dues to which it is entitled for reforwarding air parcels;
- 2.3 the intermediate administrations preceding the administration of destination of the mail with the rates enumerated in 1.

3 Charges for handling closed transit mails shall be borne by the administration of origin of the mails. The rate applied shall be 0.195 SDR per kilogramme for airmails and S.A.L. mails, and 0.160 SDR per kilogramme for surface mails.

Article RE 711

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

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

2 In the case of exchange of direct mail the returning or redirecting administration shall recover from the administration to which the mail is addressed:

- 2.1 the rates due to it and to the intermediate administrations;
- 2.2 the charges and fees due to it and which it has incurred.

3 The administration returning or redirecting the parcel in a closed mail shall credit the intermediate administrations with the rates due to them.

4 In the case of transmission in transit à découvert, the intermediate administration, shall be debited by the administration which returns or redirects the parcel with the amounts mentioned in 2. It shall credit itself by debiting the administration to which it hands over the parcel, with the sum due to it and with that due to the returning or redirecting administration. This procedure shall be repeated, if need be, by each intermediate administration.

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

6 The allocation and the recovery of the rates, charges and fees in the case of the redirection of missent parcels shall be made in accordance with article RE 616.4.

7 Air conveyance dues for air parcel dispatches re-routed in the course of conveyance shall be settled in accordance with the Letter Post Regulations.

■ **Commentary**

711.7 The provisions of the Letter Post Regulations are given hereunder.

Article RE 1110 (Letter Post Regulations)

Air conveyance dues for diverted or missent mails or bags

1 *The administration of origin of a mail which has gone off its route in course of conveyance shall pay the conveyance dues for the mail relating to the sectors actually covered.*

2 *It shall settle the conveyance dues as far as the airport of offloading initially provided for on the CN 38 delivery bill when:*

2.1 *the actual forwarding route is not known;*

2.2 *the dues for the sectors actually covered have not yet been claimed; or*

2.3 *the diversion is attributable to the airline which effected the conveyance.*

3 *The supplementary dues relating to the sectors actually covered by the diverted mail shall be reimbursed as follows:*

3.1 *by the administration whose services have committed the error in the case of misrouteing;*

3.2 *by the administration which has collected the conveyance dues paid to the airline when the latter has offloaded in a place other than that shown on the CN 38 delivery bill.*

4 *The provisions set out under 1 to 3 shall be applicable by analogy when part only of a mail is offloaded at an airport other than that indicated on the CN 38 delivery bill.*

5 *The administration of origin of a mail or bag missent owing to a labelling error shall pay the conveyance dues relating to the whole distance flown in accordance with article 53.1.1 of the Convention.*

■ **Commentary**

1110.1 Under the agreement arrived at in the IATA–UPU Contact Comm and ratified by the 1964 Vienna Congress, the air companies bear the supplementary air transport costs occasioned by reforwarding to destination of mail offloaded at a place other than that shown on delivery bill CN 38 as a result of an error committed by the air service, or for any reason other than an error of the postal service.

The adm of origin of the diverted mails is in the normal way liable for the conveyance dues for the mail as far as the airport of offloading initially provided for on the CN 38 delivery bill (as well as those relating to the sectors actually covered by the diverted mail) and then recovers the supplementary dues from the adm whose services committed the misrouteing. The 1984 Hamburg Congress confined the application of this procedure to the special cases listed in RE 1110.2.

Article RE 712

Preparation of accounts

1 Each administration shall have its offices of exchange prepare immediately at the end of each month or quarter for all the items received from one and the same administration by dispatching office and per mail:

1.1 for surface parcels, a CP 93 statement;

1.2 for air parcels, a CP 94 statement.

2 In the event of alteration of CP 86, CP 88 or CP 87 parcel bills, the number and date of the CP 78 verification note prepared by the transferring office of exchange or the office of exchange to which the transfer is made shall be shown in the “Observations” column of the CP 93 or CP 94 statements.

3 The CP 93 and CP 94 statements shall be summarized in a CP 75 account.

4 Administrations that were net creditors in the preceding year would have the option of receiving payment on a monthly, quarterly, half-yearly or annual basis. The option exercised shall remain in force for a period of one calendar year starting from 1 January.

5 Administrations may use the direct billing system or the bilateral offsetting system.

6 Under the direct billing system, the CP 75 accounts would serve as bills for direct settlement. The CP 75 account, accompanied by the CP 93 and CP 94 statements, but without the parcel bills, shall be sent by the quickest route to the administration concerned for acceptance and payment on a monthly, quarterly, half-yearly or annual basis. This dispatch shall be made during the two months following the arrival of the last parcel bill of the period to which it related.

7 The debtor administration shall pay the amount billed within a period of two months. If the administration which has sent the account does not receive any notice of amendment within two months, the account shall be regarded as fully accepted. When any difference exceeding 9.80 SDR occurs, the CP 93 and CP 94 statements should be corrected and be attached with the amended CP 75 account as proof. Debtor administrations may refuse to check and to

accept CP 75 accounts which have not been submitted by the creditor administrations within six months of the period to which they refer.

8 Under the bilateral offsetting system, the creditor administration shall prepare both the CP 75 and the CN 52 accounts and submit both simultaneously and by the quickest route to the debtor administration on a monthly, quarterly, half-yearly or annual basis. Nevertheless, as soon as the CP 75 accounts between two administrations are accepted or regarded as fully accepted, they may be summarized in a CN 52 general account prepared at one of the above-mentioned frequencies.

9 The debtor administration shall accept or amend the CP 75 and CN 52 accounts and submit payment to the creditor administration within two months. If the administration which has sent the accounts does not receive any notice of amendment within two months, the accounts shall be regarded as fully accepted.

10 When any difference exceeding 9.80 SDR is noted by the debtor administration, the CP 93 and CP 94 statements shall be corrected and be attached with the amended CP 75 account as proof.

11 When the balance of a CP 75 or CN 52 account does not exceed 163.35 SDR, it shall be carried into the next CP 75 or CN 52 account when the administrations concerned participate in the clearing system of the International Bureau.

■ **Commentary**

712 In practice, accounts relating to air parcel mails are drawn up in the same manner as those concerning airmail corr.

The provisions of the Letter Post Regulations are given hereunder.

Article RE 1104 (Letter Post Regulations)

Preparation of CN 66 and CN 67 statements of weights

1 *Each creditor administration shall prepare a CN 66 statement, monthly or quarterly as preferred, on the basis of the airmail particulars entered on the CN 38 delivery bills. Mails carried over the same air sector shall be entered on the CN 66 statement by office of origin, then by country and office of destination, and in chronological order of the mails for each office of destination. When the copies of the CN 55 statement are used for the settlement of air conveyance dues inside the country of destination in accordance with article 53.3 of the Convention, CN 55 statements of weights prepared on the basis of CN 31 and CN 32 letter bills shall be used.*

...

4 *When the debtor administration so requests, separate CN 55, CN 66 and CN 67 statements shall be drawn up for each office of exchange which dispatches airmails or priority items and airmail items in transit à découvert.*

Article RE 1105 (Letter Post Regulations)

Preparation of CN 51 detailed accounts and CN 52 general accounts

1 *The creditor administration shall prepare, on a CN 51 form, detailed accounts showing the amounts due to it according to the CN 55, CN 66 and CN 67 statements of weight. Separate detailed accounts shall be prepared for closed airmails and for à découvert priority items and airmail items. In some CN 51 detailed accounts prepared for closed airmails, the weights and sums due according to the CN 66 statements of weight shall be entered separately for LC/AO, CP and EMS.*

2 *The amounts to be included in the CN 51 detailed accounts shall be calculated:*

2.1 *for closed mails, on the basis of the gross weights appearing on the CN 55 and CN 66 statements;*

2.2 *for à découvert priority items and airmail items, according to the net weights shown on the CN 67 statements, increased by 5%.*

3 *When the air conveyance dues within the country of destination are to be settled, the administration of that country shall send the CN 51 accounts relating thereto for acceptance together with the CN 55 and CN 56 statements.*

4 *CN 51 accounts shall be prepared by the creditor administration on a monthly, quarterly, half-yearly or annual basis, as agreed between the administrations concerned.*

5 *CN 51 detailed accounts may be summarized in a CN 52 general account, prepared quarterly by the creditor administrations which have adopted the offset system of settling accounts. This account may, however, be prepared half-yearly after agreement between the administrations concerned.*

Article RE 1106 (Letter Post Regulations)

Submission and acceptance of CN 55, CN 66 and CN 67 statements, CN 51 detailed accounts and CN 52 general accounts

1 *As soon as possible and at the latest within six months from the end of the period to which they refer, the creditor administration shall send the debtor administration CN 66 statements, the copies of CN 55 statements and CN 67 statements when payment for à découvert priority items and airmail items is made on the basis of the actual weight, and the relevant CN 51 detailed accounts, all together in duplicate. The debtor administration may refuse to accept accounts not forwarded to it within that period.*

2 *After verifying the CN 55, CN 66 and CN 67 statements and accepting the relative CN 51 detailed account, a copy of the CN 51 accounts shall be returned to the creditor administration only in the event of an amendment. In this case, it shall be duly amended and accompanied by the CN 55, CN 66 and CN 67 statements.*

If the creditor administration disputes the amendments made to these statements, the debtor administration shall confirm the actual data by sending photocopies of the CN 38 or CN 65 forms drawn up by the office of origin upon dispatch of the disputed mails. Any dispute regarding amendments must be raised within two months of receipt of the amended statements and accounts. A creditor administration which has received no notice of amendment within two months of the date of dispatch of the accounts shall regard the accounts as fully accepted.

3 *Administrations that were net creditors for air conveyance dues in the preceding year have the option of receiving payment on a monthly, quarterly, half-yearly or annual basis. The option chosen shall remain in force for one calendar year with effect from 1 January.*

4 *Administrations may use the direct system or the bilateral clearing system.*

...

6 *Under the direct billing system, the CN 51 accounts shall serve as a bill for direct settlement. The debtor administration shall make payment for the amount billed within the period of six weeks provided for in article RE 1306.10. It may refuse to check and accept any CN 51 account which has not been presented by the creditor administration within six months after the period to which it refers. Any difference exceeding 9.80 SDR which may be noted by the debtor administration shall be indicated on the CN 51, which shall be returned to the creditor administration with the CN 55, CN 66 and CN 67 statements attached. The difference noted shall be incorporated in the next CN 51 account submitted to the debtor administration or shall be disputed within two months of receipt of the account in which the difference appears. Failing this, the administration which drew attention to the difference shall regard it as fully accepted and shall have it appear as such in its next CN 51 account amended accordingly.*

7 *Under the bilateral offsetting system, the creditor administration shall prepare both the CN 51 and the CN 52 accounts and submit both simultaneously to the debtor administration on a monthly, quarterly, half-yearly or annual basis. The debtor administration shall accept or amend the CN 51 and CN 52 accounts and submit payment to the creditor administration within two months. If the CN 51 or CN 52 accounts have been amended, payment will be made on the basis of the amended amount. If the administration which has sent the accounts does not receive any notice of amendment within two months, the accounts shall be regarded as fully accepted.*

8 *Any amendments to CN 52 general accounts made by the debtor administration must be accompanied by the supporting CN 19 and CN 51 detailed accounts and CP 75 summarized accounts.*

9 *Whenever the statistics fall in October, annual payments for priority items and airmail items in transit à découvert may be made provisionally on the basis of statistics compiled during May of the previous year. The provisional payments shall*

then be adjusted in the following year when the accounts based on the October statistics are approved or regarded as fully accepted.

...

11 *If the balance of a CN 51 or CN 52 account does not exceed 163.35 SDR, it shall be carried over to the next CN 51 or CN 52 account, when the administrations concerned do not participate in the clearing system of the International Bureau.*

12 *CN 55, CN 66 and CN 67 statements and the corresponding CN 51 and CN 52 accounts shall always be sent by the quickest route (air or surface).*

13 *Settlements may be made in accordance with the provisions of articles RE 1302 and RE 1305.*

■ **Commentary**

1106 *Congress adopted recommendation C 71/Hamburg 1984 recommending adms to take certain measures listed below:*

- *the inclusion of an airmail account in a general account containing different debts must not result in delaying payment of the air conveyance dues owed to the airline concerned;*
- *adms wishing to settle airmail accounts by offsetting should include them in a CN 52 airmail general account;*
- *speeding up settlement of the recapitulative CN 51 accounts and of the CN 52 general accounts.*

Creditor administration

DETAILED ACCOUNT

CN 51

Airmail

Date

Debtor administration	Month	Quarter	Year
	<input type="checkbox"/> Closed airmails		
	<input type="checkbox"/> A découvert priority items/airmail items		
Method of settlement <input type="checkbox"/> Direct <input type="checkbox"/> Via POST*Clear			

Route Country of destination or groups of countries	Categories of items	Weight carried during the month						Total weight		Cost of conveyance per kg		Total conveyance dues payable	
1	2	3		4		5		6		7		8	
	Priority ¹	kg	g	kg	g	kg	g	kg	g	SDR		SDR	
	CP												
	Priority ¹												
	CP												
	Priority ¹												
	CP												
	Priority ¹												
	CP												
	Priority ¹												
	CP												
Increase of 5% on the total amount for transit à découvert													
Final total													—

¹ If applicable LC/AO

Creditor administration
Signature

Seen and accepted by the debtor administration
Place, date and signature

Parcels – Conv Art 58; RE 712, Forms

Administration preparing the account

GENERAL ACCOUNT

CN 52

Date

Corresponding administration	<input type="checkbox"/> Airmail	<input type="checkbox"/> Postal parcels
	Month	Year
	Quarter	Half-year
		Year
Method of settlement <input type="checkbox"/> Direct <input type="checkbox"/> Via POST*Clear		

Notes

To be filled in by typewriter or computer printer

Exchange	Period	Balance of CN 19/CN 51/CP 75 accounts in favour of the administration preparing the account		Observations
1	2	3	4	5
Received by the administration preparing the account		SDR	SDR	
Sent by the administration preparing the account				
Totals				
Less				
Credit balance				
Name of creditor administration				

Administration preparing the account
Signature

Seen and accepted by the administration receiving the account
Place, date and signature

Administration preparing account

SUMMARIZED ACCOUNT
Statements (CP 93 and CP 94 forms)

CP 75

Date

Our reference

Dispatching administration of parcels	Month		Year
	Quarter	Half-year	Year
Method of settlement <input type="checkbox"/> Direct <input type="checkbox"/> Via POST*Clear			

Notes

To be prepared in duplicate. To be filled in by typewriter or computer printer

Serial No	Office of exchange of destination	Amounts due according to each CP 93 and CP 94 statement		Observations
		to administration preparing account	to dispatching administration	
1	2	3	4	5
		SDR	SDR	
Totals				
Less				
Credit balance			—	—
Name of creditor administration				

Administration preparing account
Signature

Seen and accepted by the dispatching administration of the parcels
Place, date and signature

Office of exchange of destination of the mail	Month	Year
Dispatching administration	Quarter	Year
Dispatching office of exchange of the mail		

Notes

To be filled in by typewriter or computer printer

Credits due to the administration of destination from the CP 87 parcel bills					Credits due to the dispatching administration from the CP 87 parcel bills		Observations
Mail No	Total number of parcels	Gross weight	Col 6 of form CP 87	Col 8 of form CP 87	Col 7 of form CP 87	Col 9 of form CP 87	
		kg	SDR	SDR	SDR	SDR	
Total per column							
Rates							
Amount per column	SDR	SDR					
Grand total of credits due							

Office preparing the statement
Signature of the official in charge

Prot Article RE IX

Preparation of accounts

1 Notwithstanding article RE 712, accounts submitted to the postal administrations of Canada, the People's Republic of China and the United States of America shall not be considered accepted, nor shall payment be due, until two months after those accounts are received, unless the accounts are received within seven days of the date they are dispatched by the creditor administration.

2 Notwithstanding article RE 712, accounts submitted to the postal administration of Saudi Arabia shall be regarded as accepted if the creditor administration does not receive any notice of amendment within three months. Similarly, the postal administration of Saudi Arabia shall not be obliged to send its payments to the creditor administration in accordance with paragraph 7 within a period of two months but within a period of three months.

Article RE 713

Settlement of accounts

1 The balance of each CP 75 account prepared by the creditor administration shall be paid to it by the debtor administration in accordance with the provisions of the Letter Post Regulations.

2 In the case of bilateral offsetting and of billing based on the imbalance:
2.1 the preparation and dispatch of a general account may be carried out, without waiting for a possible amendment of the CP 75 account, as soon as an administration which has all the accounts relative to the period concerned finds that it is the creditor. The check of the CN 52 account by the debtor administration and payment of the balance shall be carried out within a period of two months after receipt of the general account; the debtor administration shall not be obliged to accept accounts which are not transmitted to it within six months of the end of the year to which they refer;

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

■ Commentary

713 Please refer to the Parcel Post Accounting Guide for details of service accounts.

713.1 The provisions of the Letter Post Regulations are given hereunder.

Article RE 1301 (Letter Post Regulations)
Settlement of accounts

1 *Settlements between postal administrations of international accounts arising from postal traffic may be regarded as current transactions and effected in accordance with the current international obligations of the member countries concerned, when there are agreements to this effect. In the absence of such agreements, accounts shall be settled in accordance with the following provisions.*

Article RE 1302 (Letter Post Regulations)
Preparation and settlement of accounts

1 *Except in the case of the CN 51 and CN 52 accounts, which shall be prepared according to article RE 1106, each administration shall draw up its accounts and refer them in duplicate to the others concerned. One accepted copy, if necessary amended or accompanied by a statement of discrepancies, shall be returned to the creditor administration. This account shall serve as a basis for the preparation, as necessary, of the final liquidation account between the two administrations.*

2 *In the total of each account made out in SDRs on CN 02, CN 03, CN 48, CN 51, CN 52, CN 57, CN 61, CN 61bis, CN 62, CN 63, CN 64 and CN 64bis forms, decimals shall be ignored in the total or the balance. Discrepancies in the accounts made out on the forms listed above shall not be taken into consideration unless they exceed a total of 9.80 SDR per account.*

3 *Postal administrations may settle their accounts either bilaterally, or through the multilateral clearing system of the International Bureau, or by any other system of settling accounts. Participation in the multilateral clearing system of the International Bureau shall be open only to postal administrations that have signed the membership agreement pertaining to the system.*

4 *The creditor administration shall choose the method of settling the accounts after consulting the debtor administration. If there is disagreement, the choice of the creditor administration shall prevail in all cases. In the case of settlement through the multilateral clearing system of the International Bureau both the creditor and debtor should be signatories to the relevant membership agreement and mutually agree to include the relevant account in the system.*

■ **Commentary**

1302.2 *In recommendation C 65/Tokyo 1969, Congress invited postal adms to adopt the following uniform presentation for entries in accounts:*

2 123 456.78 when there are decimals;
2 123 456 when there are no decimals.

Decimals may not be ignored in the total or balance in other accounting forms. By “accounts” within the meaning of art RE 1302.2 are to be understood only the forms expressly mentioned therein, which are used for the settlement of a sum due.

In recommendation C 82/Seoul 1994, Congress recommended administrations to avoid as far as possible filling out by hand accounting documents that are to be sent to other administrations and, to that end, to use typewriters or computer printers to ensure the legibility of these documents.

Article RE 1303 (Letter Post Regulations)

Settlement of accounts through the International Bureau

1 The settlement of accounts through the clearing system of the International Bureau shall be effected through the following provisions:

- 1.1 Participation in the clearing system of the International Bureau is open to postal administrations or their services that have signed the membership agreement obligating them to abide by the terms of a system charter.*
- 1.2 The International Bureau shall publish by means of a circular an updated list of participants at appropriate intervals.*
- 1.3 A creditor intending to settle an account through the International Bureau shall send a copy of the account concerned to the debtor with the indication “Proposé pour inclusion dans POST*Clear”. If the debtor has no modifications to propose, the account shall be sent to the International Bureau and to the creditor with the remark “Accepté pour inclusion dans POST*Clear”. In case the debtor has any modification to propose the account shall be sent back to the creditor, who shall, if the modification proposed is accepted, forward the account to the International Bureau. Accounts shall be forwarded to the International Bureau only when there is complete agreement by both debtor and creditor.*
- 1.4 Payment shall be made in accordance with conditions laid down in the system charter.*
- 1.5 In the case of non-compliance or faulty performance of obligations indicated in the system charter by a participant, the International Bureau shall take appropriate measures and inform all participants of the measures taken.*

Article RE 1304 (Letter Post Regulations)

Adjustment of outstanding debts arising from the settlement of accounts through the International Bureau clearing system

1 Debts payable as a result of settlement of accounts through the International Bureau clearing system by any administration which are overdue may be adjusted against credits due to the debtor concerned from any other administration. Before undertaking such a step, the International Bureau shall consult the creditor concerned and send a reminder to the debtor. If no payment is made within a period of one month from the date of this reminder, the International Bureau shall be authorized to make the necessary accounting adjustments after informing all the parties concerned.

Article RE 1305 (Letter Post Regulations)

Payment of debts expressed in SDRs. General provisions

1 *The rules for payment set out below shall apply to all debts expressed in SDRs and arising out of a postal transaction. The debts may result from general accounts or statements drawn up by the International Bureau or from liquidation accounts or statements not drawn up by the Bureau. The said rules shall also relate to the settlement of discrepancies, of interest or, where applicable, of payments on account.*

2 *Any administration may discharge its liabilities by payments on account, from which its debts shall be deducted when these have been established.*

3 *Provided the periods for payment are observed, any administration may settle postal debts expressed in SDRs by offsetting credits and debits in its relations with another administration. The offsetting may be extended by mutual agreement to debts arising from telecommunications services when both administrations operate postal and telecommunications services. Offsetting may not be effected with debts in respect of transactions contracted out to an organization or company under the control of a postal administration if that administration objects.*

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

Article RE 1306 (Letter Post Regulations)

Rules for payment of accounts not settled through the International Bureau

1 *Debts shall be paid in the currency selected by the creditor administration after consultation with the debtor administration. If there is disagreement, the choice of the creditor administration shall prevail in all cases. If the creditor administration does not specify a currency, the choice shall rest with the debtor administration.*

2 *The amount of the payment, as determined hereafter in the selected currency, shall be equivalent in value to the balance of the account expressed in SDRs.*

3 *Subject to the provisions set out under 4, the amount to be paid in the selected currency shall be determined by converting the SDR into currencies of payment in accordance with the following provisions:*

3.1 *In the case of currencies for which the SDR exchange rate is published by the International Monetary Fund (IMF), the exchange rate in force on the day prior to payment or the most recent rate published shall be used.*

3.2 *In the case of other currencies of payment, as a first stage, the amount in SDRs shall be converted into an intermediate currency for which the value is published daily by the IMF in terms of the SDR, using the most recent*

exchange rate published. As a second stage, the result thus obtained shall be converted into the currency of payment, applying the latest rate of exchange quoted on the exchange market of the debtor country.

3.3 *In the case of provisional payments provided for in article RE 1022, the procedures described in 3.1 and 3.2 above differ. Thus, in the case of currencies for which the SDR exchange rate is published by the IMF, the rate in force on 30 June of that year or on the next working day, if 30 June is a holiday, shall be used; in the case provided for in 3.2, the conversion into an intermediate currency shall be made at the last rate published in June of that year.*

4 *If, by mutual agreement, the creditor administration and the debtor administration have chosen the currency of a country which is not a member of the IMF and whose laws do not permit the application of the provisions set out under 3, the administrations concerned shall agree on the relationship between the SDR and the value of the selected currency.*

5 *For the purpose of determining the official or generally accepted foreign exchange market equivalent of a currency, the rate used shall be the closing rate for currency which can be used in the majority of merchandise trade transactions, or the most recent rate quoted.*

6 *The debtor administration shall transmit, on the date of payment, the amount of the selected currency by postal giro or bank transfer or, if these means are not available, by a bank cheque, draft or any other means, acceptable to both administrations. If the creditor administration expresses no preference, the choice shall fall to the debtor administration.*

7 *Creditor administrations shall publish, by means of a circular issued by the International Bureau, any changes to addresses to which cheques or wire transfers are to be sent.*

8 *The payment charges (fees, clearing charges, deposits, commission, etc) collected in the debtor country shall be borne by the debtor administration. The charges collected in the creditor country, including payment charges collected by banks in intermediate countries, shall be borne by the creditor administration. When the postal giro transfer system, with exemption from charges, is used, exemption shall also be granted by the office of exchange in the third country or countries acting as intermediary between the debtor administration and the creditor administration when there are no direct exchanges between these.*

9 *If, between the dispatch of the transfer order or the remittance by other means and its receipt by the creditor administration, a variation occurs in the equivalent value of the selected currency calculated as described under 3, 4 or 5, and if the difference resulting from such variation exceeds 5% of the amount due (as calculated following such variation), the total difference shall be shared equally between the two administrations.*

10 *Payment shall be made as quickly as possible and at the latest within six weeks from the date of acceptance or of notification of official acceptance for liquidation accounts and accounts indicating the amounts or balances to be settled. After that period the amounts due shall be chargeable with interest at the rate of 6% per annum reckoned from the day following the day of expiry of the said period. By payment is meant the dispatch of funds or of the instrument of payment (cheque, draft, etc) or the signing of the order for transfer or deposit by the organization responsible for the transfer in the debtor country.*

11 *When payment is made, the document of transfer, the cheque, draft, etc, shall be accompanied by particulars of the title, period, amount in SDRs, conversion rate used and applicable date of such rate for each amount included in the total sum remitted. If it is not possible for details to accompany the transfer or remittance, an explanatory letter shall be provided by electronic means or else by mail and by the fastest route (air or surface) on the day that the payment is made. The detailed explanation shall be in French or in a language understood in the administration to which payment is made.*

■ **Commentary**

1306.3.1 *The IMF calculates the daily rates of some 50 currencies in relation to the SDR and sends these rates each working day by telex to a number of central banks or finance ministries of IMF member countries, to the news agencies (AP, Reuters and Agence France-Presse) and to the specialist financial newspapers. In addition, these rates are published regularly in the periodical “IMF Survey” which appears twice a month except in December when it appears only once. The French version “Bulletin du FMI” and the Spanish version “Boletín del FMI” are published a week after the English version but the rates given are for the preceding fortnight. By subscribing to the English version and either the French or Spanish version, adms have each week the most recent conversion rates for the currencies most used in international transactions. Subscriptions, which are sent by air, are free for all adms without exception. Publisher’s address: International Monetary Fund, WASHINGTON DC 20431, UNITED STATES OF AMERICA.*

The most recent rate published is, in principle, the rate published in the latest IMF Survey out at the time payment is made, it being understood that adms will apply this provision with some flexibility.

1306.8 *For the sum received by the creditor adm to correspond exactly to the amount of funds transferred by the debtor adm, no deduction must be made by the adm of the third country which has agreed to act as intermediary in their reciprocal exchanges.*

Article 59

Air conveyance dues

1 The basic rate applicable to the settlement of accounts between administrations in respect of air conveyance shall be approved by the Postal Operations Council. It shall be calculated by the International Bureau according to the formula specified in the Letter Post Regulations.

2 The calculation of air conveyance dues on closed dispatches and air parcels sent in transit à découvert is set out in the Parcel Post Regulations.

3 Transshipment at the same airport, in the course of transmission, of air parcels conveyed successively by several separate air services shall be performed without remuneration.

■ Commentary

59 The 1994 Seoul Congress abolished entitlement to reimbursement of the additional costs incurred in respect of the air conveyance of air parcels within a country.

Prot Article RE X

Air conveyance dues

1 Afghanistan, Argentina, Australia, Bahamas, Bangladesh, Bolivia, Brazil, Canada, Cape Verde, Chad, Chile, China (People's Rep), Colombia, Congo (Rep), Cuba, Ecuador, Egypt, El Salvador, Gabon, Guyana, Honduras (Rep), India, Indonesia, Iran (Islamic Rep), Kazakhstan, Libyan Jamahiriya, Mexico, Mongolia, Mozambique, Myanmar, New Zealand, Pakistan, Paraguay, Peru, Philippines, Romania, Russian Federation, Saudi Arabia, Solomon Islands, Sudan, Thailand, Turkey, Venezuela, Viet Nam, Yemen and Zambia shall be authorized to claim reimbursement of the additional costs incurred for providing air conveyance of foreign-origin air parcels within their country. These air conveyance dues shall be uniform for all mails from abroad whether or not the air parcels are reforwarded by air.

Article RE 714

Calculation of air conveyance dues

1 Air conveyance dues relating to air parcel mails shall be calculated according to, on the one hand, the actual basic rate and the kilometric distances given in the "List of Airmail Distances" and, on the other, the gross weight of the mails. The actual basic rate may be less than and at most equal to the rate mentioned in article 59.1 of the Convention.

2 The air conveyance dues payable to the intermediate administration for à découvert air parcels shall be fixed in principle as indicated in 1, but per half kilogramme for each country of destination. Nevertheless, when the territory of the country of destination of these parcels is served by one or more lines with several

stops in that territory, dues shall be calculated on the basis of a weighted average rate. This shall be determined on the basis of the weight of the parcels offloaded at each stop. The dues to be paid shall be calculated for each individual parcel, the weight of each being rounded upwards to the next half-kilogramme.

■ **Commentary**

714.1 The List of Airmail Distances is drawn up by the IB in collaboration with the air carriers.

Article RE 715

Air conveyance dues for lost or destroyed air parcels

1 The administration of origin shall be exempt from any payment in respect of the air conveyance of air parcels lost or destroyed as a result of an accident occurring to the aircraft or through any other cause involving the liability of the air carrier. This exemption shall apply for any part of the flight of the line used.

■ **Commentary**

715.1 The term “aircraft” designates any means of air conveyance.

Article 60

Exemption from rates

1 Rates shall not be allocated for service parcels and for prisoner-of-war and civilian internee parcels, apart from the air conveyance dues applicable to air parcels.

Article 61 Cf: Letter Post Manual

Section I

Miscellaneous provisions

Article RE 801

Information to be supplied by administrations

1 Each administration shall notify the other administrations, through the intermediary of the International Bureau, of:

- 1.1 the inward rates and, where appropriate, the transit land rates and sea rates which it collects;
- 1.2 relevant information concerning the optional services, conditions of acceptance, limits of weights, limits of sizes and other special features.

2 Any amendment to the information mentioned in 1 shall be notified without delay by the same means.

■ Commentary

801.1 In resolution C 40/Rio de Janeiro 1979, Congress invited adms to supply their information to the IB at least six months before the entry into force of the Agr.

801.1.2 These particulars appear in the Parcel Post Compendium, except sea rates which are published in IB circs and those relating to COD parcels, which are given in the Postal Payment Services Compendium. Each adm must provide the IB with the following particulars:

- the provisions it has adopted regarding:
 - i the max weight of parcels;
 - ii the option of accepting or not the following special parcels: insured, free of charges and fees, cash-on-delivery, fragile, cumbersome, airmail, express;
 - iii the max size of parcels conveyed by surface;
 - iv the max insured value;
 - v the sender's instructions which it does not accept at the time of posting;
 - vi the acceptance or otherwise of the advice of delivery for ordinary parcels;
 - vii the option of not accepting requests for withdrawal from the post and alteration of address;
 - viii the number of customs declarations for parcels in transit and for those addressed to its own country, as well as the languages in which those declarations may be completed;
 - ix the acceptance or otherwise of collective dispatch notes;
 - x the method of dispatching documents accompanying parcels sent to its country;
- information regarding the air parcel service, in particular the sizes which it admits by arrangement with the air carriers and where applicable the amount of payment collected for conveyance within the country (see AV 1 List, part II, domestic service);
- a list of their offices of exchange responsible for handling parcel post with information concerning the exact name of each office as well as its telephone, telex and telefax numbers;
- the list of live animals of which conveyance by post is authorized by its own postal regulations (see List of Prohibited Articles);
- whether it admits parcels for all localities or, if not, a list of the localities to which the service extends;
- the charges applicable in its service (see Compendium of Equivalents and Parcel Post Compendium);
- the necessary information concerning customs and other regulations as well as the prohibitions or restrictions governing the entry and transit of parcels in the territory of its country (see List of Prohibited Articles);
- an extract, in Arabic, Chinese, English, French, Russian or Spanish, from the provisions of its laws or regulations applicable to the conveyance of parcels (see List of Prohibited Articles).

Article RE 1308 (Letter Post Regulations)

International Bureau publications

1 *The International Bureau shall publish, on the basis of information supplied in accordance with article RE 1307, an official compendium of information of general interest relating to the implementation of the Convention and its Regulations in each member country. It shall also publish similar compendia relating to the implementation of the Postal Payment Services Agreement and its Regulations, on the basis of the information supplied by the administrations concerned in accordance with the relative provisions in the Regulations of that Agreement.*

2 *It shall also publish, from information supplied by administrations and, if appropriate, by the Restricted Unions as regards 2.1, or the United Nations as regards 2.5:*

2.1 *a list of addresses, heads and senior officials of postal administrations and Restricted Unions;*

2.2 *an international list of post offices;*

2.3 *a compendium of transit information comprising:*

2.3.1 *a list of kilometric distances relating to land sectors of mails in transit;*

2.3.2 *a list of transit services provided for surface mail (including S.A.L. mail);*

2.4 *a list of equivalents;*

2.5 *a list of prohibited articles in which are also mentioned narcotics prohibited under the multilateral treaties on narcotics and the definitions of dangerous goods prohibited from conveyance by post drawn up by the International Civil Aviation Organization;*

2.6 *a compendium of postal administrations' internal charges;*

2.7 *statistical data relating to the postal services (internal and international);*

2.8 *studies, opinions, reports and other statements relating to the postal service;*

2.9 *the following three catalogues:*

2.9.1 *International Bureau library catalogue (listing the works acquired by the library);*

2.9.2 *International Bureau periodicals catalogue (listing the periodicals received at the International Bureau);*

2.9.3 *International Bureau film library catalogue (listing the films available for loan by the International Bureau to postal administrations);*

2.10 *a catalogue of postal equipment;*

2.11 *a liste générale des services aéropostaux (known as "Liste CN 68") (General List of Airmail Services or CN 68 List);*

2.12 *a liste des distances aéropostales (List of Airmail Distances) drawn up in collaboration with the air carriers.*

3 *It shall also publish:*

3.1 *the Manuals of the Convention and of the Postal Payment Services Agreement;*

3.2 *the other Acts of the UPU annotated by the International Bureau;*

3.3 *the Multilingual Vocabulary of the International Postal Service.*

4 Amendments to the various publications listed under 1 to 3 shall be notified by circular, bulletin, supplement or other appropriate means. However, any amendments to the publications listed under 2.11 and 2.12 and the date on which the amendments take effect shall be notified to administrations by the quickest means (air or surface), with the minimum of delay and in the most appropriate form.

5 The publications published by the International Bureau shall be distributed to administrations in accordance with the following rules:

5.1 All publications, excepting the one specified under 5.2, shall be distributed in three copies, one of which shall be in the official language. The other two shall be supplied either in the official language or in the language requested in accordance with article 108 of the General Regulations.

5.2 The periodical “Union Postale” shall be distributed in proportion to the number of contribution units assigned to each administration under article 127 of the General Regulations.

5.3 Over and above the number of copies distributed free of charge by virtue of the rules set out under 5.1, administrations may purchase International Bureau publications at cost price.

6 Publications published by the International Bureau shall also be sent to the Restricted Unions.

■ **Commentary**

1308.1 The compendia of information of general interest are commonly called Letter Post Compendium, Parcel Post Compendium and Postal Payment Services Compendium.

Article RE 1309 (Letter Post Regulations)

Telegraphic addresses

1 For telegraphic communications exchanged between one another, administrations shall use the following telegraphic addresses:

1.1 “Postgen” for telegrams intended for central administrations;

1.2 “Postbur” for telegrams intended for post offices;

1.3 “Postex” for telegrams intended for offices of exchange.

2 These telegraphic addresses shall be followed by the indication of the place of destination and, where appropriate, any other details considered necessary.

3 The telegraphic address of the International Bureau shall be “UPU Berne”.

4 The telegraphic addresses indicated under 1 and 3, completed as necessary by the indication of the dispatching office, shall also serve as the signature to telegraphic communications.

■ **Commentary**

1309.1.1 For special cases, see the List of Addresses, Heads and Senior Officials of Postal Administrations, of the International Bureau and of the Restricted Unions, published by the IB.

Article RE 802

Period of retention of documents

1 The Letter Post Regulations shall apply with respect to documents relating to parcels.

■ Commentary

802.1 The provisions of the Letter Post Regulations are given hereunder.

Article RE 1310 (Letter Post Regulations)

Period of retention of documents

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

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

Article RE 803

Forms

1 The forms shall conform to the annexed specimens.

2 The texts, colours and dimensions of forms as well as other characteristics such as the position reserved for entering the barcode shall be those prescribed in these Regulations. Wherever an office of exchange needs to be specified on a postal form, the rules as set out in article RE 601.12 shall apply.

3 Otherwise, the Letter Post Regulations shall apply.

4 The following forms shall be considered as forms for the use of the public:

CP 71	(Dispatch note);
CP 72 (manifold set)	(Dispatch note/Customs declaration);
CP 95	("COD" label);
CN 11	(Franking note);
CN 23	(Customs declaration).

Article RE 1311 (Letter Post Regulations) Forms

- 1 *The forms shall be in conformity with the annexed specimens.*
- 2 *The texts, colours and dimensions of forms as well as other characteristics such as the position reserved for entering the barcode shall be those prescribed in these Regulations.*
- 3 *Forms for the use of the public shall bear an interlinear translation in French when they are not printed in that language.*
- 4 *Forms for the use of postal administrations in their relations with one another shall be drawn up in French with or without interlinear translation, unless the administrations concerned arrange otherwise by direct agreement.*
- 5 *Forms as well as any copies thereof shall be completed in such a way that the entries are fully legible. The original form shall be sent to the appropriate administration or to the party most concerned.*

■ Commentary

1311 The Seoul Congress approved a new principle for numbering forms, consisting in rearranging the existing series “C”, “AV” and “VD” series of forms in the Convention as a single series running from “CN 1 to CN XX”.

1311.1 The model forms are given on loose leaves in the “Collection of UPU Forms” published by the IB, thus facilitating printing by adms.

To facilitate the running of postal operations and to ensure that all postal service docs remain in good order during their period of retention, the adms concerned are recommended to make use of good quality materials (Formal opinion C 78/Hamburg 1984).

In recommendation C 31/Washington 1989, Congress recommended adms to select paper manufactured by processes that cause as little pollution as possible (ecological paper) for printed matter used in the postal services. The word “ecological” mainly means that the paper is not bleached using chlorine (ie chloride gas, hypochlorite or chlorine peroxide). Bleaching with chlorine causes the emission of particularly dangerous pollutants; it is also a waste of energy and adds 10 to 15 percent to the cost of making the paper.

1311.2 If possible, the forms should be printed in green on ivory paper except where the Regulations prescribe specific colours for certain forms.

1311.5 Adms must avoid as far as possible filling out by hand accounting documents that are to be sent to other adms and, to that end, to use typewriters or computer printers to ensure the legibility of these documents (recommendation C 82/Seoul 1994).

Article RE 804

Application of standards

1 The execution of some provisions of the Regulations may involve the application of certain standards. Administrations should refer to the relevant UPU standards publications, which contain the standards approved by the UPU. They are advised to adhere to the standards that are relevant to their operations in order to enhance the interoperability of their systems and processes with other administrations.

Section J

Transitional and final provisions

Article 62

Obligation to provide the postal parcels service

1 Notwithstanding article 10.1, countries which, prior to the entry into force of this Convention, were not parties to the Postal Parcels Agreement shall not be obliged to provide the postal parcels service.

Article 63

Undertakings regarding penal measures

- 1 The governments of member countries shall undertake to adopt, or to propose to the legislatures of their countries, the necessary measures:
 - 1.1 for punishing the counterfeiting of postage stamps, even if withdrawn from circulation, and of international reply coupons;
 - 1.2 for punishing the use or uttering:
 - 1.2.1 of counterfeit postage stamps (even if withdrawn from circulation) or used postage stamps, as well as of counterfeit or used impressions of franking machines or printing presses,
 - 1.2.2 of counterfeit international reply coupons;
 - 1.3 for prohibiting and suppressing all fraudulent operations of manufacturing and uttering adhesive stamps and stamped impressions in use in the postal service, counterfeited or imitated in such a manner that they could be mistaken for the adhesive stamps and stamped impressions issued by the postal administration of a member country;
 - 1.4 for preventing and, if necessary, for punishing the insertion in postal items of narcotics and psychotropic substances, as well as explosive, flammable or other dangerous substances, where their insertion has not been expressly authorized by the Convention;
 - 1.5 preventing and punishing the insertion of postal items of a paedophilic nature or of a pornographic nature using children.

Article 64

Conditions for approval of proposals concerning the Convention and the Regulations

- 1 To become effective, proposals submitted to Congress relating to this Convention must be approved by a majority of the member countries present and voting. At least half of the member countries represented at Congress shall be present at the time of voting.
- 2 To become effective, proposals relating to the Letter Post Regulations and the Parcel Post Regulations must be approved by a majority of the members of the Postal Operations Council.
- 3 To become effective, proposals introduced between Congresses relating to this Convention and to its Final Protocol must obtain:
 - 3.1 two thirds of the votes, at least one half of the member countries of the Union having replied to the consultation, if they involve amendments;
 - 3.2 a majority of the votes if they involve interpretation of the provisions.
- 4 Notwithstanding the provisions under 3.1, any member country whose national legislation is as yet incompatible with the proposed amendment may, within ninety days from the date of notification of the latter, make a written declaration to the Director-General of the International Bureau stating that it is unable to accept the amendment.

Article 65

Entry into force and duration of the Convention

1 This Convention shall come into force on 1 January 2001 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof the plenipotentiaries of the Governments of the member countries have signed this Convention in a single original which shall be deposited with the Director-General of the International Bureau. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Beijing, 15 September 1999

Article RE 901

Entry into force and duration of the Regulations

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

2 They shall have the same duration as that Convention, unless otherwise decided by the Postal Operations Council.

Done at Berne, 1 December 1999

Other decisions concerning the Parcel Post Service and Regulations

Resolution C 50/1999

Introduction and extension of the postal parcels service

Congress,

Noting

the results of the study conducted by the Postal Operations Council in execution of 1994 Seoul Congress resolution C 10,

Noting

that, according to the results of the study, 11 of the 189 Union member countries do not operate the postal parcels service in accordance with the provisions introduced into the Beijing Convention,

Convinced

of the need to create a universal postal parcels service, renews its invitation to the administrations of the member countries concerned to introduce the service in their international postal exchanges, and

Instructs

the International Bureau to continue the activities undertaken pursuant to the abovementioned resolution by encouraging the member countries concerned to operate the postal parcels service in accordance with the provisions set out in the Beijing Convention.

(Proposal 20. 0.6, Committee 4, 7th meeting)

Resolution C 75/1999

Study on an International Postal Freight Service

Congress,

Considering

that certain postal administrations have accumulated, at the domestic level, experience in handling and transporting goods which enables them to offer their customers an essential and popular service,

Recognizing

the encouraging results obtained by various postal administrations in the handling and transport of goods, which enhance their profitability and increase their revenue at the domestic level,

Noting

the need to face up to the challenge of the growth in telecommunications and guarantee universal services throughout the Union,

Taking account

- of the need to tap new areas or segments of the international market that contribute to its existence;
- of the experience that certain postal administrations have built up in the handling and transport of goods, as well as that of other operators in this sector,

Instructs

the Postal Operations Council and the International Bureau:

- to study the possibility of including in the Acts of the Union an optional International Postal Freight Service Agreement;
- depending on the results of this study, to present for approval to the next Congress the optional International Postal Freight Service Agreement and the Detailed Regulations thereto,

Invites

the postal administrations of member countries to consider setting up a postal freight service within their domestic service.

(Proposal 049, Committee 7, 3rd meeting)

Resolution C 80/1999

Activities designed to enhance and stimulate the development of the international postal parcels market

Congress,

Aware

of the significant growth which has taken place and is continuing to take place in the international parcels market,

Noting with concern

that in spite of the considerable time and effort devoted by the UPU membership towards strengthening the international postal parcels market, the Posts' overall share of the market is continuing to fall,

Convinced

of the urgent need for the UPU membership to respond better to customers' changing requirements and expectations, thereby increasing the Posts' share of the worldwide international parcels market,

Noting

that during the course of its work POC Committee 2 (Parcel Post) recognized the need to expand its remit beyond the traditional activities, namely:

- the controlling, setting and level of inward land and transit land and sea rates;
- the recasting of the Convention and the Postal Parcels Agreement;
- the extension of the Postal Parcel Service,

Instructs

the Postal Operations Council, in conjunction with the International Bureau, to take all measures necessary to ensure that positive results are achieved in the various fields covered by the activities and associated actions (annexed hereto),

Urges

- every UPU member administration to cooperate fully in all the activities, designed to stimulate and develop growth in the international postal parcels market;
- the Restricted Unions to give their full and active support to all activities undertaken.

(Proposal 20. 0.13, Committee 7, 3rd meeting)

Annex

Activity headings and associated actions designed to enhance and stimulate the development of the international postal parcel market

Activity 1 Formalize a business plan

Action 1 To define and implement a business plan.

Activity 2 Postal parcel profile and targeted market research

Action 2 To develop a system to collate and make accessible up-to-date actual data and publish them on a restricted-access UPU website.

Action 3 To recommend, to UPU member countries, that they provide comprehensive updates on their respective parcel post product developments.

Action 4 To recommend that administrations report back to the UPU on market research findings which should then be published on a restricted-access UPU website.

Activity 3 Identification of potential market opportunities

Action 5 To set up a group (comprising marketing and operational specialists) which should concentrate on coordinating, with a body such as the Direct Mail Advisory Board, the identification and development of direct mail opportunities.

- Action 6* To set up a group (comprising marketing and operational specialists), to continue looking at the development of the Consignment Service.
- Action 7* To set up a group (comprising marketing and operational specialists), to identify potential opportunities within electronic commerce and to recommend appropriate activities.

Activity 4 Customer perception

- Action 8* To urge postal administrations to coordinate, on a regional basis, activities aimed at simplifying and standardizing the range of postal parcel products.
- Action 9* To recommend that administrations provide summaries of customer market research findings to the International Bureau for information and/or action.
- Action 10* To set up a Task Force (comprising operational and technical specialists) to research, recommend and implement, in conjunction with the PTC (Postal Technology Centre of the International Bureau), use of standard barcoded labels and effective track-and-trace systems.

Activity 5 Quality of Service

- Action 11* To continue to recommend that administrations provide realistic and current end-to-end standards to the International Bureau for information and/or action.
- Action 12* To continue devising and implementing a continuous dedicated parcel post Quality of Service audits (by the International Bureau) and to report to the POC on the results.

Activity 6 Model Bilateral Agreement for the Exchange of Parcels

- Action 13* To set up a Task Force (comprising operational and marketing specialists) charged with re-examining the proposals set forth in Washington Congress resolution C 7/1989.

Activity 7 Examination of customs issues

- Action 14* To examine the possibility of providing technical assistance and support for setting up customs pre-advisory systems.

Resolution C 89/1999

Completion of parcel bills (postal parcels)

Congress,

Noting
the results obtained so far by the POC in its study on bulk entry as the normal method of completing CP 86 and CP 87 parcel bills,

Instructs

the Postal Operations Council to continue this study with a view to simplifying the completion of parcel bills and to amend the Parcel Post Regulations accordingly.

(Proposal 20. 0.5, Committee 4, 9th meeting)

Resolution C 90/1999

Revision of land rates and sea rates

Congress,

Having adopted,
the provisions concerning inward land rates and the new transit land rates and sea rates proposed by the Postal Operations Council at the conclusion of the studies stemming from resolutions C 23, C 24 and C 25 of the 1994 Seoul Congress,

In view of the fact

- that, as a measure to discourage administrations from setting excessive inward land rates as laid down by Seoul Congress resolution C 25, the relevant guideline rates were not adjusted;
- that the transit land rates and sea rates were set by reference to the letter-post transit charges in accordance with the “comparative parcel-post/letter-post” method described in 1969 Tokyo Congress – Doc 13 (1969 Tokyo Documents, volume II, pages 483 to 486),

Instructs

the Postal Operations Council:

- i with due regard to the delivery charges applicable in other postal services, to carry out a fresh study on the amounts of the guideline rates applicable to inward land rates laid down in article RE 701 of the Parcel Post Regulations;
- ii to adjust the transit land rates and sea rates laid down in articles RE 705 and 707 of these Regulations in the event of a revision of the letter-post transit charges;
- iii to submit any proposals resulting from this study to the next Congress.

(Proposal 20. 0.7, Committee 4, 9th meeting)

Recommendation C 91/1999
Setting of inward land rates

Congress,

Noting

the results of the studies carried out within the framework of Seoul Congress resolution C 25 on the costs of the postal parcels service and the relationship between the domestic charge and the inward land rate,

Aware

of the vital need to contain the costs of the international postal parcels service in order to improve competitiveness,

In order to encourage

the setting of inward land rates that are as realistic as possible,

Recommends

that postal administrations, when setting their inward land rates, should take into account:

- the costs peculiar to domestic and international postal parcels as shown in annex 1;
- the need to avoid having the inward land rate for an international parcel exceed the charge for a domestic parcel by more than 41 percent.

(Proposal 20. 0.8, Committee 4, 9th meeting)

Annex

Setting of inward land rates

Costs and cost factors relating to domestic and inward foreign parcels

1 Costs which are common to both inward foreign parcels and domestic parcels

- Sortation at the office of exchange or office of posting for onward transmission
- Onward transmission to office of destination for delivery
- Delivery (at counter or at addressee's residence, according to local arrangements), including dispatch of advice of arrival
- Financial contribution to administrative and after-sales costs
- Financial contribution to amortization of plant and buildings

2 Costs which are peculiar to inward foreign parcels as distinct from domestic parcels, and which would need to be included when setting the inward land rate

Handling at offices of exchange and delivery offices

- Checking
- Irregularities
- Discrepancies
- Reforwarding
- Return of empty receptacles
- Customs clearance costs including installations
- Importation controls, eg hygiene clearance
- Parcel bills
- Extra costs due to need for manual sorting, where domestic parcels processing is mechanized
- Special handling of undeliverable parcels (advice of non-delivery to sender, reimbursement or cancellation of customs dues on returned or redirected parcels)
- Collection of customs dues
- Collection of presentation-to-Customs charges and associated storage costs
- Translation of addresses, where different alphabets are used
- Activities related to international accounting (including exchange rate fluctuations and COD and returned/redirected parcels)

Factors arising from marketing and financial policy

- Existing requirement to give priority treatment to inward foreign parcels
- Requirement to cover costs
- Administrative costs (eg account summarization and settlement)
- Deliberately low prices for reasons of competitiveness

3 Costs peculiar to domestic parcels which will need to be excluded from the comparison of the two categories of parcels, when the inward land rate is being set

Handling at office of posting and delivery offices

- Processing at post office counter
- Pick-up from commercial customer

Factors arising from marketing and financial policy

- Multiple inland tariffs owing to size of territory
- Artificially low prices due to government policy
- Sales force costs
- Publicity costs

Resolution C 92/1999

Harmonization of the letter-post and parcel-post surface transit systems

Congress,

Noting

the existence of two different systems for transit of surface mail, one for bags of letter post and one for bags of parcel post,

Considering

that the work effort associated with transiting mail, whether letter post or parcel post, is not related to the contents of the bags being transited,

Aware that

- the transit of air letter-post bags and of air parcel-post bags is done using the same system and rules, and that this system works well;
- a number of postal administrations are proceeding with the automation of related processes; and
- a single system would make it easier to proceed with this automation and to manage the transit handling and the payment calculation processes,

Believing

that efficiencies and service improvement are likely to result from the adoption of a common system for transit of surface letter-post and surface parcel-post bags,

Instructs

the Postal Operations Council:

- to determine whether setting up a common system of transit for surface letter post and surface parcel post is both feasible and desirable; and
- if so, to draft the regulatory provisions and operational rules resulting from its review of this matter; and
- to implement such provisions and rules as soon as practicable.

(Proposal 20. 0.26, Committee 4, 9th meeting)

Recommendation C 95/1999

Level of inward land rates

Congress,

In view of

the intense competition in the parcels market and the problems facing the Post in its efforts to retain, and even increase, its share of the market,

Aware that

these problems are due in part to the practice of setting the inward land rate significantly higher than the actual handling costs incurred,

Taking guidance from

the support expressed by many Union members for the adoption of the two-tier system of delivery charges for EMS items which was initiated in the Asian-Pacific Postal Union and subsequently adopted by the POC in its resolution CEP 2/1997; and from the adoption of bilateral rates agreements within POSTEUROP based on the ten principles for rate-setting (annex),

Convinced

that the key factor in reversing the decline in market share is to reduce, or at least contain, costs and that, in the absence of a vigorous and targeted response, the Post's market share will shrink even further,

Urges

postal administrations to introduce, through bilateral or multilateral agreements, inward land rates which are as close as possible to the guideline rate given in the Parcel Post Regulations and which take into account not only actual costs, but also actual parcels market conditions.

(Proposal 20. 0.9, Committee 4, 9th meeting)

Annex

Ten principles for the fixing of inward land rates for postal parcels

Preamble

The ten Principles and the Model Framework are to be considered as a flexible tool for entering into new bilateral land rate agreements, which can be adjusted in line with country-specific situations and requirements.

The main objective related to the signature of bilateral agreements is twofold:

- a Firstly, it consists in lowering the land rates so that postal organizations can offer more commercially competitive prices to their customers.
 - b Secondly, land rate agreements need to be put in a wider perspective and not set in isolation. They also need to be market driven and reflect the service requirements of both parties to the agreement. Ultimately, they should fulfil the requirements of both the sender and receiver of the shipment.
-
- 1 All IPC and POSTEUROP postal organizations should be treated as a domestic customer in the country of destination.
 - 2 Inward land rates should be related to domestic tariffs.

- 3 The maximum rate that inward parcels should be charged at is the full (100%) tariff price for the equivalent domestic service, inclusive of the required quality and value-added services. Prices to domestic customers for international parcel delivery should be reassessed in light of reduced inward land rates between postal organizations.
- 4 Bilaterally, postal organizations can agree upon enhanced service levels and/or reduced rates for inward land rates. They should be agreed upon according to the sending organizations' specified service requirements and volume levels.
- 5 In case a country of destination has more than one service level, the country of origin specifies the level of service it wishes to use.
- 6 Incoming parcels should be given the same priority and treatment as domestic parcels.
- 7 A mutually agreed and effective measurement system should be established for inward parcels.
- 8 A reductions scheme that links the actual quality of service achieved against pre-specified performance levels and the rate of payment for inward parcels should be established as soon as possible, wherever possible, bearing in mind that the postal organizations that do not yet have quality of service monitoring mechanisms in place should endeavour to do so.
- 9 The service level end-to-end should continuously be improved in order to meet customer requirements and match competition. Details on the conditions and service specifications can be found in the main agreement, the EPG agreement for the EPG members or in an annex.
- 10 Measures relating to principles 2 and 3 should continue to be taken, while further efforts should be dedicated to fulfilling the remaining principles.

Resolution C 96/1999

Controlling inward land rates

Congress,

Aware

of the competitive situation on the parcels market and the vital need to avoid excessive prices,

Noting

the results of the POC study aimed at discouraging excessive inward land rates (resolution C 25 of the 1994 Seoul Congress),

Instructs

the Postal Operations Council to:

- continue seeking ways of discouraging any excess with regard to inward land rates but with due regard to the associated recommendation "Level of inward land rates";

- submit, as soon as possible, any proposals resulting from this study to the Postal Operations Council.

(Proposal 20. 0.10, Committee 4, 9th meeting)

Resolution C 98/1999

Barcodes on postal parcels

Congress,

Recognizing

- recent advances in barcode technology;
- the need to retain the Posts' current share of the market;
- that barcoding of all postal parcels is a challenging task which the UPU will need to assist its members to complete,

Instructs

the Postal Operations Council:

- to plan for 100% use of barcodes on postal parcels, examining ways to encourage all administrations to use barcodes on all their postal parcels for the customer service benefit this will bring;
- to examine how the UPU can help less developed countries to implement barcode application on their postal parcels, as has been successfully done for EMS;
- to examine and approve appropriate proposals as soon as possible.

(Proposal 20. 0.28, Committee 4, 9th meeting)

Resolution C 99/1999

Returned, missorted, redirected, damaged and badly addressed parcels

Congress,

Recognizing

- the current difficulties in handling and accounting for returned, missorted, redirected, damaged and badly addressed parcels;
- the potential benefits of improvements in this area,

Instructs

the Postal Operations Council:

- to conduct a full process review of returned, missorted, redirected, damaged and badly addressed parcels, covering the following issues and any others identified as pertinent:

- customer requirements;
 - operational procedures;
 - costs and accounting procedures;
 - customer service implications;
 - organizational implications;
- to examine and approve, as soon as possible, appropriate proposals.

(Proposal 20. 0.29, Committee 4, 9th meeting)

Resolution C 112/1999
Proposals referred to the POC

Congress,

in accordance
with article 15, paragraphs 2, 3 and 10 of the Rules of Procedure of Congresses,

Instructs

the Postal Operations Council:

- a to integrate in the respective Regulations the proposals examined by Congress, the chosen texts for which are as follows:

Letter Post Regulations

25. RE 412.1, 25. RE 412.91 and 25. RE 412.92: adopted without amendment.

Parcel Post Regulations

35. RE 301.1: adopted without amendment.

- b to integrate in the respective Regulations, after deciding on their placement, the proposals examined by Congress, the chosen texts for which are as follows:

Letter Post Regulations

20. 11.1/Rev 1 and 20. 13.3/Rev 1: in the French version, the term “destinataire” has to be brought into line with the original English version.

Parcel Post Regulations

20. 13.3/Rev 1: in the French version, the term «destinataire» has to be brought into line with the original English version.

- c examine the following proposals and decide on their possible inclusion in the respective Regulations following the necessary adaptations:

Letter Post Regulations

20. 28.8

Parcel Post Regulations

20. 8.6/Rev 2

d examine the following proposals concerning the respective Regulations:

Letter Post Regulations

25. RE 201.1	25. RE 409.5	25. RE 806.1
25. RE 201.2	25. RE 409.6	25. RE 806.2
25. RE 201.3	25. RE 411.1	25. RE 807.1
25. RE 203.1	25. RE 411.2	25. RE 807.2
25. RE 203.2	25. RE 501.1	25. RE 807.3
25. RE 204.1	25. RE 501.2	25. RE 807.4
25. RE 204.2	25. RE 501.3	25. RE 807.5
25. RE 204.3	25. RE 503.1	25. RE 807.6
25. RE 204.4	25. RE 503.2	25. RE 807.8
25. RE 205.1	25. RE 506.1	25. RE 808.1
25. RE 205.2	25. RE 506.2	25. RE 810.1
25. RE 205.3	25. RE 506.3	25. RE 811.1
25. RE 205.4	25. RE 506.4	25. RE 812.1
25. RE 206.1/Rev 1	25. RE 506.6/Rev 1	25. RE 813.1
25. RE 207.1	25. RE 506.7	25. RE 813.2
25. RE 209.1	25. RE 601.1	25. RE 815.1
25. RE 301.1	25. RE 701.1	25. RE 810.2
25. RE 301.2	25. RE 701.2	25. RE 815.91
25. RE 302.1	25. RE 701.3	25. RE 816.1
25. RE 302.2	25. RE 701.4	25. RE 818.1
25. RE 306.1	25. RE 704.1	25. RE 822.1
25. RE 306.2	25. RE 707.1	25. RE 822.2
25. RE 306.3	25. RE 707.2	25. RE 824.1
25. RE 309.1	25. RE 707.3	25. RE 825.1
25. RE 310.1	25. RE 708.1	25. RE 825.2
25. RE 310.2	25. RE 710.1	25. RE 826.1
25. RE 401.1	25. RE 801.1	25. RE 826.2
25. RE 403.1	25. RE 807.7	25. RE 826.3
25. RE 403.2	25. RE 807.9	25. RE 826.4
25. RE 403.3	25. RE 808.2	25. RE 829.1
25. RE 404.1	25. RE 803.1	25. RE 832.1/Rev 1
25. RE 406.1	25. RE 506.5	25. RE 832.2
25. RE 406.2	25. RE 803.2	25. RE 832.3
25. RE 409.1	25. RE 803.3	25. RE 1002.1/Rev 3
25. RE 409.2	25. RE 804.1	25. RE 1006.91
25. RE 409.3	25. RE 804.2	25. RE 1007.1/Rev 1
25. RE 409.4	25. RE 804.3	25. RE 1007.2

25. RE 1007.91	25. RE 1018.1	29. 9.1
25. RE 1007.92	25. RE 1018.2	29. 9.2
25. RE 1007.93/Rev 1	25. RE 1018.3	29. 10.1
25. RE 1008.1	25. RE 1018.91	29. 10.2
25. RE 1008.2/Rev 1	25. RE 1102.1	29. 19.1
25. RE 1008.91	25. RE 1105.1	29. 19.2
25. RE 1009.1	25. RE 1106.1/Rev 1	29. 31.1
25. RE 1010.1	25. RE 1106.2	29. 31.2
25. RE 1010.91/Rev 1	25. RE 1106.3	29. 31.3
25. RE 1010.92/Rev 1	25. RE 1106.4/Rev 1	29. 32.1
25. RE 1011.1	25. RE 1106.5	29. 32.2
25. RE 1011.2	25. RE 1302.1	29. 32.3
25. RE 1011.3	25. RE 1303.1	29. 48.1
25. RE 1011.4	25. RE 1305.1	29. 51.1
25. RE 1011.5	25. RE 1305.2	29. 55.1
25. RE 1011.6	25. RE 1306.1	29. 56.1
25. RE 1013.1		29. 61.1
25. RE 1014.1	27. RE 5.1	29. 61.2
25. RE 1014.91	27. RE 12.1	29. 62.1
25. RE 1015.1		29. 62.2
25. RE 1015.2	29. 1.1	29. 62.3
25. RE 1015.3	29. 4.1/Rev 1	29. 63.1
25. RE 1015.4	29. 7.1	29. 64.1
25. RE 1016.1	29. 7.2	
25. RE 1017.1	29. 8.1	

Parcel Post Regulations

35. RE 105.1	35. RE 305.2	35. RE 605.2
35. RE 105.2	35. RE 306.1	35. RE 605.3
35. RE 107.1	35. RE 307.1	35. RE 605.4
35. RE 107.2	35. RE 307.2	35. RE 606.1
35. RE 109.1	35. RE 307.3	35. RE 606.2
35. RE 109.2	35. RE 307.4	35. RE 611.1
35. RE 109.3	35. RE 307.5	35. RE 611.2
35. RE 110.1	35. RE 312.1	35. RE 611.3
35. RE 110.2	35. RE 401.1	35. RE 612.1
35. RE 112.1	35. RE 401.91	35. RE 612.2
35. RE 201.1	35. RE 402.1	35. RE 612.3
35. RE 201.2	35. RE 501.1	35. RE 616.1
35. RE 201.3	35. RE 504.1	35. RE 617.1
35. RE 202.1	35. RE 504.2	35. RE 617.2
35. RE 202.2	35. RE 603.1	35. RE 617.3
35. RE 206.1	35. RE 603.2	35. RE 702.1
35. RE 208.1	35. RE 603.1	35. RE 706.1
35. RE 304.1	35. RE 604.1	35. RE 711.1
35. RE 304.2	35. RE 604.2	35. RE 712.1
35. RE 305.1	35. RE 605.1	35. RE 712.2

35. RE 712.3	37. RE 9.4	39. 78.1
35. RE 712.4	37. RE 9.5	39. 78.2
	37. RE 9.6	39. 83.1
37. RE 5.1	37. RE 9.7	39. 85.91
37. RE 5.2		39. 85.92
37. RE 6.1	39. 71.1	39. 86.1
37. RE 8.1	39. 72.1	39. 86.2
37. RE 9.1	39. 75.1	39. 87.1
37. RE 9.2	39. 76.1	39. 87.2
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(Committee 9, 11th meeting)

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