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Article 167

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

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

2 The administration of the country in which the accident occurred shall inform all administrations of previous ports of call or stations, by telegraph, of the fate of the mail, and these administrations in turn shall advise by telegraph all other administrations concerned.

3 Administrations of origin which had mail on the transport facility involved in the accident shall send a copy of the C 18 mail delivery bills to the administration of the country where the accident occurred.

4 The qualified office shall then notify the offices of destination of the mails involved in the accident by C 14 verification note giving details of the circumstances of the accident and the results of the check of the mails. One copy of each verification note shall be sent to the offices of origin of the relative mails and another to the administration of the country to which the transport company belongs. These documents shall be sent by the quickest route (air or surface).

Article 168

Return of empty bags

1 In the absence of special agreement between the administrations concerned, bags shall be returned empty by the next post in a direct mail for the country to which they belong and if possible by the normal route followed on the outward journey. The number of bags returned by each mail shall be noted in table V of the letter bill (article 156, paragraph 2, f, except when article 156, paragraph 2, c, is applied).

2 The return shall be carried out between offices of exchange appointed for the purpose. The administrations concerned may agree among themselves as to the procedure for the return. In long distance services, they shall, as a general rule, appoint only one office responsible for receiving the empty bags returned to them.

3 The empty bags shall be rolled into suitable bundles; where appropriate the label blocks, labels of canvas, parchment or other stout material shall be placed inside the bags. The bundles shall bear a label showing the name of the office of exchange from which the bags were received whenever they are returned via another office of exchange.

4 If there are not too many of them, the empty bags to be returned may be placed in the bags containing letter-post items; otherwise, they shall be placed in separate bags, sealed, or unsealed (if the administrations concerned agree on this), and labelled with the name of the offices of exchange. The labels shall be endorsed "Sacs vides" (Empty bags).

5 The bags used for printed papers for the same addressee at the same address provided for in article 161 shall be recovered after they have been handed over to the addressees and returned, in accordance with the above-mentioned provisions, to the administrations of the countries to which they belong.

6 If the check made by an administration establishes that bags belonging to it have not been returned to its service within a period longer than that required for their transmission (round trip), it shall be entitled to claim reimbursement of the value of the bags as provided for in paragraph 7. The administration in question may refuse this reimbursement only if it can prove the missing bags were returned.

7 Each administration shall fix, periodically and uniformly for each kind of bag used by its offices of exchange, an average value in francs and communicate it to the administrations concerned through the International Bureau. In case of reimbursement, the cost of replacing the bags shall be considered.

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Article 189

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

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

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

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

or

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

or

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

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

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

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

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

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

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

**Section V**

**Provisions concerning transit charges and terminal dues**

**Chapter I**

**Statistical operations**

**Article 170**

**Incidence, duration and application of the statistics**

1 The transit charges provided for under article 61, and in the absence of special agreement between the administrations concerned, the surface-mail terminal dues mentioned in article 62 of the Convention shall, subject to article 65, paragraph 2, of the Convention, be established on the basis of statistics prepared once every three years and alternately during the first 14 or 28 days on 2 May or during the first 14 or 28 days starting on 15 October.

2 The statistics shall be drawn up in the second year of each triennial period.

3 Mails made up on board ship shall be included in the statistics if they are landed during the statistical period.

4 The statistics of May 1979 shall apply, on the basis of the provisions of the Convention of Lausanne 1974, to the years 1978, 1979 and 1980; those of October-November 1982 shall apply to the years 1981, 1982 and 1983.

5 The annual payments of transit charges and surface-mail terminal dues to be made on the basis of a set of statistics shall be continued provisionally until the accounts prepared in accordance with the next statistics are approved or regarded as fully accepted (article 179). The provisional payments shall then be adjusted.

**Article 171**

**Airmails**

In the absence of special agreement between the administrations concerned airmails conveyed by surface for part of their journey in a third country shall also be included in the transit charges statistics.

**Article 172**

**Make-up and labelling of closed mails during the statistical period**

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

2 In the case of bags containing only items exempted from transit charges and terminal dues (article 63 of the Convention), the C 28bis label shall merely be marked with a cross in the "Exempt" box.

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Article 173

Special letter bill

- 1 For surface mails subject to transit charges or terminal dues, the dispatching office of exchange shall use a special letter bill in the form of the annexed specimen C 15 which shall replace the specimen C 12 during the statistical period. It shall enter on this letter bill the number of bags, dividing them as appropriate into the categories mentioned thereon. The first and last mails dispatched during the statistical period shall be indicated on the C 15 form by means of a cross in the appropriate box.
- 2 Notwithstanding article 166, paragraphs 1 and 2, mails which are not normally accompanied by a letter bill, or whose letter bills are not serially numbered, shall during the statistical period be accompanied by a C 15 special letter bill, numbered in a special series.
- 3 The number of bags exempted from transit charges and terminal dues shall be the total of those containing only empty sacks and of those bearing the indication "Statistique - Exempt" in accordance with article 165, paragraph 2.
- 4 When the dispatching office, as a result primarily of the uncertainty of connections, has been unable to indicate the last mail of the statistical period in accordance with paragraph 1, it shall send the office of destination a copy of the relevant letter bill by the quickest route (air or surface).

Article 174

Checking of closed mails and preparation, transmission and acceptance of the relevant statistical statements

- 1 The entries on the letter bills shall be checked by the office of exchange of destination. If that office finds an error in the numbers entered, it shall correct the bill and immediately notify the dispatching office of exchange of the mistake by means of a verification note in the form of the annexed specimen C 16. However, as regards the weight of a bag, the entry of the dispatching office of exchange shall hold good unless the actual weight exceeds by more than 250 grammes the maximum weight of the category in which the bag has been entered.
- 2 As soon as possible after receipt of the last mail made up during the statistical period the offices of destination shall prepare:
  - a for mails subject to transit charges, statements in the form of the annexed specimen C 17, for each route followed and with a copy for each administration of transit plus one (for the country of origin); these statements shall give the fullest possible details of the route followed and the services used;
  - b for surface mails subject to terminal dues, statements in the form of the annexed specimen C 17bis.
- 3 The offices of destination shall send the C 17 and C 17bis statements to the offices of exchange of the dispatching administration for acceptance. They shall be sent by air when this presents an advantage. After accepting the statements, the offices of exchange shall forward them to their central administration which shall distribute the C 17 statements among the intermediary administrations and return the C 17bis statements to the administrations of destination.
- 4 If within three months from the date of dispatch of the last mail to be included in the statistics the offices of exchange of the dispatching administration have not received the number of C 17 statements indicated in paragraph 2, a, these offices themselves shall prepare the said statements on the basis of their own information, endorsing each: "*Les relevés C 17 du bureau de destination ne sont pas parvenus dans le délai réglementaire*" (C 17 statements not received from the office of destination within the prescribed period). They shall then forward the statements to their central administration which shall distribute them among the administrations concerned.
- 5 If within six months from the expiry of the statistical period the dispatching administration has not distributed the C 17 statements among the administrations of the intermediate countries, the latter shall request them from the dispatching administration which shall forward them within one month. After that deadline, the administrations of the intermediate countries shall prepare these statements on the basis of their own information. These documents, endorsed "*Etabli d'office*" (Routinely prepared), shall be attached to the C 20 account sent to dispatching administrations in accordance with article 179, paragraph 7, a.

6 If, within three months from the date of preparation of the C 17bis statements, they have not been returned to the administrations of destination, they shall be regarded as accepted.

7 Administrations may agree, in their reciprocal relations, that the dispatching office shall prepare the C 17 and C 17bis statements indicated in paragraph 1 as soon as possible after the dispatch of the last mail made up during the statistical period. The dispatching office shall send the statements to the office of destination for its acceptance and return of the copies of the C 17 and C 17bis statements.

#### Article 175

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

1 It shall be the responsibility of the postal administrations of countries to which military units, warships or military aircraft belong to prepare the C 17 statements in respect of the mails sent or received by those military units, ships or aircraft. Mails dispatched to military units, warships or military aircraft during the statistical period shall bear the date of dispatch on the labels.

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

#### Article 176

Transit bulletin

1 To obtain all the information necessary to prepare C 17 statements, the administration of destination may ask the administration of origin to attach to each mail subject to transit charges a green transit bulletin in the form of the annexed specimen C 19 when the latter administration is unable to provide the routing data on the C 15 special letter bill with complete certainty. This request shall reach the administration of origin three months before the beginning of the statistical operations.

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

3 Exceptionally, the administration of origin may, without a formal request from the administration of destination, send a transit bulletin with its mails when it cannot ascertain in advance the route they will follow.

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

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

5 The transit bulletin annexed to the C 18 delivery bill shall be forwarded unenclosed, with the mail to which it refers, to the different services participating in the conveyance of that mail. In each transit country, the inward and outward offices of exchange, and no other (intermediate) office, shall enter on the bulletin particulars of the transit performed by them. The last intermediate office of exchange shall forward the C 19 bulletin to the office of destination which shall record on it the exact date of arrival of the mail. The C 19 bulletin shall be returned to the office of origin in support of the C 17 statement.

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

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Article 177

Transmission of C 16, C 17, C 17bis and C 19 forms. Exceptions

- 1 Each administration may notify other administrations, through the International Bureau, that C 16 verification notes, C 17 and C 17bis statements as well as returned C 19 transit bulletins shall be sent to its central administration.
- 2 In that case, the latter shall take the place of the offices of exchange for the preparation of the C 17 statements in accordance with article 174, paragraph 4.

Chapter II

Preparation, transmission and acceptance of statements of weight of airmails for the calculation of terminal dues

Article 178

Preparation, transmission and acceptance of statements of weight of airmails for the calculation of terminal dues

- 1 Each administration of destination shall prepare for each administration of origin, monthly or quarterly as preferred, using the particulars entered on the AV 7 delivery bills, a statement of weight of airmails received.
- 2 The administration of destination may use for this purpose a copy of the separate AV 3 statement ("Internal service") if it prepares the latter for airmails subject to dues for air conveyance within its country in accordance with article 215, paragraph 1. Otherwise, the statement of weight referred to in paragraph 1 shall conform to the annexed specimen AV 3bis. As in the case of the separate AV 3 statement, the airmails received shall be entered on the AV 3bis statement by office of origin, then by office of destination, in chronological order of the mails; separate statements may be requested by the administration of origin of the mails for each dispatching office of exchange.
- 3 The separate AV 3 statements or the AV 3bis statements shall be recapitulated on a statement of weights of airmails received conforming to the annexed specimen AV 5bis. The recapitulation shall be done either by office of origin and office of destination, or in accordance with the serial numbers of the separate AV 3 statements or of the AV 3bis statements if such numbers have been given to them.
- 4 The AV 5bis statement, made out in duplicate monthly or quarterly as the case may be and accompanied by the copies of the separate AV 3 statements or of the AV 3bis statements, shall be sent to the administration of origin of the mails as soon as possible after the end of the period to which it relates.
- 5 After accepting it, the administration of origin of the mails shall return the AV 5bis statement to the administration which prepared it. If the latter has not received any notice of amendment within three months from the date of dispatch, it shall consider the statement as fully accepted.
- 6 In relations for which AV 3bis statements have to be prepared, the administrations concerned may reach agreement with one another with a view to these statements and, where appropriate, the AV 5bis statements being prepared by the administration of origin of the airmails. In this case the acceptance procedure laid down in paragraphs 4 and 5 shall be modified accordingly.
- 7 Administrations required to prepare AV 3bis statements may agree to make them out on the basis of a simplified method.

Chapter III

Preparation, settlement and revision of accounts

Article 179

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

1 For the preparation of transit charges accounts and surface-mail terminal dues accounts, the light, medium or heavy bags, as defined in article 173, shall be reckoned as having average weights of 3, 12 or 28 kilogrammes respectively.

2 The total amounts of the credits for closed mails shall be multiplied by 26 or 13, as the case may be, and the product shall serve as the basis for the detailed accounts specifying in francs the annual sums due to each administration.

3 If the use of the multiplier 26 or 13 gives a result which does not correspond to normal traffic, each administration concerned may request that another multiplier be adopted. This new multiplier shall be valid during the years to which the statistics apply.

4 In the absence of agreement on the new multiplier, the administration which considers itself unfairly treated may — provided it furnishes all the necessary supporting evidence — submit the question to the International Bureau or to a committee of arbitrators for the purposes laid down in article 65, paragraph 6, of the Convention.

5 However, in the absence of any special arrangement between the administrations concerned, a new multiplier may be adopted only if the established difference between the traffic as revealed by the statistics and the actual traffic involves a modification of more than 5000 francs per annum in the transit charges account, or surface-mail terminal dues account and on no other condition.

6 The creditor administration shall be responsible for preparing the accounts and forwarding them to the debtor administration. However, the forwarding of accounts shall not be required when the balance is less than the minimum provided for in article 65, paragraph 4, of the Convention for this purpose.

7 The detailed accounts shall be prepared in duplicate:

- a on forms conforming to the annexed specimen C 20 and on the basis of the C 17 statements for transit charges,
- b on forms conforming to the annexed specimen C 20bis and on the basis of the C 17bis statements relating to surface mails for terminal dues.

8 Further, the following procedure shall apply:

- a the C 20 and C 20bis detailed accounts relating to the year of the statistical count and prepared on the basis of the data therein shall serve as the basis for fixing the transit charges and terminal dues of the preceding and the following year;
- b for the accounts for subsequent years, in the absence of statistical data applicable to those years, the previous statistical data shall be used for the purposes of the provisional payments provided for in article 170, paragraph 5.

9 The C 20 and C 20bis detailed accounts shall be sent to the dispatching administration as soon as possible after the expiry of the statistical period. That administration shall not be bound to accept accounts not transmitted to it within three years of the expiry of the statistical period.

10 The C 17 statements shall be provided in support of the C 20 account only if they have been routinely prepared by the intermediate administration (article 174, paragraph 5) or at the request of the dispatching administration.

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

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Article 180

Preparation, transmission and approval of the annual airmail terminal dues accounts

- 1 The creditor administration shall be responsible for preparing the annual airmail terminal dues accounts and forwarding them to the debtor administration.
- 2 The detailed accounts shall be prepared in duplicate on forms conforming to the annexed specimen AV 12 and on the basis of the AV 5bis statements. They shall be forwarded to the debtor administration as soon as possible after the AV 5bis statements have been accepted or regarded as fully accepted. The latter shall be forwarded in support of the AV 12 accounts only if the debtor administration so requests.
- 3 If the administration sending the detailed account receives no notice of amendment within three months from the date of dispatch, the account shall be regarded as fully accepted.
- 4 The debtor administration shall not be obliged to accept accounts which have not been sent to it within three years of the expiry of the year to which they relate.

Article 181

Annual general liquidation account. Role of the International Bureau

- 1 The annual general liquidation account prepared by the International Bureau shall serve as the basis for settling transit charges and surface-mail terminal dues between administrations.
- 2 As soon as the detailed accounts between two administrations are accepted or regarded as fully accepted (article 179, paragraph 11) each of those administrations shall forward without delay to the International Bureau a separate statement for transit charges and surface-mail terminal dues in the form of the annexed specimens C 21 and C 21bis respectively, indicating the total amounts of the accounts. At the same time a copy of each of the statements shall be sent to the administration concerned.
- 3 A C 21 statement and a C 21bis statement shall be prepared for each of the three years to which the statistics apply.
- 4 In the event of discrepancy between corresponding particulars furnished by two administrations, the International Bureau shall invite them to reach agreement and to supply it with the finally agreed sums.
- 5 When only one administration has furnished C 21 or C 21bis statements, the International Bureau shall so inform the other administration concerned and tell it the amounts of the statements received. If, one month from the date of the dispatch of the statements, the International Bureau has received no comment, the amounts on these statements shall be accepted as final.
- 6 In the case provided for in article 179, paragraph 11, the statements shall be endorsed, "*Aucune observation de l'Administration débitrice n'est parvenue dans le délai réglementaire*" (No comment received from debtor administration within the prescribed period).
- 7 At the end of each year the International Bureau shall prepare, on the basis of the statements which it has received up to that time and which are regarded as fully accepted, an annual general liquidation account of transit charges and surface-mail terminal dues. If necessary it shall conform to article 170, paragraph 5, for annual payments.
- 8 The account shall show separately for transit charges and surface-mail terminal dues:
  - a the debit and credit of each administration;
  - b the debit balance or the credit balance of each administration;
  - c the amounts payable by the debtor administrations;
  - d the amounts receivable by the creditor administrations.
- 9 The International Bureau shall offset balances so as to restrict to a minimum the number of payments to be made.
- 10 The annual general liquidation accounts shall be forwarded by the International Bureau to administrations as soon as possible and at the latest before the expiry of the first quarter of the year following that of their preparation.
- 11 Two administrations may, exceptionally, arrange to settle their accounts direct between themselves, if they consider it essential. In this case, no C 21 or C 21bis statement shall be sent to the International Bureau.

Article 182

Payment of transit charges and surface-mail terminal dues

1 If the amounts payable in respect of transit charges or surface-mail terminal dues as a result of the annual general liquidation account of the International Bureau have not been paid one year after the expiry of the prescribed period (article 103, paragraph 9), the creditor administration may notify the International Bureau, which shall invite the debtor administration to pay within a period of not more than four months.

2 If the amounts due have not been paid on the expiry of this new period the International Bureau shall include them in the next annual general liquidation account to the credit of the creditor administration. In this case compound interest shall be chargeable, that is to say, the interest shall be added to the principal at the end of each year until full settlement.

3 When paragraph 2 is applied, the general liquidation account in question and those of the following four years shall not, as far as possible, include in the balances due as a result of the offsetting table amounts payable by the defaulting administration to the creditor administration concerned.

Article 183

Payment of airmail terminal dues

1 In the absence of special agreement between the administrations concerned, the annual payments due in respect of airmail terminal dues shall be settled between them direct on the basis of the AV 12 detailed accounts (article 180, paragraph 2).

2 However, if according to the AV 12 detailed accounts the difference in weight between the mail sent and received does not exceed 100 kilogrammes, the debtor administration shall be exempted from any payment.

Article 184

Revision of transit charges accounts

1 When a postal administration establishes that traffic varies very considerably from that resulting from the transit charges statistics, it may request that the results of these statistics should be revised.

2 Administrations may agree to make this revision.

3 In the absence of agreement, each administration may request, in the following cases, the preparation of special statistics with a view to the revision of transit charges accounts:

- a use of air instead of surface means for the conveyance of mails;
- b a major change in the surface routing of mails from one country for one or more other countries;
- c when an intermediate administration establishes within a year following the statistical period that there exists between the dispatches made by an administration during the statistical period and the normal traffic a difference of 20 percent at least in the total weight of mails dispatched in transit, these weights being calculated by multiplying the number of bags in each category by the corresponding average weights;
- d when an intermediate administration establishes at any time during the period of application of the statistics that the total weight of mails in transit has increased by at least 50 percent or decreased by at least 50 percent compared with the results of the last statistics, this weight being calculated by multiplying the number of bags in each category by the corresponding average weights.

4 The special statistics shall cover either all or only part of the traffic depending on circumstances.

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5 Also in the absence of agreement, the results of the special transit statistics taken on the basis of paragraph 3 shall be taken into consideration only if they effect by more than 5000 francs per annum the accounts between the administration of origin and the administration concerned.

6 Modifications resulting from the application of paragraphs 3 and 5 shall be taken into account in the general accounts of the administration of origin with the administrations which performed the transit before, and the administrations which provided it after the modifications which have occurred, even when for certain administrations the modification in the accounts does not reach the minimum fixed.

7 Notwithstanding paragraphs 3, 5 and 6 and in the event of complete and permanent diversion of mails from an intermediate country by another country, the transit charges payable by the administration of origin, on the basis of the last statistics, to the country which previously effected the transit shall, in the absence of any special agreement, be paid by the administration concerned to the new transit country from the date the diversion was established.

### Article 185

#### Revision of surface-mail terminal dues accounts

1 When a postal administration establishes that traffic varies very considerably from that resulting from the surface-mail terminal dues statistics, it may request that the results of these statistics should be revised.

2 Administrations may agree to make this revision.

3 In the absence of agreement, each administration may request, in the following cases, the preparation of special statistics with a view to the revision of surface-mail terminal dues accounts:

- a use of air instead of surface means for the conveyance of mails;
- b when it establishes within a year following the statistical period that there exists between the traffic counted during the statistical period and the normal traffic a difference of 20 percent at least in the total weight of mails received or sent, these weights being calculated by multiplying the number of bags in each category by the corresponding average weights;
- c when it establishes at any time during the period of application of the statistics that the total weight of surface mails received or sent has increased by at least 50 percent or decreased by at least 50 percent compared with the results of the last statistics, this weight being calculated by multiplying the number of bags in each category by the corresponding average weights.

4 Also in the absence of agreement, the results of the special surface-mail terminal dues statistics taken on the basis of paragraph 3 shall be taken into consideration only if they effect by more than 5000 francs per annum the accounts between the administration of origin and the administration concerned.

## Section VI

### Miscellaneous provisions

#### Chapter I

### Article 186

#### Routine correspondence between administrations

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

Article 187

Characteristics of postage stamps

- 1 Postage stamps shall bear the names of the country of origin in roman letters and their postage value in arabic figures. They may also bear the word "Postes" (Postage) in roman or other letters.
- 2 Postage stamps may be of any shape provided that, in principle, their vertical or horizontal dimensions are not less than 15 mm nor more than 50 mm.
- 3 Postage stamps may be distinctively marked with punched perforations or embossed impressions produced by means of an embossing-stamp, subject to the conditions laid down by the administration which has issued them, provided that those processes do not interfere with the clarity of the particulars prescribed in paragraph 1.
- 4 Commemorative or charity postage stamps may bear an inscription in any language to indicate the occasion for which they are issued. When a supplementary charge is payable in addition to their postage value, they shall be so designed as to leave no doubt about that value.

Article 188

Characteristics of the impression of franking machines

- 1 Postal administrations may use themselves or authorize the use of postal franking machines reproducing on items the name of the country of origin and the postage value, as well as the name of the office and the date of posting. However, the last two items of information shall not be compulsory. For franking machines used by postal administrations themselves, the postage value may be replaced by an indication that postage has been prepaid for example in the form: "Taxe perçue" (Charge collected).
- 2 Impressions produced by postal franking machines shall, in all cases, be bright red. However, the impressions of publicity slogans which might be used with the franking machines may be produced in a colour other than red.
- 3 The names of the country of origin and of the office of posting shall be given in roman letters, which may be supplemented by the same information in other letters. The postage value shall be shown in arabic figures.

Article 189

Characteristics of franking impressions (printing press, etc)

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

Article 190

Suspected fraudulent use of postage stamps or franking impressions

- 1 Subject expressly to the provisions of the legislation of each country, the following procedure shall be observed in reporting the fraudulent use, for prepayment of postage stamps and impressions of postal franking machines or printing presses:
  - a when, in outgoing mail, a postage stamp or a postal franking machine or printing machine impression on any item causes fraudulent use (presumption of being counterfeit or re-used) to be suspected and the sender is not known, the stamp or impression shall not be tampered with in any way and the item, accompanied by an advice in the form of the annexed specimen C 10, shall be sent to the delivery office in an

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- officially registered envelope. A copy of the advice shall be forwarded, for information, to the administrations of the countries of origin and of destination. Any administration may ask through notification of the International Bureau for C 10 advices concerning its service to be sent to its central administration or to a specially appointed office;
- b the item shall be delivered to the addressee, who shall be invited to see the evidence, only if he pays the charge due, discloses the name and address of the sender and places at the disposal of the postal service, after acquainting himself with the contents, either the entire item, if it is inseparable from the presumed corpus delicti, or the part of the item (envelope, wrapper, portion of letter, etc) which contains the address and the impression or stamp reported as suspect. The result of the interview shall be set down in an official report in the form of the annexed specimen C 11 signed by the postal official and by the addressee. If the addressee refuses, this shall be recorded on the document.
- 2 The official report shall be sent with the supporting papers, officially registered, to the administration of the country of origin, which shall take action according to its legislation.
- 3 Administrations whose legislation does not permit the procedure provided for in paragraph 1, a and b, shall inform the International Bureau to that effect so that the other administrations may be notified.

#### Article 191

##### International reply coupons

- 1 International reply coupons shall conform to the annexed specimen C 22. They shall be printed, on paper bearing as a watermark the initials UPU in large letters, under arrangements made by the International Bureau, which shall supply them to administrations together with a delivery bill in the form of the annexed specimen C 24, prepared in duplicate. After verification, the administration of destination shall return one copy duly signed to the International Bureau.
- 2 Each administration shall have the option:
- a of giving the reply coupons a distinctive perforation provided it does not detract from the legibility of the text or hamper the checking of their authenticity;
- b of indicating by means of a printing process the selling price on the reply coupons or of asking the International Bureau for this price to be indicated at the time of printing.
- 3 There shall be no limit to the period of exchange for reply coupons. Post offices shall satisfy themselves as to the genuineness of the documents when they exchange them and check particularly the presence of the watermark. Reply coupons shall bear a control stamp identifying the country of origin. Reply coupons on which the printed text does not agree with the official text shall be refused as invalid. Exchanged reply coupons shall be marked with an impression of the date-stamp of the office exchanging them.
- 4 Exchanged reply coupons shall be returned to the International Bureau in packets of a thousand or a hundred, together with a statement in the form of the annexed specimen C 23 prepared in duplicate and showing their total number and value, which should be calculated according to the rate provided for at article 31, paragraph 2, of the Convention. In case of change in this rate, all reply coupons exchanged before the date of the change shall be sent in a single consignment including, by way of exception, broken lots; they shall be accompanied by a special C 23 statement made out in the old value.
- 5 The International Bureau shall also take back damaged reply coupons sent together with a separate C 23 statement prepared in duplicate.
- 6 By way of exception, the International Bureau may take account of international reply coupons destroyed before sale or after exchange. In such cases, the C 23 statement, prepared in duplicate by the administration concerned, shall be accompanied by an official certificate of destruction.
- 7 The International Bureau shall keep the appropriate accounts, in which shall be entered:
- a to the debit of each administration, the value of the reply coupons supplied as well as the amount of the allowance made to the administration under the preceding biennial period;
- b to the credit, the value of the exchanged reply coupons returned to the International Bureau. A statement of account shall be sent for approval to each administration concerned. If one month from the date of the dispatch of the statement, the International Bureau has received no comment, the amounts on this statement shall be accepted as final.

- 8 The International Bureau shall prepare a biennial general liquidation account comprising:
  - a the debits and credits mentioned in paragraph 7;
  - b the allowances made to administrations by apportionment of the overall excess of the value of the reply coupons supplied over the value of the reply coupons exchanged during the biennial period, at the rate of 80 percent of the reply coupons supplied by the International Bureau and 20 percent of the reply coupons exchanged by administrations;
  - c the amounts payable and receivable by administrations.
- 9 The general liquidation account shall be sent to administrations together with an offset table which shall serve as the basis for settlements.
- 10 Articles 181, paragraphs 9 and 10, and 182 shall apply.

#### Article 182

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

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

#### Article 183

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

- 1 When payments have to be charged to the administrations which are liable, in accordance with article 58, paragraph 8, of the Convention, the creditor administration shall prepare monthly or quarterly accounts in the form of the annexed specimen C 31.
- 2 The C 31 account shall be sent in duplicate to the debtor administration by the quickest route (air or surface), and at the latest within two months following the period to which it relates. "Nil" accounts shall not be prepared.
- 3 After checking and acceptance, one copy of the C 31 account shall be returned to the creditor administration, at the latest by the end of two months from the date of dispatch. If the creditor administration has not received any notice of amendment within the prescribed time limit, the account shall be regarded as fully accepted.
- 4 In principle, these accounts shall be settled separately. However, administrations may come to an agreement that they are to be settled with the AV 5 detailed account or with the AV 11 general account, or possibly with the CP 18 general accounts for postal parcels.

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### Article 194

#### Forms for the use of the public

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

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

### Part III

#### Provisions concerning air conveyance

##### Chapter I

##### Rules for dispatch and routing

### Article 195

#### Marking of surcharged airmail correspondence

At the time of dispatch, surcharged airmail correspondence shall bear either a special blue label or a stamp impression of the same colour bearing the words "Par avion" (By airmail), or if need be these two words in handwritten or typewritten capital letters, with an optional translation in the language of the country of origin. This "Par avion" label, impression or indication shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given.

### Article 196

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

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

2 If airmail correspondence posted as an aérogramme is forwarded by air but does not comply with the conditions laid down in article 68, paragraphs 1 to 4, of the Convention, the word "Aérogramme" shall be struck through with two thick horizontal lines. If the item is sent by surface in accordance with article 68, paragraph 5, of the Convention, the word "Aérogramme" and, by analogy with paragraph 1, the words "Par avion" (By airmail) and any note relating to air conveyance shall be struck through in the same way. The reason for this deletion shall be given briefly.

Article 197

Make-up of airmails

- 1 Airmails shall consist of airmail correspondence arranged and bundled according to categories (LC, AO) and distinguished by the corresponding labels in the form of the annexed AV 10 specimens. These mails shall be made up with bags either entirely blue or with wide blue bands and bear the indications referred to in article 155, paragraph 4. For airmail correspondence in small numbers, envelopes in the form of the annexed specimen AV 9, made either of strong blue paper, plastic or other material and bearing a blue label, may be used.
- 2 VD 3 letter bills and dispatch lists which accompany airmails shall bear at the head a "Par avion" (By airmail) label or the stamp impression referred to in article 185.
- 3 The layout and text of airmail bag labels shall be in the form of the annexed AV 8 specimens. The labels themselves, or the optional tabs provided for in article 162, paragraph 3, shall be in the colours prescribed in article 162, paragraph 1, a to d.
- 4 Unless the administrations concerned object, mails may be included in another mail.
- 5 Late postings at airport post offices of airmail correspondence in small numbers shall be sent, by aircraft about to leave, in AV 9 envelopes to the exchange offices of destination.

Article 198

Establishing and verifying the weight of airmails

- 1 The serial number of the mail and the gross weight of each bag, envelope or packet forming part of the mail shall be shown on the AV 8 label or with the external address. If a "sac collecteur" is used, its weight shall not be taken into account.
- 2 The weight of each bag of airmail shall be rounded up or down to the nearest hectogramme according to whether or not the fraction of the hectogramme exceeds 50 g; weights of 50 g or less shall be shown as "0".
- 3 If an intermediate office or office of destination establishes that the actual weight of a bag in a mail differs by more than 100 g from the weight recorded, it shall amend the AV 8 label and immediately notify the dispatching office of exchange and when appropriate the last intermediate office of exchange of the mistake by C 14 verification note. If the discrepancies noted are within the above-mentioned limits, the entries made by the dispatching office shall hold good.

Article 199

"Sacs collecteurs"

- 1 Where warranted by the number of light-weight bags, envelopes or packets to be conveyed on the same sector, post offices responsible for handing over airmails to the airline undertaking the conveyance shall make-up, as far as possible, "sacs collecteurs".
- 2 The labels of "sacs collecteurs" shall bear in bold letters the indication "Sac collecteur"; the administrations concerned shall agree as to the address to be put on the labels.

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Article 200

AV 7 and C 18bis delivery bills

1 Mails to be handed over at the airport, except those subject to the special agreement with the receiving administration provided for in article 69, paragraph 3, of the Convention, shall be accompanied by five copies of a white delivery bill in the form of annexed specimen AV 7 for each stop.

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

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

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

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

3 Paragraphs 1 and 2 shall also apply to the preparation and distribution of the C 18bis delivery bill referred to in article 164, paragraph 6.

4 When airmails are sent by surface to an intermediate administration for reforwarding by air, they shall be accompanied by an AV 7 delivery bill for the intermediate office.

Article 201

Preparation and checking of AV 7 delivery bills

1 The serial number of the mail, the weight, of each bag, envelope or packet and all other necessary particulars appearing on the AV 8 label or with the external address shall be copied on the AV 7 delivery bill. Bags bearing a red label shall be indicated on the AV 7 delivery bill by an "R" in the "Observations" column. Nevertheless, in exchanges between administrations which have so agreed, the number and total weight of the bags may be given instead of the weight of each bag, envelope or packet. In this case, the number and weight of bags bearing red labels shall be shown separately from the number and weight of other bags, an "R" being marked in the "Observations" column of the AV 7 delivery bill to show that the bags in question bear red labels.

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

- a mails included in a "sac collecteur", entered individually with an indication that they are so included;
- b mails in AV 9 envelopes, made up in accordance with article 197, paragraphs 1 and 5.

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

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

Article 202

Missing AV 7 delivery bill

- 1 When a mail reaches the airport of destination – or an intermediary airport responsible for forwarding it with another carrier – without an AV 7 delivery bill, the administration, under whose jurisdiction this airport is, shall automatically prepare one, duly countersigned by the carrier from whom the mail is received, and shall report this fact by C 14 verification note together with two copies of the AV 7 thus prepared to the office responsible for loading this mail and request the return of one copy duly authenticated.
- 2 If, however, the airport of loading cannot be determined, the verification note shall be sent straight to the office of dispatch of the mail for it to forward the note to the office through which the mail transited.

Article 203

Transshipment of airmails

- 1 In principle, the transshipment at the same airport of mails in course of transmission shall be performed by the administration of the country in which the transshipment takes place.
- 2 Paragraph 1 shall not apply when the transshipment takes place between:
  - a aircraft of the same airline performing successive stages of the journey, or
  - b aircraft of two different airlines, in accordance with article 74, paragraph 4, of the Convention.

Article 204

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

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

Article 205

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

- 1 When an aircraft interrupts its flight for a length of time likely to delay the mails or when, for any reason whatsoever, the mails are unloaded at an airport other than that given on the AV 7 delivery bills, the airline shall hand over such mails immediately to the officials of the administration of the country where the stop has been made, who shall reforward them by the quickest route (air or surface).
- 2 The administration which receives misrouted 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.

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

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

4 In every case the office which did the reforwarding shall inform the office of origin of each dispatch or bag by C 14 verification note, indicating in particular on the verification note the air service from which the mail was taken and the services used (air or surface) for onward transmission to its destination.

Article 206

Steps to be taken in the event of an accident

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

2 The administration of the country in which the accident occurred shall inform all administrations of previous airports of call, by telegraph, of the facts of the mail, and these administrations in turn shall advise by telegraph all other administrations concerned.

3 Administrations which have loaded mail on the aircraft involved in the accident shall send a copy of the AV 7 delivery bills to the administration of the country where the accident occurred.

4 The qualified office shall then notify the offices of destination of the mails involved in the accident by verification note giving details of the circumstances of the accident and the results of the check of the mails. One copy of each verification note shall be sent to the offices of origin of the relative mails and another to the administration of the country to which the airline belongs. These documents shall be sent by the quickest route (air or surface).

Article 207

Airmail correspondence sent in surface mails

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

Article 208

Sending of airmail correspondence in transit à découvert

An administration which dispatches to another administration, in an airmail or a surface mail, airmail correspondence in transit à découvert for reforwarding by airmail shall gather it, sorted into categories, in bundles identified by the appropriate AV 10 labels, according to groups of countries of destination on the basis of the information in the AV 1 list.

Article 209

Preparation and checking of AV 2 bills

1 When, in the conditions laid down in articles 210 and 211, airmail correspondence à découvert is accompanied by bills in the form of the annexed specimen AV 2, their weight shall be shown separately for each group of countries of destination. The AV 2 bills shall be specially numbered in two consecutive series, one for unregistered items and the other for registered items. The number of AV 2 bills shall be entered in the corresponding item of table III of the C 12 letter bill. Transit administrations may request the use of special AV 2 bills listing in a set order the most important groups of countries.

2 The weights of à découvert correspondence for each group of countries shall be rounded up or down to the nearest decagramme according to whether or not the fraction of the decagramme exceeds 5 g.

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

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

Article 210

Airmail correspondence in transit à découvert. Statistical operations

1 The air conveyance dues of airmail correspondence in transit à découvert provided for by article 80 of the Convention shall be calculated on the basis of statistics taken annually and alternately during the periods from 2 to 15 May inclusive and from 15 to 28 October inclusive, in such a way that these periods coincide with those relating to the triennial statistics on surface mail in transit provided for in article 170.

2 During the statistical period, à découvert transit airmail correspondence shall be accompanied by AV 2 bills, prepared and verified as laid down in article 209; the AV 10 bundle label and the AV 2 bill shall be overprinted with the letter "S". When there is no à découvert airmail correspondence in a mail which normally includes such correspondence, an AV 2 bill endorsed "Nul" (Nil) shall accompany the letter bill of the mail.

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

Article 211

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

1 Airmail correspondence in transit à découvert which is excluded from statistical operations in accordance with article 80, paragraph 3, of the Convention and for which accounts are prepared on the basis of the actual weight shall be accompanied by AV 2 bills prepared and checked as laid down in article 209. If the weight of misent airmail correspondence originating at one and the same office of exchange and contained in a dispatch from that office does not exceed 50 grammes, routing preparation of an AV 2 bill in accordance with article 209, paragraph 4, shall not take place.

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

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Article 212

Return of empty airmail bags

- 1 Empty airmail bags shall be returned to the administration of origin in accordance with the rules of article 168. Nevertheless, a special mail shall be made up as soon as the number of empty bags reaches ten.
- 2 Empty airmail bags returned by air shall be made up as special dispatches, described on statements in the form of the annexed specimen AV 7 S.
- 3 By prior agreement, an administration may use the bags belonging to the administration of destination for making up its own mails.

Chapter II

Accounting. Settlement of accounts

Article 213

Accounting for air conveyance dues

- 1 Accounting for air conveyance dues shall be effected in accordance with articles 79 and 80 of the Convention.
- 2 Notwithstanding paragraph 1, administrations may, by common consent, decide that accounts for airmail dispatches shall be settled on the basis of statistical returns. In that case, they shall arrange between themselves the method of compiling the statistics and preparing the accounts.

Article 214

Accounting for surface transit charges relating to airmails

If airmails transported by surface are not included in the statistics provided for in article 170, the relative sea or land transit charges shall be calculated in accordance with the actual gross weight of the airmails shown on the AV 7 statements.

Article 215

Preparation of AV 3 and AV 4 statements of weight

- 1 Each creditor administration shall prepare a statement in the form of the annexed specimen AV 3, monthly or quarterly as preferred, using the airmail particulars entered on AV 7 delivery bills. Mails carried over the same air sector shall be entered on the AV 3 statement by office of origin, then by country and office of destination, and in chronological order for each office of destination. When separate AV 3 statements are prepared for air conveyance inside the country of destination in accordance with article 78, paragraph 4, of the Convention, these shall be marked "*Service intérieur*" (Internal service).
- 2 For *à découvert* correspondence reforwarded by air, the creditor administration shall prepare a yearly statement in the form of the annexed specimen AV 4. This shall be done at the end of each statistical period as laid down in article 210, paragraph 1, and based on the particulars appearing on the AV 2 "S" bills. The total weights shall be multiplied by 26 on the AV 4 statement. If the accounts have to be prepared on the basis of the actual weight of *à découvert* airmail correspondence, AV 4 statements shall be drawn up as often as is provided for in paragraph 1 for AV 3 statements and on the basis of the corresponding AV 2 bills.

3 If, during an accounting period, a change occurring in the arrangements made for the exchange of airmail correspondence in transit à découvert results in a variation of at least 20 percent and exceeding 500 francs in the total amounts to be paid by the dispatching administration to the intermediate administration, these administrations, at the request of one or the other, shall agree to replace the multiplier 26 referred to in paragraph 2 by another valid only for the year in question.

4 When the debtor administration so requests, separate AV 3 and AV 4 statements shall be drawn up for each office of exchange which dispatches airmails or air correspondence in transit à découvert.

#### Article 216

##### Preparation of AV 5 detailed accounts

1 The creditor administration shall prepare on a form, conforming to the annexed specimen AV 5, detailed accounts showing the amounts due to it according to the AV 3 and AV 4 statements of weight. Separate detailed accounts shall be prepared for closed airmails and for airmail correspondence à découvert as often as indicated in article 215, paragraphs 1 and 2 respectively.

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

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

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

4 AV 5 detailed accounts may be summarized in a quarterly general account in the form of the annexed specimen AV 11, prepared by the creditor administrations which have adopted the offset system of settling accounts; this account may, however, be prepared half-yearly after agreement between the administrations concerned. If the balance of an AV 11 general account — airmail prepared quarterly or half-yearly does not exceed 25 gold francs, it shall be carried over to the next AV 11 general account. If a balance of less than 25 gold francs is outstanding at the end of the year, the debtor administration shall be exempted from all payment.

#### Article 217

##### Submission and acceptance of AV 3 and AV 4 statements of weight and AV 5 detailed accounts

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

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

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

4 Whenever the statistics provided for in article 210, paragraph 1, fall in October, annual payments for airmail correspondence in transit à découvert may be made provisionally on the basis of statistics compiled during May of the previous year. The provisional payments shall then be adjusted in the following year when the accounts based on the October statistics are approved or regarded as fully accepted.

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5 Discrepancies in the accounts shall not be taken into consideration if they do not exceed 10 francs per account.

6 In the absence of special agreement between the administrations concerned, AV 3 and AV 4 statements and the corresponding AV 5 detailed accounts shall always be sent by the quickest postal route (air or surface).

7 If the total AV 5 detailed accounts does not exceed 25 francs per annum the debtor administration shall be excused all payment.

## Chapter III

### Information to be supplied by administrations and by the International Bureau

#### Article 218

##### Information to be supplied by administrations

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

- a as regards the internal service:
  - i the districts and principal towns to which mails or airmail correspondence originating abroad are forwarded by internal air services;
  - ii the rates per kilogramme of the air conveyance dues calculated in accordance with article 79, paragraph 3 of the Convention and its date of application;
- b as regards the international service:
  - i the decisions taken as regards the application of certain optional airmail provisions;
  - ii the rates per kilogramme of the air conveyance dues, which it collects direct in accordance with article 82 of the Convention and their date of application;
  - iii the rates per kilogramme of the air conveyance dues for airmails in transit between two airports in the same country, fixed in accordance with article 79, paragraph 4 of the Convention, and their date of application;
  - iv the countries for which it makes up airmails;
  - v the offices transferring transit airmails from one line to another and the minimum time necessary for such transshipment;
  - vi the conveyance rates fixed for the onward transmission of airmail correspondence received à découvert in accordance with the system of average rates laid down in article 80, paragraph 1, of the Convention and their date of application;
  - vii the air surcharges or combined charges for the various categories of airmail correspondence and for the various countries, with an indication of the names of the countries for which uncharged mail is admitted;
  - viii where applicable, the special charges for redirection or return to origin fixed in accordance with articles 76, paragraph 3 and 77, paragraph 2, of the Convention.

2 Any amendment to the information mentioned in paragraph 1 shall be communicated to the International Bureau without delay, by the quickest means. Amendments concerning the information mentioned under subparagraphs a, ii, and b, vi, must reach the International Bureau within the time limits prescribed in article 81, of the Convention.

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

**Article 219**

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

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

- a "*Liste générale des services aéropostaux*" (Known as "*Liste AV 1*") (General list of airmail services) published from the information supplied under article 218, paragraph 1;
- b "*Liste des distances aéropostales*" (List of airmail distances) drawn up in collaboration with the air carriers;
- c "*Liste des surtaxes aériennes*" (List of air surcharges) article 218, paragraph 1, b, vii and viii.

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

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

**Part IV**

**Final provisions**

**Article 220**

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

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

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

Done at Rio de Janeiro, 28 October 1979.

*Signatures: the same as on pages 49 to 79.*

**Notes by the International Bureau**

In view of the provisions of articles 8 of the Convention and 101, 102 and 103 of its Detailed Regulations, administrations may replace in the accounting forms all indications in gold francs by indications in Special Drawing Rights (SDRs) or they may simply insert an additional heading for converting the final result (expressed in gold francs) into SDRs using the linking coefficient of 3.061 gold francs = 1 SDR.

## ANNEXES: FORMS

## LIST OF FORMS

No	Title or nature of form	References
1	2	3
C 1	Customs label . . . . .	Art 116, para 1
C 2/CP 3	Customs declaration . . . . .	Art 116, para 1
C 3/CP 4	Franking note . . . . .	Art 117, para 2
C 4	"R" Label combined with the name of the office of origin and the serial number of the item . . . . .	Art 131, para 4
C 5	Advice of delivery/of payment/of entry . . . . .	Art 138, para 2
C 6	Collective envelope for redirection of letter-post items . . . . .	Art 142, para 1
C 7	Request [ for withdrawal from the post . . . . . for alteration of address . . . . . for cancellation or alteration of the COD amount . . . . . ]	Art 144, para 1
C 8	Inquiry concerning an unregistered item . . . . .	Art 146, para 1
C 9	Inquiry concerning a registered item, insured letter or postal parcel . . . . .	Art 147, para 1
C 9bis	Advice of redirection of a C 9 form . . . . .	Art 147, para 10
C 10	Advice concerning the presumed fraudulent use of postage stamps or franking impressions . . . . .	Art 150, para 1, a
C 11	Report concerning the presumed fraudulent use of postage stamps or franking impressions . . . . .	Art 150, para 1, b
C 12	Letter bill concerning the exchange of mails . . . . .	Art 155, para 1
C 13	Special list of registered items . . . . .	Art 157, para 1
C 14	Verification note concerning the exchange of mails . . . . .	Art 165, para 2
C 15	Special letter bill showing statistical information . . . . .	Art 173, para 1
C 16	Verification note concerning statistical information . . . . .	Art 174, para 1
C 17	Statistical statement of mails in transit . . . . .	Art 174, para 2, a
C 17bis	Statistical statement of mails received . . . . .	Art 174, para 2, b
C 18	Bill for delivery of surface mails . . . . .	Art 164, para 1
C 18bis	Bill for delivery of air-lifted surface mails . . . . .	Art 164, para 6
C 19	Transit bulletin concerning mail statistics . . . . .	Art 176, para 1
C 20	Detailed account of transit charges . . . . .	Art 179, para 7, a
C 20bis	Detailed account of surface-mail terminal dues . . . . .	Art 179, para 7, b

Convention, Forms

No	Title or nature of form	References
1	2	3
C 21	Statement of transit charges . . . . .	Art 181, para 2
C 21bis	Statement of surface-mail terminal dues . . . . .	Art 181, para 2
C 22	International reply coupons . . . . .	Art 191, para 1
C 23	Detailed statement of reply coupons exchanged . . . . .	Art 191, para 4
C 24	Detailed statement of reply coupons supplied . . . . .	Art 191, para 1
C 25	Postal identity card . . . . .	Art 108, para 2
C 26	Detailed monthly account of customs, etc. charges . . . . .	Art 192, para 1
C 27	Trial note for determination of the most favourable route for a letter or parcel mail . . . . .	Art 163, para 3
C 28	Bag label . . . . .	Art 182, para 1
C 28bis	Statistics label . . . . .	Art 172, para 1
C 29	Routine correspondence . . . . .	Art 188
C 30	Bundle labels . . . . .	Art 185, para 1
C 31	Account of amounts due in respect of indemnity for letter-post items . . . . .	Art 183, para 1
C 32	Declaration concerning the non-receipt (or receipt) of a postal item . . . . .	Art 147, para 12
VD 1	Table VD 1 . . . . .	Art 110
VD 2	"V" label combined with the name of the office of origin and the registration number of the item . . . . .	Art 134, para 1, a
VD 3	Dispatch list for insured letters . . . . .	Art 188, para 1
VD 4	Report concerning the loss of/theft from/damage to or other irregularities in respect of an insured letter . . . . .	Art 185, para 7
AV 1	General list of airmail services, List AV 1 . . . . .	Art 219, para 1, a
AV 2	Weight bill of à découvert airmail correspondence . . . . .	Art 209, para 1
AV 3	Statement of weights of airmails . . . . .	Art 215, para 1
AV 3bis	Statement of weights (terminal dues): airmails . . . . .	Art 178, para 3
AV 4	Statement of weights of à découvert airmail correspondence . . . . .	Art 215, para 2
AV 5	Detailed account concerning airmail . . . . .	Art 216, para 1
AV 5bis	Statement of-weights of airmails received: airmail terminal dues . . . . .	Art 172, para 3
AV 6	Transmission envelope for AV 7 and AV 7 3 bills . . . . .	Art 200, para 2, c
AV 7	Delivery bill — airmails . . . . .	Art 200, para 1
AV 7 3	Delivery bill — airmails of empty bags . . . . .	Art 212, para 2
AV 8	Airmail bag label . . . . .	Art 197, para 3
AV 9	Envelope for the make-up of airmails . . . . .	Art 197, para 1
AV 10	Bundle labels . . . . .	Art 197, para 1
AV 11	General account — airmail . . . . .	Art 216, para 4
AV 12	Detailed account: airmail terminal dues . . . . .	Art 183, para 2



Postal administration

**CUSTOMS DECLARATION**

**C 2/CP 3 (Front)**

**BEFORE COMPLETING THIS FORM YOU SHOULD READ CAREFULLY THE INSTRUCTIONS OVERLEAF**

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

**Instructions**

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

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

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

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

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

(Front)

<b>COUPON TO BE HANDED TO THE SENDER</b>			<b>C3/CP 4</b> Part A	
<b>DETAILS OF CHARGES DUE</b>			Part to be filled in by the administration of destination	
in the currency of the country of destination of the item			Stamp of the office which has advanced the charges	
Charge for delivery free of charges <sup>2</sup>			<b>TOTAL OF CHARGES ADVANCED</b>	
Customs duty				
Presentation to Customs charge			Amount in figures, in the currency of the country of destination of the item	
Other charges			Office which has made the advance	
Total			Date	
Total after conversion			No of register	
Signature of the office which has recovered the charges			Signature of the official	
Signature of the official who has converted the amount			Stamp of the office which has recovered the charges	
			Administration of origin	
Postal administration			<b>C3/CP 4</b> <b>Franking Note</b> Part B	
			Nature of the item	
Insured value			Office of posting	
Name and full address of sender				
Name and full address of addressee				
The item is to be delivered free of charges and fees, which I undertake to pay			Stamp of the office of origin	
Signature of sender				

Part A (back)

Part B (front)

Convention, Rio de Janeiro 1979, art 117, para 2; Parcels, Rio de Janeiro 1979, art 110, para 3, b - Size: 148 x 106 mm, colour: yellow

(Back)

<b>DETAILS OF CHARGES DUE</b> in the currency of the country of destination of the item		Part to be filled in by the administration of destination		<b>C 3/CP 4</b> <b>Part B</b>	
				Stamp of the office which has advanced the charges 	
Charge for delivery free of charges <sup>2</sup>		<b>TOTAL OF CHARGES ADVANCED</b>			
Customs duty					
Presentation to Customs charge		Amount in figures, in the currency of the country of destination of the item Office which has made the advance		Date	
Other charges					
Total		No of register		Signature of the official	
* Also called - Commission charge		Postal administration		<b>C 3/CP 4</b> <b>FRANKING NOTE</b> <b>Part A</b>	
				Upper edge of the form when parts A and B are folded one upon the other	
<b>COUPON</b>		Nature of the item   Weight <sup>1</sup>			
No   Insured value		Nature of the item   No   Weight <sup>1</sup>			
Office of posting		Insured value   Office of posting			
Name and full address of addressee		Name and full address of sender			
Name and full address of addressee		Name and full address of addressee			
The sender has paid the charges and fees indicated on the back		The item is to be delivered free of charges and fees, which I undertake to pay		Stamp of the office of origin 	
Stamp of the office of origin 		Signature of sender		To be returned to the office of	
* For parcels only		Part A (Front)			

(Front)

Postal administration of origin

**ADVICE of delivery/of payment/of entry** C 5

On postal service

To be filled in by the office of origin	
Office of posting	
No	Date of posting

Stamp of the office returning the advice

To be returned by the quickest route (air or surface mail), à découvert and post free.

Return to (to be filled in by the sender)

Name	
Street and No	
Locality	
Country	

Convention, Rio de Janeiro 1978, art 135, para 2 - Size: 148 x 105 mm with a tolerance of 2 mm; colour: light red

(Back)

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

(Front)

Postal administration of origin

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

ON POSTAL SERVICE

C 6

Date stamp



**Notes**

This envelope may be opened by the office of delivery.

It must not contain any item to be submitted to customs control or which is likely to cause tears. If there are charges to be collected, mark with a "T" stamp in the middle of the upper part of the collective envelope.

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

**Full address of addressee**

Name of addressee

Care of (where appropriate)

Street and No

Locality or office of destination

Country of destination

C 6 (Back)

To be presented open at the reforwarding post office

Postal administration of origin

**REQUEST**

C 7 (Page 1)

for withdrawal from the post (I)

Office of service of origin

for alteration of address (II)

for cancellation or alteration of the COD amount (III)

Office of destination or service designated as intermediary

Request by mail

Request by telegraph (page 2)

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

**Request by post**

Description of item	Nature of item	No of item	Date of dispatch
	Office of origin	No of mail	
	Original COD amount in figures (where applicable)		
	Full name and address of the sender		
	Full address of the addressee as given on the item		
	The attached facsimile represents		
<input type="checkbox"/> the envelope of the item		<input type="checkbox"/> the address of the item	
I Request for withdrawal from the post	Please return the item		
<input type="checkbox"/> by surface		<input type="checkbox"/> by air	
II Request for alteration of the address	Please redirect the item		
<input type="checkbox"/> by surface		<input type="checkbox"/> by air	
New address			
III Request for cancellation or alteration of the COD amount	<input type="checkbox"/> Please cancel the COD amount		
	<input type="checkbox"/> Please alter the COD amount		
	New COD amount, to be written in words		
<input type="checkbox"/> The corrected COD money order is attached			

Place and date

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

Signature of sender



I Request for withdrawal from the post	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen
	Office or service of destination of the request
	Return by <input type="checkbox"/> surface <input type="checkbox"/> air
	Nature of item <span style="float: right;">Posting No.</span>
	Office of posting <span style="float: right;">Date of posting</span>
	from <span style="float: right;">Full address of addressee</span>
	to
	Particulars of the sender (if any), form and colour of the item, etc
	Description
	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen
II Request for alteration of address	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen
	Office or service of destination of the request
	Old particulars
	Replace <input type="checkbox"/> New particulars
	by <input type="checkbox"/> Nature of item <span style="float: right;">Posting No.</span>
	on <input type="checkbox"/> Office of posting <span style="float: right;">Date of posting</span>
	from <span style="float: right;">Full address of addressee</span>
	to
	Particulars of the sender (if any), form and colour of the item, etc
	Description
III Request for cancellation or alteration of the COD amount	redirection requested by <input type="checkbox"/> surface <input type="checkbox"/> air
	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen
	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen
	Office or service of destination of the request
	New amount in words (if applicable)
	<input type="checkbox"/> Cancel <input type="checkbox"/> Alter to <input type="checkbox"/> Nature of item <span style="float: right;">Posting No.</span>
	the COD charge on <input type="checkbox"/> Office of posting <span style="float: right;">Date of posting</span>
	from <span style="float: right;">Full address of addressee</span>
	to
	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen
Place and date	Stamp of the office where the request is handed in Signature of official in charge
Signature of sender	

Part to be filled in by the office or service where the request originates	
Office or service where request is handed in	This page should be returned to the address opposite by the quickest route (air or surface)

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

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

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



**INQUIRY  
Unregistered item**

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

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

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

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

C 8 (Back)

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

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


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

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

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


This form must be returned to

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

Registered item, insured letter or postal parcel

Stamp of the office of origin

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

Office or service of origin	Date of inquiry
	Date of duplicate   Reference



1 Particulars to be supplied by the service of origin

Reason for inquiry

Item  not received  stolen  damaged  delayed

Registered item  Letter  Printed paper

Insured item  Letter  Parcel  Insured value

Unregistered parcel

Special particulars  Airmail  Express  Advice of delivery

COD  COD amount and currency

Weight (does not concern letter-post items)

Date of posting | Office of posting | No of item

Routing (does not concern letter-post items)

Name and full address of sender

Name and full address of addressee

Contents (precise description)

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

Facsimile of the address on the item  attached  not attached

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

Mail in which the item was sent	Date	From	For
<input type="checkbox"/> Air <input type="checkbox"/> Surface			
<input type="checkbox"/> Air <input type="checkbox"/> Surface			
<input type="checkbox"/> Air <input type="checkbox"/> Surface			

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

Mail in which the item was sent

No  Date

Air  Surface

Dispatching office of exchange

Office of exchange of destination

Particulars of entry

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

No

No of entry

Office stamp



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

Mail in which the item was sent

No  Date

Air  Surface

Dispatching office of exchange

Office of exchange of destination

Particulars of entry

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

No

No of entry

Office stamp



Signature

Mail in which the item was sent

No  Date

Air  Surface

Dispatching office of exchange

Office of exchange of destination

Particulars of entry

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

No

No of entry

Office stamp



Signature

**3 Particulars to be supplied by the service of destination**

**A In case of delivery**

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

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

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

forwarded to the giro centre | Date | No of money order  
 Name of giro centre \_\_\_\_\_

credited to giro account

Stamp and signature of official in charge of the delivery office

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

Treatment of the item | Name of office

It is at \_\_\_\_\_ | Date

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

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

It has not been received at the office of destination. The addressee's declaration is attached

Stamp and signature of official in charge of the delivery office

**4 Final reply**

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

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

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

Because of the use of bulk advice, it is impossible to establish where the loss occurred<sup>2</sup>.  
 One half of the amount paid may be debited against our service in a CP 16 summarized account | Reference

Because of the agreement between our two administrations<sup>3</sup>, your administration has to compensate the applicant

Any other comments (continue overleaf)

Stamp, date and signature

This form must be returned to

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

<sup>2</sup> Convention, art 55, para 3, and art 56, para 5; Parcels, art 42, para 4.

<sup>3</sup> Convention, art 58, para 3; Parcels, art 44, para 4.

Postal administration of origin

C 9bis

Office or service sending the advice

**ADVICE  
Redirection of a C 9 form**

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

**Item concerned**

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

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

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

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

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

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

Signature

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

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

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

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

Nature of item	
Office of origin	Date of posting
Copy of the address	
Presumed irregularity	
Observations, if any	
Stamp, date and signature	

Postal administration of origin

C 11

Office preparing the report

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

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

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

Nature of presumed fraud

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

The addressee declares

that the sender is unknown to him

that he refuses to divulge the name of the sender

that the item was sent by the following person

Name and address of sender

Consequently,

We have delivered the item to the addressee

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

the item

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

Observations, if any

In witness whereof, we have, in single copy, drawn up this report in order that effect may be given to article 13 of the Convention and to article 190 of its Detailed Regulations.

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

Dispatching administration

**LETTER BILL**  
**Exchange of mails**

C 12 (Front)

Dispatching office of exchange	Date of despatch	Time	Mail No
Office of exchange or destination	Name of ship		
	Flight No		
	Via		

<b>I The mail contains</b> unregistered items <input type="checkbox"/> express <input type="checkbox"/> air		<b>V Official notes</b>	
<b>II Number of bags</b>		Dispatching administration bags ..... Number	
Bags with red labels .....	Number	Bags returned empty belonging to the administration of destination	
Bags with white and blue labels .....		Other information	
Sacks of empty bags (SV)			
Total number of bags			

<b>III Summary of registered and insured items</b>			<b>VI List of registered items</b>			
	Registered	Insured	Bulk advice			
Number of bags containing items .....			Number of items inserted in this bag			
Number of packets containing items .....			in letters			
Number of special lists (registered) or dispatch lists (insured) .....			in figures			
Total number of items			Individual advice			
Number of AV 2 bills			Number			
			ser- ial	of the item	Office of origin	Observations
			1			
			2			
			3			
			4			
			5			
			6			
			7			
			8			
			9			

<b>IV Closed mails included in this mail</b>			
No of the mail	Office of origin	Office of destination	No of bags or packets

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

VI List of registered items (conclusion)

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

**SPECIAL LIST  
Registered Items**

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

**VERIFICATION NOTE**  
**Exchange of mails**

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

**1 Irregularities concerning bags or covers**

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

The bags and covers described above

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

**2 Irregularities concerning documents**

Missing documents (please send a copy)

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

To be sent by registered post



Dispatching office of exchange				Date of dispatch		Time		Mail No	
Statistical period				Name of ship					
<input type="checkbox"/> First mail				<input type="checkbox"/> Last mail					
Office of exchange of destination				Via					
Number of bags subject to transit charges and/or terminal dues with a gross weight								Number of bags exempted from transit charges and terminal dues	
not exceeding 5 kg (light bags)		over 5 kg and up to 15 kg (medium bags)		over 15 kg and up to 30 kg (heavy bags)					
LC and AO bags	M bags	LC and AO bags	M bags	LC and AO bags	M bags				
I The mail contains				V Official notes					
unregistered items				<input type="checkbox"/> express		<input type="checkbox"/> air		Number	
II Number of bags				Dispatching administration's bags .....					
Bags with red labels .....				Number		Bags returned empty belonging to the administration of destination			
Bags with white and blue labels .....						Other information			
Sacks of empty bags (SV)									
Total number of bags									
III Summary of registered and insured items				VI List of registered items					
		Registered	Insured	Bulk advice					
Number of bags containing items .....				Number of items inserted in this bag					
Number of packets containing items .....				Number (in letters)					
Number of special lists (registered) or dispatch lists (insured) .....				Number (in figures)					
Total number of items included in the mail				Individual advice					
Number of AV 2 bills				Number		Office of origin		Observations	
				serial	of the item				
				1					
				2					
				3					
				4					
				5					
				6					
IV Closed mails included in this mail				Continue overleaf if necessary					
No of the mail	Office of origin	Office of destination	No of bags or packets						
Stamp of the dispatching office of exchange Signature of the official				Stamp of the office of exchange of destination Signature of the official					



VI List of registered items (conclusion)

Number		Office of origin	Observations	Number		Office of origin	Observations
ser- ial	of the item			ser- ial	of the item		
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			
31				61			
32				62			
33				63			
34				64			
35				65			
36				66			

Postal administration of origin

**VERIFICATION NOTE**  
**Statistical information**

C 16

Office of origin of note	Date of note	I No	Mail No
Office of destination of note	Date of dispatch	Time	
	Despatching office of exchange		
	Office of exchange of destination		

**Closed mails subject to transit charges and/or terminal dues**

	Number of bags			
	according to the declaration of the dispatching office		according to the verification of the office of destination	
	LC and AO bags	M bags	LC and AO bags	M bags
Light bags (up to 5 kg) .....				
Medium bags (over 5 and up to 15 kg) .....				
Heavy bags (over 15 and up to 30 kg)				
Bags exempted from transit charges and terminal dues				

**Observations**

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This form must be returned by registered post to

Stamp of the office preparing the note and date  
Signatures of the officials

Seen and accepted  
Stamp of the office of destination of the note and date  
Signature of the official in charge









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

Stamp of the office of destination



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

Stamp of the office of destination











**STATEMENT**  
**Transit charges**

Date of statement

Notes. Statement showing the total amounts of the reciprocal detailed accounts between administrations

Sums due for the year	Carried forward from the C 20 detailed accounts			
	Administration preparing the statement		Corresponding administration	
Year of basic statistics				
Name of administration	fr	c	fr	c
	Amount of provisional payment made by			
Totals				
Deduction				
Name of administration				
Balance to the credit of				

Observations, if any

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The administration preparing the statement

Signature of official

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UNIVERSAL POSTAL  
UNION

**INTERNATIONAL  
REPLY COUPON**

C 22

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

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

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

Convention, Rio de Janeiro 1979, art 191, para 1 - Size: 105 x 74 mm

Postal administration

C 23

**DETAILED STATEMENT  
Reply coupons exchanged**

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

	Number	Amount
Reply coupons at 1.50 gold francs exchanged for postage stamps and sent to the International Bureau		fr

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

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

C 24

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

Reply coupons at 1.50 gold francs supplied by the International Bureau	Number	Amount

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

Postal administration of		<b>POSTAL IDENTITY CARD</b>		C 25	
Photograph          Postage stamp (Partly on the photo)	UNIVERSAL POSTAL UNION		No	Valid until	
				Surname	
				Forename(s)	
				Occupation	
				Nationality	
				Address	
				Holder's signature	

Convention, Rio de Janeiro 1979, art 106, para 2 - Size: 106 x 74 mm

(Back)

<b>Description</b>		
Date and place of birth		
Height	Hair	Eyes
Complexion	Special marks	
Issuing office		Official's signature
<p>1 This card, issued exclusively by the postal service, is recognized as proof of identity for post office business.</p> <p>2 Postal administrations are not liable for the consequences of the loss, theft, or fraudulent use of this card.</p>		

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

Debtor administration	Date of account	
	Month	Year

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

The creditor administration

Place, date and signature

**TRIAL NOTE**  
**Determination of the most favourable route**  
**for a letter or parcel mail**

Administration of destination	Date of note
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Notes. To be returned duly completed by the quickest route

**To be filled in by the dispatching office**

<b>Mail</b>	<input type="checkbox"/> Surface letter mail <span style="float: right;"><input type="checkbox"/> Air letter mail</span>	
	<input type="checkbox"/> Surface parcel mail <span style="float: right;"><input type="checkbox"/> Air parcel mail</span>	
	Number	Dispatching office
	Date of despatch	Office of destination
<b>Method of conveyance</b>	<input type="checkbox"/> By flight <span style="float: right;">Number</span>	
	<input type="checkbox"/> By ship <span style="float: right;">Name of ship</span>	
	<input type="checkbox"/> By .....	
	<input type="checkbox"/> By .....	
<b>Signature</b>		

**To be filled in by the office of destination**

<b>Arrival</b>	Office which received the mail	
	Date of arrival	Time
<b>Method of arrival</b>	<input type="checkbox"/> By flight <span style="float: right;">Number</span>	
	<input type="checkbox"/> By ship <span style="float: right;">Name of ship</span>	
	<input type="checkbox"/> By .....	
	<input type="checkbox"/> By .....	
<b>Other information</b>	.....	
	.....	
	.....	
	.....	
<b>Signature</b>		

<b>To be returned to</b>	Name of office
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Diakarta (Indonesia)	from	to	C 28
	<b>Geneva 1</b>	<b>DJAKARTA</b>	
Diakarta (Indonesia)	Mail No	(Indonesia)	
	Date of despatch	Via	
		Ship	
		Port of disembarkation	

Convention, Rio de Janeiro 1979, art 162, para 1 - Size: 125 x 60 mm, colour: vermillion red, white, light blue or green respectively

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

<input type="checkbox"/> Mail No	<input type="checkbox"/> Date of dispatch	<b>C 28bis</b>	
<p>_____</p> <p><b>© Statistics</b></p>		<input type="checkbox"/> Exempt	Weight category
		<input type="checkbox"/>	5 kg
		<input type="checkbox"/>	15 kg
		Transit bulletin	
		<input type="checkbox"/> C 19	<input type="checkbox"/> 30 kg
		<input type="checkbox"/>	<input type="checkbox"/>
* Mark with a cross as applicable			

Convention. Rio de Janeiro 1979. art 172. para 1 - Size: 100 x 60 mm. colour: light brown

Dispatching administration	<b>ROUTINE CORRESPONDENCE</b> Date   Number Reply to No   Date
Administration of destination	A letter written on this form does not require any preamble or salutations. The address of the addressee is necessary only if an envelope with a transparent panel is used.
Subject	

<b>LC</b>	C 30
<small>Dispatching administration</small> <b>Portugal</b>	
<small>Dispatching office</small> <b>Lisboa</b>	
<small>Dispatching official</small> 	
<small>Office of destination</small> <b>ANKARA</b>	
<small>In case of irregularity, this label must be attached to the verification note</small>	

Convention, Rio de Janeiro 1979, art 155, para 1 - Size: 105 x 74 mm, colour: white

<b>AO</b>	C 30
<small>Dispatching administration</small> <b>Portugal</b>	
<small>Dispatching office</small> <b>Lisboa</b>	
<small>Dispatching official</small> 	
<small>Office of destination</small> <b>ANKARA</b>	
<small>In case of irregularity, this label must be attached to the verification note</small>	

Convention, Rio de Janeiro 1979, art 155, para 1 - Size: 105 x 74 mm, colour: light blue

<b>R</b>	<input type="checkbox"/> LC <input type="checkbox"/> AO	<small>Number of registered items</small>  C 30
<small>Dispatching administration</small> <b>Portugal</b>		
<small>Dispatching office</small> <b>Lisboa</b>		
<small>Dispatching official</small> 		
<small>Office of destination</small> <b>ANKARA</b>		
<small>In case of irregularity, this label must be attached to the verification note</small>		

Convention, Rio de Janeiro 1979, art 155, para 1 - Size: 105 x 74 mm, colour: pink

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

Debtor administration

**ACCOUNT**

C 31

**Amounts due in respect of indemnity  
for letter-post items**

Date of account

Debtor administration	Notes. Compensation for letter-post items
	Month   Quarter   Year

Serial No	Letter-post items		Letters authorizing recoveries (Name of office, date, reference No of debtor administration)	Amount	
	Item No and office of origin	Destination		fr	c
1	2	3	4	5	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
<b>Total</b>					
Creditor administration Place, date and signature			Seen and accepted by the debtor administration Place, date and signature		

Any observations may be made in the blank space on the front or on the back of the form.

Convention, Rio de Janeiro 1979, art 193, para 1 - Size: 210 x 297 mm

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

Nature of item	Registered item	<input type="checkbox"/> Letter	<input type="checkbox"/> Printed paper	<input type="checkbox"/>
	insured item	<input type="checkbox"/> Letter	<input type="checkbox"/> Parcel	
	<input type="checkbox"/> Unregistered parcel			
Special particulars	insured value			
	<input type="checkbox"/> Airmail	<input type="checkbox"/> Express	<input type="checkbox"/> Advice of delivery	
	<input type="checkbox"/> COD	COD amount and currency		
Posting	Weight (does not concern letter-post items)			
	Date of posting	Office of posting		
	<input type="checkbox"/> No if 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			
	I have contacted the			<input type="checkbox"/> sender <input type="checkbox"/> addressee
	and no trace whatsoever has been found of this item; I do not know what has happened to it			
Place and date			Signature	

TABLE VD 1

Countries for which the above-mentioned administration accepts insured letters in transit on the conditions given below

Serial number	Country of destination	Routes	Intermediate countries and sea services to be used	Limit of insured value	Observations
1	2	3	4	5	6

VD 2



Convention. Rio de Janeiro 1979. art 134, para 1, a - Size: 37 x 13 mm. colour: pink

Dispatching administration

Dispatching office of exchange

**DISPATCH LIST**  
**Insured letters**

Office of exchange of destination	Date of dispatch	Time	Mail No
	No of dispatch list		

Number		Office of origin	Place of destination	Amount of insured value	Observations
ser- ial	of the mail				
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					

Stamp of dispatching office of exchange Signature of officials 	Stamp of office of exchange of destination Signature of officials 
---	---

**To be sent by registered post**

Office preparing the report		Date	Reference	
Reason for report	<input type="checkbox"/> Loss <input type="checkbox"/> Theft <input type="checkbox"/> Damage <input type="checkbox"/> Irregularities			
Posting of item	Office			
	Date	Number		
Sender	Name and full address			
	.....			
Addressee	Name and full address			
	.....			
Special particulars	Insured value			
	CDD amount and currency			
	Other particulars			
Weight	shown		observed	
	Description			
Packing	.....			
	.....			
	.....			
	Number of seals			
	Private mark on seals			
The packing should be regarded as				
<input type="checkbox"/> regulation		<input type="checkbox"/> non-regulation		
Mail in which the item was sent	Number		Date of despatch	
	Despatching office		Time	
	Date of arrival		Time	
	Office of destination			
	The item was contained in an			
	<input type="checkbox"/> inner bag		<input type="checkbox"/> outer bag	
	The fastening (lead seal) of the bag was			
<input type="checkbox"/> intact		<input type="checkbox"/> not intact		
Method of conveyance	Name or number			
	<input type="checkbox"/> Travelling post office	.....		
	<input type="checkbox"/> Railway van	.....		
	<input type="checkbox"/> Ship	.....		
	<input type="checkbox"/> Flight	.....		

	<input type="checkbox"/> From the invoice <input type="checkbox"/> From the customs declaration <input type="checkbox"/> According to the addressee or the sender
<b>Contents</b>	The contents have been examined in the presence of <input type="checkbox"/> the addressee <input type="checkbox"/> the sender <small>Contents established on examination</small>
	<small>Contents damaged</small>
	<small>Contents missing</small>
<b>Estimate of loss</b>	<input type="checkbox"/> According to the addressee <input type="checkbox"/> According to the sender <small>The loss is estimated at the amount of</small>
<b>Cause</b>	<small>The loss is due to</small>
<b>Subsequent treatment of the item</b>	<input type="checkbox"/> After repacking and weighing the item has been forwarded to its destination <small>New weight</small> <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 <small>Amount of indemnity claimed</small>
<b>Signature of addressee or sender</b>	
Attestation. In witness whereof we have drawn up this report a duplicate of which has been sent to the authority indicated below.	
<small>Authority of destination of the report</small>	
<small>Stamp of the reporting office and date Signature of the postal officials</small>	

AV 1

GENERAL LIST OF AIRMAIL SERVICES

AV 1 LIST

Note. - The AV 1 List is drawn up and distributed to administrations by the International Bureau  
(Convention, Rio de Janeiro 1979, art 219, para 1, a)









**DETAILED ACCOUNT**  
**Airmail**

Debtor administration	Date of account
	<input type="checkbox"/> Closed airmails
	<input type="checkbox"/> Airmail correspondence à découvert

Month		Quarter						Year					
Route Country of destination or groups of countries	Cate- gories of items	Weight carried during the month or months of						Total weight		Cost of conveyance per kg		Total conveyance dues payable	
		3		4		5		6		7		8	
1	2	kg	g	kg	g	kg	g	kg	g	fr	c	fr	c
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
<b>Increase of 5% on the total amount due for transit à découvert</b>													
<b>Final total</b>													
Creditor administration Place, date and signature								Seen and accepted by the debtor administration Place, date and signature					



AV 6



**AIRMAIL –**  
**TRANSMISSION ENVELOPE FOR AV 7 AND AV 7 S BILLS**

Airport of off-loading	
<b>MONROVIA (MLW)</b>	
Airline	Flight No
Departure date	Time





Monrovia (Liberia)	From	Lisboa - EPA		AV 8
	Mail No	By airmail		for
	Date of dispatch	<b>MONROVIA</b> (Liberia)		
	LC/AO	kg	Airport of transhipment	Off-loading airport
Monrovia (Liberia)				<b>MLW</b>

Convention, Rio de Janeiro 1978, art 197, para 3 - Size: 125 x 60 mm, colour: vermillion red, white or light blue  
 On the light blue label, delete the indication "LC"

Monrovia (Liberia)	From	Lisboa - EPA		AV 8
	Mail No	By airmail		for
	Date of dispatch	<b>MONROVIA</b> (Liberia)		
	SV	kg	Airport of transhipment	Off-loading airport
Monrovia (Liberia)				<b>MLW</b>

Convention, Rio de Janeiro 1978, art 197, para 3 - Size: 125 x 60 mm, colour: green

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

Administration dispatching the mail
Dispatching office

AV 9



<b>AIRMAIL DISPATCH</b>
<input type="checkbox"/> No
<input type="checkbox"/> Without documents
<b>WEIGHT LC/AO</b>
g

**AIRMAIL DISPATCH**

for

**MONROVIA (MLW)**  
**(Liberia)**

Flight No
Airport of transhipment
<b>LONDON-HEATHROW (LHR)</b>

AV 10
<b>LC</b>
<b>By airmail</b>
Dispatching administration
<b>Sweden</b>
Dispatching office
<b>Stockholm Flyg</b>
Dispatching official
Office of destination
<b>MADRID AP</b>
In case of irregularity, this label must be attached to the verification note

Convention, Rio de Janeiro 1978, art 197, para 1 - Size: 105 x 74 mm, colour: white

AV 10
<b>AO</b>
<b>By airmail</b>
Dispatching administration
<b>Sweden</b>
Dispatching office
<b>Stockholm Flyg</b>
Dispatching official
Office of destination
<b>MADRID AP</b>
In case of irregularity, this label must be attached to the verification note

Convention, Rio de Janeiro 1978, art 197, para 1 - Size: 105 x 74 mm, colour: light blue

**Note.** - Bearing in mind the needs of their service, administrations may make slight changes in the text, dimensions and colour of AV 10 forms so long as they do not depart unduly from the directives which the specimen contains.

R	<input type="checkbox"/> LC	Number of registered items	AV 10
	<input type="checkbox"/> AO		
		<b>By airmail</b>	
Dispatching administration			
<b>Sweden</b>			
Dispatching office			
<b>Stockholm Flyg</b>			
Dispatching official			
Office of destination			
<b>MADRID AP</b>			
In case of irregularity, this label must be attached to the verification note			

Convention, Rio de Janeiro 1978, art 197, para 1 - Size: 105 x 74 mm, colour: pink

LC	<b>Correspondence à découvert</b>		AV 10
	<b>By airmail</b>		
Dispatching administration			
<b>Sweden</b>			
Dispatching office			
<b>Stockholm Flyg</b>			
Dispatching official			
Office of destination			
<b>MADRID AP</b>			
Number of group of countries of destination			
In case of irregularity, this label must be attached to the verification note			

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<b>AO</b>	<b>Correspondence à découvert</b>	<b>By airmail</b>	AV 10
Dispatching administration			
<b>Sweden</b>			
Dispatching office			
<b>Stockholm Flyg</b>			
Dispatching official			
Office of destination			
<b>MADRID AP</b>			
Number of group of countries of destination			
In case of irregularity, this label must be attached to the verification note			

Convention, Rio de Janeiro 1979, art 197, para 1 – Size: 105 x 74 mm, colour: light blue

R	Number	Registered items à découvert	AV 10
	LC Number		
AO		<b>By airmail</b>	
Dispatching administration			
<b>Sweden</b>			
Dispatching office			
<b>Stockholm Flyg</b>			
Dispatching official			
Office of destination of the mail			
<b>MADRID AP</b>			
Number of group of countries of destination			
In case of irregularity, this label must be attached to the verification note			

Convention, Rio de Janeiro 1979, art 197, para 1 – Size: 105 x 74 mm, colour: pink

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**GENERAL ACCOUNT – AIRMAIL**

Corresponding administration	Date of account	
	Quarter	Year
	Half-year	Year

Exchange	Period	Balance of AV 5 accounts in favour of the administration		Observations
		preparing the account	corresponding administration	
1	2	3	4	5
Received by the administration preparing the account		fr	fr	
Sent by the administration preparing the account				
<b>Totals</b>				
<b>Less</b>				
<b>Credit balance</b>				
Name of creditor administration				
The administration preparing the AV 11 account Place, date and signature			Seen and accepted by the administration receiving the AV 11 account Place, date and signature	

Creditor administration

**DETAILED ACCOUNT  
Airmail terminal dues**

AV 12

Debtor administration	Date of account
	Year

Dispatching office	Office of destination	Actual total weights of airmails received during the year		Observations
1	2	3		4
		kg	g	
<b>Total</b>				

  

Dispatching office	Office of destination	Actual total weights of airmails dispatched during the year	
1	2	3	
		kg	g
<b>Total</b>			

  

	kg
Total weights of airmails received .....	kg
Total weights of airmails dispatched .....	kg
Difference in weight between airmails received and dispatched	

Total terminal dues payable = (Difference in weight between airmails received and dispatched) × (Terminal dues rate)

..... kg × ..... g fr  
 ..... g fr

Creditor administration Place, date and signature	Seen and accepted by the debtor administration Place, date and signature
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Convention, Rio de Janeiro 1979, art 180, para 2 - Size: 210 x 297 mm

<b>AO</b>	<b>Correspondance à découvert</b>	<b>By airmail</b>	<b>AV 10</b>
<small>Dispatching administration</small>			
<b>Sweden</b>			
<small>Dispatching office</small>			
<b>Stockholm Flyg</b>			
<small>Dispatching office</small>			
<small>Office of destination</small>			
<b>MADRID AP</b>			
<small>Number of pieces or countries of destination</small>			
In case of irregularity, this label must be attached to the verification note			

Convention, Rio de Janeiro 1973, art 197, para 1 - Size: 105 x 74 mm, colour: light blue

<small>Number</small>		<b>Registered Rome à découvert</b>	<b>AV 10</b>
<b>R<sup>LC</sup></b>	<small>Number</small>	<b>By airmail</b>	
<b>AO</b>			
<small>Dispatching administration</small>			
<b>Sweden</b>			
<small>Dispatching office</small>			
<b>Stockholm Flyg</b>			
<small>Dispatching office</small>			
<small>Office of destination of the mail</small>			
<b>MADRID AP</b>			
<small>Number of pieces or countries of destination</small>			
In case of irregularity, this label must be attached to the verification note			

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