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DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

CANBERRA

Universal Postal Convention, Final Protocol and Detailed Regulations

(Washington, 15 June 1897)

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UNIVERSAL POSTAL CONVENTION

[Translation]

Universal Postal Convention between Great Britain and various British Colonies, British India, Argentine Republic, Austria-Hungary, Belgium, Bolivia, Bosnia-Herzegovina, Brazil, Bulgaria, Chili, China, Colombia, Congo Free State, Corea, Costa Rica, Denmark and Danish Colonies, Dominican Republic, Egypt, Ecuador, France and French Colonies, Greater Republic of Central America, Germany and German Protectorates, Greece, Guatemala, Hawaii, Hayti, Italy, Japan, Liberia, Luxemburg, Mexico, Montenegro, Netherlands and Dutch Colonies, Norway, Orange Free State, Paraguay, Peru, Persia, Portugal and Portuguese Colonies, Roumania, Russia, Servia, Siam, South African Republic, Spain and Spanish Colonies, Sweden, Switzerland, Tunis, Turkey, United States of America, Uruguay and Venezuela.

The undersigned, plenipotentiaries of the Governments of the abovenamed countries, being assembled in Congress at Washington, by virtue of Article XXV of the Universal Postal Convention concluded at Vienna on 4 July 1891, have, by common consent and subject to ratification, revised the said Convention in conformity with the following stipulations:

Article I

The countries between which the present Convention is concluded, as well as those which may adhere to it hereafter, form, under the title of Universal Postal Union, a single postal territory for the reciprocal exchange of correspondence between their Post Offices.

Article II

The stipulations of this Convention extend to letters, postcards, both single and with reply paid, printed papers of every kind, commercial papers, and samples of merchandise, originating in one of the countries of the Union and intended for another of those countries. They also apply to the exchange by post of the articles above mentioned between the countries of the Union and countries foreign to the Union, whenever the services of two of the contracting parties at least are used for that exchange.

Article III

1. The Postal Administrations of neighbouring countries or countries able to correspond directly with each other without availing themselves of the services of a third Administration, determine, by common consent the conditions of the conveyance of the mails which they exchange across the frontier or from one frontier to the other.

2. In the absence of any contrary arrangement, the direct sea conveyance between two countries by means of packets or vessels depending upon one of them is considered as a third service; and this conveyance, as well as any performed between two offices of the same country, by the medium of sea or territorial services maintained by another country is regulated by the stipulations of the following Article.

Article IV

1. The right of transit is guaranteed throughout the entire territory of the Union.

2. Consequently, the several Postal Administrations of the Union may send reciprocally through the medium of one or of several of them, either closed mails or correspondence *à découvert*, according to the needs of the traffic and the requirements of the postal service.

3. Correspondence exchanged, whether *à découvert* or in closed mails, between two Administrations of the Union, by means of the services of one or of several other Administrations of the Union, is subject to the following transit charges, to be paid to each of the countries traversed, or whose services participate in the conveyance, viz:

(1) For territorial transits, 2 francs per kilogram of letters and postcards, and 25 centimes per kilogram of other articles;

(2) For sea transits:

(a) The rate for territorial transit, if the distance traversed does not exceed 300 nautical miles. Sea conveyance over a distance not exceeding 300 nautical miles is, however, gratuitous if the Administration concerned already receives, on account of the mails or correspondence conveyed, the remuneration applicable to territorial transit;

(b) 5 francs per kilogram of letters and postcards and 50 centimes per kilogram of other articles, exchanged over a distance exceeding 300 nautical miles between European countries, between Europe and ports of Africa and Asia on the Mediterranean and the Black Sea, or between one of these ports and another, and between Europe and North America. The same rates are applicable to conveyance, by services open to the whole Union, between two ports of a single State, as well as between the ports of two States served by the same line of packets when the distance traversed does not exceed 1,500 nautical miles;

(c) 15 francs per kilogram of letters and postcards and 1 franc per kilogram of other articles, for all transits not included in the categories given above in paragraphs (a) and (b). In the case of sea conveyance effected by two or more Administrations, the charges paid for the entire transit cannot

exceed 15 francs per kilogram of letters and postcards, and 1 franc per kilogram of other articles; the charges in question are, in such cases, shared between Administrations participating in the service, in proportion to the distances traversed, without prejudice to any other arrangement which may be made between the parties interested.

4. The transit rates specified in the present Article do not apply either to conveyance by means of services depending upon Administrations foreign to the Union, or to conveyance within the Union by means of extraordinary services, specially established or maintained by one Administration in the interest or at the request of one or several other Administrations. The conditions of the latter category of conveyance are regulated by mutual consent between the Administrations concerned.

Moreover, in all cases where the transit, either by land or by sea, is at present gratuitous or subject to more advantageous conditions, such state of things is maintained.

5. It is nevertheless to be understood:

(1) That the rates for territorial transit shall be reduced as follows:

By 5 percent during the two first years in which the present Convention becomes applicable;

By 10 percent during the two following years;

By 15 percent after four years;

(2) That countries whose receipts and expenses for territorial transit do not together exceed the sum of 5,000 francs per annum, and whose expenses exceed their receipts for that transit, are exonerated from all payment on this account;

(3) That the sea transit rate of 15 francs per kilogram of letters and postcards, provided for under letter (c) of the preceding paragraph 3 shall be reduced as follows:

To 14 francs during the two first years in which the present Convention becomes applicable;

To 12 francs during the two following years;

To 10 francs after four years.

6. The expenses of transit are borne by the Administration of the country of origin.

7. The general accounting for those expenses takes place under the conditions to be determined on in the Detailed Regulations provided for in Article XX hereafter.

8. The official correspondence mentioned in paragraph 2 of Article XI hereafter, the reply halves of double postcards returned to the country of origin, articles redirected or missent, undelivered articles, acknowledgments of delivery, post office money orders, and all other documents relative to the postal service, are exempt from all charges for territorial or sea transit.

Article V

1. The rates of postage for the conveyance of postal articles throughout the entire extent of the Union, including their delivery at the residence of the addressees in the countries of the Union where a delivery is or shall be organized, are fixed as follows:

- (1) For letters, 25 centimes in case of prepayment, and double that amount in the contrary case, for each letter and for every weight of 15 grams or fraction of 15 grams;
- (2) For postcards, in case of prepayment, 10 centimes for single cards or for each of the two halves of "reply post cards", and double that amount in the contrary case;
- (3) For printed papers of every kind, commercial papers, and samples of merchandise, 5 centimes for each article or packet bearing a particular address, and for every weight of 50 grams or fraction of 50 grams, provided that such article or packet does not contain any letter or manuscript note having the character of actual and personal correspondence, and that it be made up in such manner as to admit of its being easily examined.

The charge on commercial papers cannot be less than 25 centimes per packet, and the charge on patterns or samples cannot be less than 10 centimes per packet.

2. In addition to the rates fixed by the preceding paragraph, there may be levied:

- (1) For every article subject to the sea transit charges of 15 francs per kilogram of letters or postcards, and 1 franc per kilogram of other articles, and in all the relations to which these transit charges are applicable, a uniform surcharge which may not exceed 25 centimes per single rate for letters, 5 centimes per postcard, and 5 centimes per 50 grams or fraction of 50 grams for other articles;
- (2) For every article conveyed by means of services maintained by Administrations foreign to the Union, or of extraordinary services in the Union giving rise to special expenses, a surcharge in proportions to those expenses.

When the rate of prepayment for the single postcard comprises one or other of the surcharges authorized in the two preceding paragraphs, the same rate is applicable to each half of the reply-paid post card.

3. In case of insufficient prepayment, correspondence of every kind is liable to a charge equal to double the amount of the deficiency, to be paid by the addressees; but that charge may not exceed that which is levied in the country of destination on unpaid correspondence of the same nature, weight and origin.
4. Articles other than letters and postcards must be prepaid at least partly.
5. Packets of samples of merchandise may not contain any article having a saleable value; they must not exceed 350 grams in weight, or measure more than 30 centimetres in length, 20 centimetres in breadth, and 10 centimetres in depth, or, if they are in the form of a roll, 30 centimetres in length and 15 centimetres in diameter.
6. Packets of commercial papers and printed papers may not exceed 2 kilograms in weight, or measure more in any direction than 45 centimetres. Packets in the form of a roll may, however, be allowed to pass through the post so long as they do not exceed 10 centimetres in diameter and 75 centimetres in length.

Article VI

1. The articles specified in Article V may be registered.
2. Every registered article is liable, at the charge of the sender,

- (1) To the ordinary prepaid rate of postage on the article, according to its nature;
 - (2) To a fixed registration fee of 25 centimes at most, including a receipt given to the sender.
3. The sender of a registered article may obtain an acknowledgment of the delivery of such article, by paying, at the time of posting, a fixed fee of 25 centimes at most. The same fee may be charged for enquiries, made after posting, as to the disposal of registered articles, if the sender has not already paid the special fee for an acknowledgment of delivery.

Article VII

1. Registered correspondence may be sent marked with trade charges, to be collected on delivery between countries of which the Administrations agree to provide this service. These articles are subject to the same regulations and rates as registered articles. The maximum trade charge which may be collected on any one registered article is fixed at 1,000 francs, or at the equivalent of that sum in the money of the country of destination. Each Administration is, however, at liberty to lower this maximum to 500 francs, or to the equivalent of that sum in its own currency.
2. In the absence of any contrary arrangement between the Administrations of the countries concerned, the amount collected from the addressee is to be transmitted to the sender by means of a money order, after deducting the rate chargeable for ordinary money orders and a commission of 10 centimes for the service of collection. The amount of an undeliverable money order of this kind remains at the disposal of the Administration of the country in which the article marked with a trade charge originated.
3. For the loss of a registered article marked with a trade charge, the responsibility of the postal service is fixed under the conditions laid down in Article VIII hereafter for registered articles not marked with trade charges. After delivery of the article, the Administration of the country of destination is responsible for the amount of the trade charge, and must, if the question arises, show that it has forwarded to the sender the sum collected, less the rate and commission provided for in §2.

Article VIII

1. In the case of the loss of a registered article, and except in cases beyond control, the sender or, at the request of the sender, the addressee, is entitled to an indemnity of 50 francs.
2. Countries prepared to undertake risks arising from causes beyond control are authorised to collect from the sender on this account a supplementary rate of not more than 25 centimes for each registered article.
3. The obligation of paying the indemnity rests with the Administration to which the despatching office is subordinate. To that Administration is reserved a remedy against the Administration responsible, that is to say, against the Administration on the territory or in the service of which the loss took place. In case of the loss, under circumstances beyond control, on the territory or in the service of a country undertaking the risks mentioned in the preceding paragraph, of a registered article sent from another country, the country where the loss occurred is responsible for it to the despatching office, if the latter undertake risks in cases beyond control in dealing with its own public.
4. Until the contrary be proved, the responsibility rests with the Administration which, having received the article without making any observation, cannot establish the delivery to the addressee or the regular transfer to the following Administration, as the case may be. For articles addressed *Poste Restante*, the responsibility ceases on delivery to a person who has proved, according to the rules in

force in the country of destination, that his name and description correspond to those indicated in the address.

5. The payment of the indemnity by the despatching office ought to take place as soon as possible, and at the latest within a year of the date of the application. The responsible office is bound to refund to the despatching office, without delay, the amount of the indemnity paid by the latter. The office of origin is authorised to make payment to the sender on account of the office, whether intermediate or of destination, which, after application has been made in due course, has let a year pass without attending to it. Moreover, in cases where an office whose responsibility is duly established has originally declined to pay the indemnity, it must take upon itself, in addition to the indemnity, the subsidiary expenses resulting from the unwarranted delay in payment.

6. It is understood that the application for an indemnity is only entertained if made within a year of the posting of the registered article; after this term the applicant has no right to any indemnity.

7. If the loss has occurred in course of conveyance without its being possible to ascertain on the territory or in the service of what country the loss took place, the Administrations concerned bear the loss in equal shares.

8. Administrations cease to be responsible for registered articles for which the owners have given a receipt on delivery.

Article IX

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

2. The request for such withdrawal is sent by post or by telegraph at the expense of the sender, who must pay as follows:

(1) For every request by post, the amount payable for a registered single letter;

(2) For every request by telegraph, the charge for a telegram according to the ordinary tariff.

3. The stipulations of this Article are not obligatory for countries of which the legislation does not permit the sender to dispose of an article in its course through the post.

Article X

Those countries of the Union which have not the franc for their monetary unit fix their charges at the equivalents, in their respective currencies, of the rates determined by the various Articles of the present Convention. Such countries have the option of rounding fractions in conformity with the Table inserted in the Detailed Regulations mentioned in Article XX of the present Convention.

Article XI

1. Prepayment of postage on every description of article can be effected only by means of postage stamps valid in the country of origin for the correspondence of private individuals. It is not, however, permitted to make use, in the international service, of postage stamps produced with an object special and peculiar to the country of issue, such as the so-called commemorative postage stamps of temporary validity. Reply postcards bearing postage stamps of the country in which these cards were issued are considered as duly prepaid, as also are newspapers or packets of newspapers without postage stamps, but with the superscription *Abonnements-poste*, which are sent in virtue of the special arrangement for newspaper subscriptions, provided for in Article XIX of the present

Convention.

2. Official correspondence relative to the postal service exchanged between postal administrations, between these administrations and the International Bureau, and between post offices in Union countries, is exempt from prepayment in ordinary postage stamps, and is alone free from all liability to charge.

3. Correspondence posted on the high seas in the letterbox on board a packet or placed in the hands of the commanders of ships may be prepaid by means of the postage stamps, and according to the tariff, of the country to which the said packet belongs or by which it is maintained. If the posting on board takes place during the stay at one of the two extreme points of the voyage or at any intermediate port of call, prepayment can only be effected by means of the postage stamps, and according to the tariff, of the country in the waters of which the packet happens to be.

Article XII

1. Each Administration keeps the whole of the sums which it collects by virtue of the foregoing Articles V, VI, VII, X and XI, except the credit due for the money orders referred to in paragraph 2 of Article VII.

2. Consequently, there is no necessity under this head for any accounts between the several Administrations of the Union, excepting always the credit referred to in paragraph 1 of the present Article.

3. Neither the senders nor the addressees of letters and other postal packets can be called upon to pay, either in the country of origin or in that of destination, any postal tax or postal duty other than those contemplated by the Articles abovementioned.

Article XIII

1. At the request of the senders, all classes of correspondence are delivered at the addresses by a special messenger immediately on arrival, in those countries of the Union which consent to undertake this service in their reciprocal relations.

2. Such correspondence, which is called "express", is subject to a special charge for delivery; this charge is fixed at 30 centimes, and must be fully paid in advance by the sender, in addition to the ordinary postage. It belongs to the Administration of the country of origin.

3. When an article is destined for a place where there is no post office, the Postal Administration of the country of destination can levy an additional charge, up to the amount of the price fixed for delivery by express in its inland service, less the fixed charge paid by the sender, or its equivalent in the money of the country which levies this additional charge.

4. "Express" letters etc, upon which the total amount of the charges payable in advance has not been prepaid are delivered by the ordinary means.

Article XIV

1. No supplementary postage is charged for the redirection of postal packets within the Union.

2. Undelivered correspondence does not, when returned, give rise to the repayment of the transit charges due to intermediate Administrations for the previous conveyance of such correspondence.

3. Unpaid letters and postcards and insufficiently paid articles of every description, which are

returned to the country of origin as redirected or as undeliverable, are liable, at the expense of the addressees or senders, to the same rates as similar articles addressed directly from the country of the first destination to the country of origin.

Article XV

1. Closed mails may be exchanged between the post offices of any one of the contracting countries and the commanding officers of naval divisions or ships of war of the same country stationed abroad, through the medium of the sea or land services maintained by other countries.
2. Correspondence of every description enclosed in these mails must consist exclusively of such as is addressed to or sent by the officers and crews of the ships to or from which the mails are forwarded; the rates and conditions of despatch applicable to them are determined, according to its internal regulations, by the Postal Administration of the country to which the ships belong.
3. In the absence of any arrangement to the contrary between the offices concerned, the post office which despatches or receives the mails in question is accountable to the intermediate offices for transit charges calculated in accordance with the stipulations of Article IV.

Article XVI

1. Commercial papers, samples and printed papers which do not fulfil the conditions laid down for articles of these categories in Article V of the present Convention and in the Detailed Regulations contemplated in Article XX are not to be forwarded.
2. If occasion arise, these articles are sent back to the post office of origin and returned, if possible, to the sender.
3. It is forbidden:
 - (1) to send by post-
 - (a) Samples and other articles which, from their nature, may expose the postal officials to danger, or soil or damage the correspondence;
 - (b) Explosive, inflammable or dangerous substances; animals and insects, living or dead, except in the cases contemplated in the Detailed Regulations.
 - (2) To insert in ordinary or registered correspondence consigned to the post-
 - (a) Current coin;
 - (b) Articles liable to Customs duty;
 - (c) Gold or silver bullion, precious stones, jewellery and other precious articles, but only in case their insertion or transmission is forbidden by the legislation of the countries concerned.
4. Packets falling under the prohibitions of the foregoing paragraph 3, which have been erroneously admitted to transmission, should be returned to the post office of origin, except in cases where the Administration of the country of destination is authorised by its laws or by its internal regulations to dispose of them otherwise.

Explosive, inflammable or dangerous substances, however, are not returned to the country of origin;

they are destroyed on the spot under the direction of the Administration which has detected their presence.

5. The right is, moreover, reserved to the Government of every country of the Union to refuse to convey over its territory, or to deliver, articles passing at reduced rates in regard to which the laws, ordinances, or decrees which regulate the conditions of their publication or circulation in that country have not been complied with, or correspondence of any kind bearing ostensibly inscriptions, designs, etc, forbidden by the legal enactments or regulations in force in the same country.

Article XVII

1. Offices of the Union which have relations with countries situate outside the Union are to serve all the other offices of the Union as a medium for the transmission *à découvert* of correspondence for or from the said countries.

2. With regard to the charges for transit on articles of every kind and to responsibility in the matter of registered articles, the correspondence in question is treated-

As concerns conveyance within the limits of the Union, in conformity with the stipulations of the present Convention;

As concerns conveyance outside the limits of the Union, in conformity with the conditions notified by the office of the Union which serves as intermediary.

The charges for the total sea transit, within and without the Union, may not, however, exceed 20 francs per kilogram of letters and postcards and 1 franc per kilogram of other articles; these charges are divided, in proportion to the distances, between the offices taking part in the sea conveyance.

The charges for transit, by land or sea, without as well as within the limits of the Union, on the correspondence to which the present Article applies are established in the same manner as the transit charges relating to correspondence exchanged between Union countries.

3. The transit charges on correspondence for countries outside the Postal Union are payable by the office of the country of origin, which fixes the postage rates in its service for the said correspondence, but these rates may not be lower than the normal Union tariff.

4. The transit charges on correspondence originating in countries outside the Union are not payable by the office of the country of destination. That office delivers without charge correspondence transmitted to it as fully prepaid; it charges unpaid correspondence double the prepaid rate applicable in its own service to similar articles addressed to the country where the said correspondence originates, and insufficiently prepaid correspondence double the deficiency, but the charge may not exceed that which is levied on unpaid correspondence of the same nature, weight and origin.

5. Correspondence despatched from a Union country to a country outside the Union, and vice versa, through an intermediate office of the Union, may be transmitted, by either party, in closed mails, if that mode of transmission is agreed to by the offices of origin and destination of the mails, with the assent of the intermediate office.

Article XVIII

The High Contracting Parties undertake to adopt, or to propose to their respective legislatures, the necessary measures for punishing the fraudulent use of counterfeit postage stamps or stamps already used for the prepayment of correspondence. They also undertake to adopt, or to propose to their respective legislatures, the necessary measures for prohibiting and repressing the fraudulent

manufacture, sale, hawking or distribution of embossed and adhesive stamps in use in the postal service, forged or imitated in such a manner as to be mistakeable for the embossed and adhesive stamps issued by the Administration of any one of the contracting countries.

Article XIX

The services concerning letters and boxes of declared value, postal money orders, postal parcels, collection of bills and drafts, certificates of identity, subscriptions to newspapers, etc, form the subject of special arrangements between the various countries or groups of countries composing the Union.

Article XX

1. The Postal Administrations of the various countries composing the Union are competent to draw up, by common consent, in the form of Detailed Regulations, all the measures of order and detail which are judged necessary.
2. The several Administrations may, moreover, make amongst themselves the necessary arrangements on the subject of questions which do not concern the Union generally, provided that those arrangements do not derogate from the present Convention.
3. The Administrations concerned are, however, permitted to come to mutual arrangements for the adoption of lower rates of postage within a radius of 30 kilometres.

Article XXI

1. The present Convention does not involve alteration in the legislation of any country as regards anything which is not provided for by the stipulations contained in this Convention.
2. It does not restrict the right of the contracting parties to maintain and to conclude treaties, as well as to maintain and establish more restricted Unions, with a view to the reduction of postage rates or to any other improvement of postal relations.

Article XXII

1. Under the name of the *International Bureau of the Universal Postal Union*, is maintained a Central Office, which is conducted under the supervision of the Swiss Postal Administration, and the expenses of which are borne by all the Administrations of the Union.
2. This Office is charged with the duty of collecting, collating, publishing and distributing information of every kind which concerns the international postal service; of giving, at the request of the parties concerned, an opinion upon questions in dispute; of making known proposals for modifying the acts of the Congress; of notifying alterations adopted; and, in general, of taking up such studies and labours as may be confided to it in the interest of the Postal Union.

Article XXIII

1. In case of disagreement between two or more members of the Union as to the interpretation of the present Convention, or as to the responsibility of an Administration in case of the loss of a registered article, the question in dispute is decided by arbitration. To that end each of the Administrations concerned chooses another member of the Union not directly interested in the matter.
2. The decision of the arbitrators is given by an absolute majority of votes.

3. In case of an equality of votes the arbitrators choose, with the view of settling the difference, another Administration equally uninterested in the question in dispute.

4. The stipulations of the present Article apply equally to all the Agreements concluded by virtue of the foregoing Article XIX.

Article XXIV

1. Countries which have not taken part in the present Convention are admitted to adhere to it upon their demand.

2. This adhesion is notified diplomatically to the Government of the Swiss Confederation, and by that Government to all the countries of the Union.

3. It implies, as a matter of course, accession to all the clauses and admission to all the advantages for which the present Convention stipulates.

4. It devolves upon the Government of the Swiss Confederation to determine, by common consent with the Government of the country concerned, the share to be contributed by the Administration of this latter country towards the expenses of the International Bureau, and, if necessary, the rates to be levied by that Administration in conformity with the foregoing Article X.

Article XXV

1. Congresses of plenipotentiaries of the contracting countries, or simple administrative conferences, according to the importance of the questions to be solved, are held, when a demand for them is made or approved by two-thirds, at least, of the Governments or Administrations, as the case may be.

2. A Congress shall, in any case, be held at least once in five years.

3. Each country may be represented either by one or several delegates, or by the delegation of another country. But it is understood that the delegate or delegates of one country can be charged with the representation of two countries only, including the country they represent.

4. In the deliberations each country has one vote only.

5. Each Congress settles the place of meeting of the next Congress.

6. For Conferences, the Administrations settle the places of meeting on the proposal of the International Bureau.

Article XXVI

1. In the interval which elapses between the meetings, any Postal Administration of a country of the Union has the right to address to the other Administrations belonging to it, through the medium of the International Bureau, proposals concerning the regime of the Union. In order to be considered, every proposal must be supported by at least two Administrations, without counting that from which the proposal emanates. When the International Bureau does not receive, at the same time as the proposal, the necessary number of declarations of support, the proposal falls.

2. Every proposal is subject to the following procedure:

A period of six months is allowed to the Administrations of the Union to examine the proposals and

to communicate their observations, if any, to the International Bureau. Amendments are not admitted. The answers are tabulated by the International Bureau and communicated to the Administrations, with an invitation to declare themselves for or against. Those who have not furnished their vote within a period of six months, counting from the date of the second circular of the International Bureau notifying to them the observations which have been received, are considered as abstaining.

3. In order to become binding, the proposals must obtain-

(1) Unanimity of votes if they involve the addition of new stipulations or any modification of the stipulations of the present Article or of Articles II, III, IV, V, VI, VII, VIII, IX, XII, XIII, XV, XVIII, XXVII, XXVIII and XXIX;

(2) Two-thirds of the votes if they involve a modification of the stipulations of the Convention other than those of Articles II, III, IV, V, VI, VII, VIII, IX, XII, XIII, XV, XVIII, XXVI, XXVII, XXVIII and XXIX;

(3) Simply an absolute majority, if they affect the interpretation of the stipulations of the Convention, except in the case of dispute contemplated by the foregoing Article XXIII.

4. Resolutions duly adopted are sanctioned, in the first two cases, by a diplomatic declaration, which the Government of the Swiss Confederation is charged with the duty of preparing and transmitting to all the Governments of the contracting countries, and in the third case by a simple notification from the International Bureau to all the Administrations of the Union.

5. No modification or resolution adopted is binding until at least three months after its notification.

Article XXVII

For the application of the foregoing Articles XXII, XXV and XXVI, the following are considered as forming a single country or Administration, as the case may be:

- (1) The whole of the German Colonies.
- (2) The Empire of British India.
- (3) The Dominion of Canada.
- (4) The whole of the British Colonies of Australasia.
- (5) The whole of the other British Colonies.
- (6) The whole of the Danish Colonies.
- (7) The whole of the Spanish Colonies.
- (8) The French Colonies and Protectorates in Indo-China.
- (9) The whole of the other French Colonies.
- (10) The whole of the Dutch Colonies.
- (11) The whole of the Portuguese Colonies.

Article XXVIII

The present Convention shall come into operation on 1 January 1899 and shall remain in force for an indefinite period; but each contracting party has the right of withdrawing from the Union by means of a notice given one year in advance by its Government to the Government of the Swiss Confederation.

Article XXIX

1. From the date on which the present Convention comes into effect, all the stipulations of the Treaties, Conventions, Agreements or other Acts previously concluded between the various countries or Administrations, in so far as those stipulations are not in accordance with the terms of the present Convention, are abrogated, without prejudice to the rights reserved by the foregoing Article XXI.

2. The present Convention shall be ratified as soon as possible.^[1] The acts of ratification shall be exchanged at Washington.

3. **IN FAITH OF WHICH** the plenipotentiaries of the abovenamed countries have signed the present Convention at Washington, on the 15th of June, 1897.

[Signatures not reproduced here.]

FINAL PROTOCOL

At the moment of proceeding to sign the Conventions settled by the Universal Postal Congress of Washington, the undersigned plenipotentiaries have agreed as follows:

Article I

Note is taken of the declaration made by the British delegates in the name of their Government to the effect that it has assigned to the British Colonies and Protectorates in South Africa the vote which Article XXVII (5) of the Convention attributes to "the whole of the other British Colonies".

Article II

In modification of the stipulation of Article VI of the Convention, which fixes a maximum registration fee of 25 centimes, it is agreed that the States outside Europe are authorised to maintain this maximum at 50 centimes, including a receipt given to the sender.

Article III

In modification of the stipulations of Article VIII of the Convention, it is agreed that, as a temporary measure, the Administrations of countries outside Europe, whose legislation is at present opposed to the principle of responsibility, retain the option of postponing the application of that principle until they shall have been able to obtain from the legislature authority to introduce it. Up to that time the other Administrations of the Union are not bound to pay an indemnity for the loss in their respective services of registered articles addressed to or originating in the said countries.

Article IV

The Dominican Republic, which forms part of the Postal Union, not having been represented at the Congress, the Protocol remains open to it in order that it may adhere to the Conventions which have been concluded at the Congress or only to one or other of them.

The Protocol likewise remains open to the Chinese Empire, whose delegates to the Congress have declared the intention of that country to enter the Universal Postal Union on a date to be fixed hereafter.

It also remains open to the Orange Free State, whose representative has declared the intention of that country to adhere to the Universal Postal Union.

Article V

The Protocol remains open to those countries whose representatives have signed today the principal Convention only, or only a certain number of the Conventions settled by the Congress, in order to admit of their adherence to the other Conventions signed this day, or to one or other of them.

Article VI

The adhesions contemplated in the foregoing Article IV must be notified to the Government of the United States of America by the respective Governments in diplomatic form. The term accorded to them for that notification will expire on 1 October 1898.

Article VII

In case one or more of the contracting parties to the Postal Conventions signed today at Washington shall not ratify one or other of those Conventions, this Convention shall be none the less valid for the States which shall have ratified it.

IN FAITH OF WHICH the undermentioned plenipotentiaries have drawn up the present Final Protocol, which shall have the same force and value as if its provisions were inserted in the text itself of the Conventions to which it relates, and they have signed it on a single copy which shall remain in the archives of the Government of the United States of America, and of which a copy shall be delivered to each party.

DONE at Washington, the 15th of June, 1897.

[Signatures not reproduced here.]

DETAILED REGULATIONS FOR THE EXECUTION OF THE UNIVERSAL POSTAL CONVENTION

The undersigned, having regard to Article XX of the Universal Postal Convention concluded at Washington on 15 June 1897, have, in the name of their respective Administrations, settled by common consent the following measures for ensuring the execution of the said Convention:

I.

Route of the correspondence

1. Each Administration is bound to forward, by the most rapid routes at its disposal for its own mails, the closed mails and the correspondence *à découvert* which are delivered to it by another Administration.
2. Administrations which avail themselves of the option to levy supplementary charges, as representing the extraordinary expenses pertaining to certain routes, are free not to forward by those routes, when other means of communication exist, any insufficiently paid correspondence for which the employment of the said routes has not been expressly prescribed by the senders.

II.

Exchange in closed mails

1. The exchange of correspondence in closed mails between the Administrations of the Union is regulated by common consent between the Administrations concerned, and according to the necessities of the service.
2. If an exchange of correspondence is to take place through the medium of one or more countries, due notice must be given to the Administrations of those countries.
3. It is, moreover, obligatory, in this latter case, to make up closed mails whenever the amount of correspondence is such as to hinder the work of an intermediate Administration, according to the declaration of that Administration.
4. In case of alteration in a service of closed mails established between two Administrations through the medium of one or several other countries, the Administration which has originated the alteration gives notice thereof to the Administrations of the countries through the medium of which this exchange is effected.

III.

Extraordinary services

The extraordinary services of the Union giving rise to special charges, the fixing of which is reserved by Article IV of the Convention for arrangement between the Administrations concerned, are exclusively:

- (1) Those which are maintained for the accelerated conveyance by land of the Indian Mail;
- (2) That which the Postal Administration of the United States of America maintains upon its territory for the conveyance of closed mails between the Atlantic Ocean and the Pacific Ocean;
- (3) That which is established for the conveyance of mails by railway between Colon and Panama.

IV.

Fixing the rates of postage

1. In execution of Article X of the Convention, the Administrations of the countries of the Union which have not the franc for their monetary unit levy their rates of postage according to the following equivalents:

Countries of the Union	25 centimes	10 centimes	5 centimes
Germany	20 pfennig	10 pfennig	5 pfennig
German protectorates:			
Territory of Cameroons, German New Guinea, Territory of Togo, German Territory in South-West Africa, German Territory in East Africa, Marshall Islands	20 pfennig	10 pfennig	5 pfennig
Argentine Republic	8 centavos	4 centavos	2 centavos

Austria-Hungary	10 kreuzer	5 kreuzer	3 kreuzer
Bolivia	10 centavos	4 centavos	2 centavos
Boznia-Herzegovina	10 kreuzer	5 kreuzer	3 kreuzer
Brazil	100 reis	50 reis	25 reis
Canada	5 cents	2 cents	1 cent
Chili	5 centavos	2 centavos	1 centavo
Colombia	5 centavos	2 centavos	1 centavo
Corea	25 poon	10 poon	5 poon
Costa Rica	5 centavos	2 centavos	1 centavo
Denmark	20 öre	10 öre	5 öre
Danish Colonies:			
Greenland	20 öre	10 öre	5 öre
Danish West Indies	5 cents	2 cents	1 cent
Dominican Republic	5 centavos	2 centavos	1 centavo
Egypt	1 piastre	5 thousandths of a pound	2 thousandths of a pound
Ecuador	5 centavos	2 centavos	1 centavo
Spanish Colonies:			
Cuba, Porto Rico, Philippine Islands and dependencies, and establishments on the Gulf of Guinea	5 centavos	2 centavos	1 centavo
United States of America	5 cents	2 cents	1 cent
Great Britain	2½ pence	1 penny	½ penny
British Colonies:			
Antigua, Bahama Islands, Barbados, Bermuda, Gold Coast, Dominica, Falkland Islands, Gambia, Grenada, Jamaica, Lagos, Malta, Montserrat, Natal, Nevis, St Christopher, St Lucia, St Vincent, Sierra Leone, Tobago, Trinidad, Turks Islands, and Virgin Islands	2½ pence	1 penny	½ penny
British Guiana, British Honduras, and Newfoundland	5 cents	2 cents	1 cent
Hong Kong, British North Borneo, and Labuan	10 cents of a dollar	4 cents of a dollar	2 cents of a dollar
Sarawak[dagger] and Straits Settlements	8 cents of a dollar	3 cents of a dollar	1 cent of a dollar
Mauritius and its dependencies	18 cents of a rupee	8 cents of a rupee	4 cents of a rupee
Cyprus	2 piastres or 80 paras	1 piastre or 40 paras	½ piastre or 20 paras
Ceylon	15 cents of a rupee	6 cents of a rupee	3 cents of a rupee
Cape of Good Hope	2½ pence	1 penny	½ penny
Zanzibar and East Africa	2½ annas	1 anna	½ anna
Ascension and St Helena	2½ pence	1 penny	½ penny
Australasia	2½ pence	1 penny	½ penny

Guatemala	5 centavos	2 centavos	1 centavo
Hayti	5 centavos of a piastre	2 centavos of a piastre	1 centavo of a piastre
Hawaii	5 cents	2 cents	1 cent
British India	2½ annas	1 anna	½ anna
Japan	5 sen	2 sen	1 sen
Liberia	5 cents	2 cents	1 cent
Mexico	5 centavos	2 centavos	1 centavo
Montenegro	10 soldi	5 soldi	3 soldi
Norway	20 öre	10 öre	5 öre
Paraguay	5 centavos de peso	2 centavos de peso	1 centavo de peso
Netherlands and Dutch Colonies	12½ cents	5 cents	2½ cents
Peru	10 centavos	4 centavos	2 centavos
Persia	12 shahis	5 shahis	3 shahis
Portugal and Portuguese Colonies, except Portuguese India and Macao	50 reis	20 reis	10 reis
Portuguese India	2 tangas	10 reis	5 reis
Macao	-	-	-
Greater Republic of Central America	5 centavos	2 centavos	1 centavo
Russia	10 kopeks	4 kopeks	2 kopeks
Siam	10 atts	4 atts	2 atts
South African Republic	2½ pence	1 penny	½ penny
Sweden	20 öre	10 öre	5 öre
Turkey	40 paras	20 paras	10 paras
Uruguay	5 centavos of a piastre	2 centavos of a piastre	1 centavo of a piastre

[dagger] In the Convention as signed mention of Sarawak was inadvertently omitted from the Table of Equivalents.

2. In case of alteration in the monetary system of any one of the countries abovementioned or of an important modification in the value of its money, the Administration of that country must come to an understanding with the Swiss Postal Administration in order to modify the above equivalents; it devolves upon this latter Administration to notify the change to all the other offices of the Union through the medium of the International Bureau.

3. The monetary fractions resulting either from the complement of the charge applicable to insufficiently paid correspondence, or from the fixing of the charges for correspondence exchanged with countries foreign to the Union, or from the combination of the Union charges with the surcharges contemplated by Article V of the Convention, may be rounded by the Administrations which levy the payments. But the sum to be added on this account must in no case exceed the value of one-twentieth of a franc (five centimes).

V.

Exceptions in the matter of weight

As an exceptional measure, it is agreed that States which, by reason of their internal regulations, are unable to adopt the decimal metrical system of weight, have the option of substituting for it the ounce *avoirdupois* (28.3465 grams), assimilating a half ounce to 15 grams, and two ounces to 50 grams, and of raising, if needful, the limit of the single rate of postage of newspapers to four ounces; but under the express condition that, in the latter case, the postage on newspapers be not less than 10 centimes, and that an entire rate of postage be charged for each copy of the newspaper, even though several newspapers be included in the same packet.

VI.

Postage stamps

1. Postage stamps representing the typical rates of the Union of their equivalent in the money of each country are manufactured as far as possible in the following colours:

Stamps of the value of 25 centimes in dark blue;

Stamps of the value of 10 centimes in red;

Stamps of the value of 5 centimes in green.

2. Postage stamps must be inscribed on their face with the effective value which they represent for the prepayment of correspondence in accordance with the table of equivalents inserted in the preceding Article IV.

VII.

Correspondence with countries foreign to the Union

Offices of the Union which have relations with countries foreign to the Union furnish to the other offices of the Union a list of those countries, indicating:

- (1) Rates for sea or land transit applicable to conveyance without the limits of the Union;
- (2) Kind of correspondence admitted;
- (3) Whether prepayment obligatory or optional;
- (4) Limit, for each category of correspondence, of validity of postage prepaid (to destination, to port of disembarkation, etc);
- (5) Extent of pecuniary responsibility as regards registered articles;
- (6) Whether acknowledgments of delivery are obtainable or not; and
- (7) As far as possible, the rates of postage from the country outside the Union to the Union country.

VIII.

Application of stamps

1. Correspondence despatched from countries of the Union is impressed with a stamp indicating the place of origin and the date of posting.
2. On arrival, the office of destination applies its date stamp on the back of letters and on the front of postcards.
3. The stamping of correspondence deposited on board packets in the movable boxes or in the hands of the commanders devolves, in the cases contemplated by paragraph 3 of Article XI of the Convention, upon the postal agent on board, or, if there be none, on the post office to which the correspondence is delivered. This office marks the correspondence with its ordinary date stamp and with the word *Paque-bot*, either in manuscript or by means of an autograph stamp or an ordinary stamp.
4. Correspondence originating in countries foreign to the Union is marked, by the office of the Union which first receives it, with a stamp indicating the place and date of entry into the service of that office.
5. Unpaid or insufficiently paid correspondence is, in addition, impressed with the stamp "T" (tax to be paid), the application of which devolves upon the office of the country of origin in the case of correspondence originating in the Union, and upon the office of the country of entry in the case of correspondence originating in countries foreign to the Union.
6. Articles to be sent by express are impressed with a stamp bearing in large letters the word "Express". The Administrations are, however, authorised to substitute for that stamp a printed label or a written inscription underlined with a coloured pencil.
7. Every article of correspondence which does not bear the stamp "T" is considered as paid, and treated accordingly, unless there be an obvious error.
8. Postage stamps not cancelled in consequence of error or omission on the part of the office of origin, must be cancelled in the usual way by the office which detects the irregularity.

IX.

Indication of the number of rates

When a letter or other article of correspondence, unpaid or insufficiently prepaid, is liable, by reason of its weight, to more than a single rate of postage, the office of origin, or of entry into the Union, as the case may be, indicates in the upper left-hand corner of the address, in ordinary figures, the number of rates.

X.

Insufficient prepayment

1. When an article is insufficiently prepaid by means of postage stamps, the despatching office indicates, in black figures, placed by the side of the postage stamps, the amount of the deficiency, expressing it in francs and centimes.
2. According to this indication, the office of exchange of the country of destination taxes the article with double the deficiency noted.
3. In case postage stamps not available for prepayment have been employed, no account is taken of them. This circumstance is indicated by the figure naught (0) placed by the side of the postage

stamps.

XI.

Stipulations respecting registered articles

1. Correspondence addressed to initials or in pencil is not admitted to registration.
2. No special conditions as to form or fastening are prescribed for registered articles. Each office has the right to apply to such articles the regulations in force in its inland service.
3. Registered articles should bear labels in conformity with or analogous to the pattern A annexed to the present Regulations, indicating the name of the office of origin and the number under which the article is entered in the records of that office.

Nevertheless, Administrations whose inland regulations do not at present admit the use of labels may postpone the introduction of this arrangement, and continue the use of stamps to distinguish registered articles.

It is, however, necessary to designate each registered article by a number. If the inland regulation of a forwarding office entail the designation of registered articles by a new number, that office is required to strike out the original number, while taking care to leave it legible.

4. Unpaid or insufficiently paid registered articles are forwarded to the addressees without charge, but the office which receives an article in these conditions is bound to report the case by verification certificate to the Administration to which the office of origin is subordinate.

The certificate must make precise mention of the origin, the date of posting, and the number of the article.

This rule does not apply to registered articles which, in consequence of redirection, become liable to higher postage. Such articles are treated in conformity with the provisions of §2, Article XXV, of the present Regulations.

XII.

Indemnity for the loss of a registered article

When the indemnity due for the loss of a registered article has been paid by one Administration on behalf of another Administration which is responsible for the loss, the latter is bound to repay the amount within three months after receiving notice of the payment. This repayment is effected either by means of a postal money order or a draft, or in specie current in the country to which payment is due. When the repayment of the indemnity involves expenses, they are always borne by the indebted office.

XIII.

Acknowledgments of delivery of registered articles

1. Articles for which the sender requires an acknowledgment of delivery must be marked very clearly with the inscription, *Avis de réception*, or be stamped with the letters A.R.
2. They are accompanied by a form in accordance with or analogous to the pattern B annexed; this

form is made out by the office of origin, or by any other office which the despatching office may appoint, and is attached by string tied crosswise to the article to which it relates. If it does not reach the office of destination, the latter makes one out for itself.

Acknowledgments of delivery must be drawn up in French or must bear a sublineary translation in that language.

3. The office of destination, after having duly filled up form B, returns it under cover, officially registered, to the office of origin.

4. When the sender applies for an acknowledgment of delivery of a registered article after the article has been posted, the office of origin enters in a form B, after affixing to it a postage stamp representing the fee for an acknowledgment of delivery, an exact description of the registered article (its nature, office of origin, date of posting, superscription). This form is transmitted from office to office, with an indication of the mail in which the registered article under enquiry was delivered to the corresponding office of exchange. The office of destination completes the form and returns it to the office of origin, in the way prescribed by the preceding §3.

5. If an acknowledgment of delivery duly applied for by the sender at the time of posting is not received back after a proper interval in the office of origin, enquiry for the missing acknowledgment is instituted in accordance with the procedure prescribed by the foregoing §4. In this case, however, instead of affixing a postage stamp to form B, the office of origin inscribes it with the heading *Réclamation de l'avis de réception*, etc.

XIV.

Registered articles marked with trade charges

1. Registered articles marked with trade charges must be stamped or labelled with the word *Remboursement*.

2. The amount of the trade charges must be given in the currency of the country of destination on the face of the article, in Roman characters in words, and in Arabic figures, without erasure or interlineation. The sender must give his name and address below, likewise in Roman characters.

3. If the addressee does not pay the amount of the trade charges within an interval of 7 days, when the service is between European countries, and within an interval of 15 days when the service is between European and extra-European countries, or is between the latter countries, reckoning from the day after that of arrival at the office of destination, the article is sent back to the office of origin.

4. In the absence of any other arrangement, the sum recovered, after deduction of the commission provided for in Article VII, §2, of the Convention, and of the ordinary money order rate, is converted into a money order with the heading "Remb." on the face, and otherwise made out in accordance with the detailed regulations for the execution of the money order agreement. On the counterfoil of the order the name and address of the addressee of the article marked with trade charges must be entered, as well as the date and place of posting of the article.

5. In the absence of any arrangement to the contrary, articles marked with trade charges must be redirected from one of the countries participating in this service to another of those countries. In case of redirection, the sender's marking of the trade charges is preserved intact. Upon the office of final destination alone devolves the conversion into its currency of the amount of the trade charges, in accordance with the rate of exchange in force for money orders, in cases where its monetary system is not that in which the trade charges are expressed; it also devolves upon that office to draw a money order for the amount of the trade charges on the country of origin.

XV.

Postcards

1. Postcards must be sent unenclosed, and must bear on the face the prominent heading "Post Card", expressed in French or with a sublineary translation in that language. This heading is followed, as far as possible, by the superscriptions "Universal Postal Union" "(Side reserved for the address)". The rest of the face is reserved for the postage stamps, for indications relating to the postal service (registered, acknowledgment of delivery, etc) and for the address, which may be written by hand or be shown upon a gummed label not exceeding 2 centimetres by 5.

When the sender uses for a place abroad an inland postcard, the card is forwarded provided it bears the printed or written heading "Post Card" or the equivalent of this heading in the language of the country of origin.

Moreover, the sender has the option of indicating his name and address on the face, either in writing or by means of a stamp, autograph stamp, or any other typographical process.

Engravings or advertisements may be printed on the face. They must not, however, interfere in any way with the clear indication of the address or with the stamping and marking of the postal service.

Except stamps for prepayment and the labels mentioned in the first paragraph and in §4 of the present Article, it is forbidden to join or attach to postcards any article whatsoever.

2. Postcards may not exceed the following dimensions: length, 14 centimetres; width, 9 centimetres.

3. Postcards with reply paid must be superscribed on the face of the first half "Postcard with reply paid"; of the second half, "Reply postcard". Each of the two halves must moreover, fulfil the other conditions laid down for single post cards; one-half is doubled over the other, and they must not be closed up in any manner whatsoever.

4. The sender of a postcard with reply paid may indicate his name and address on the face of the "Reply" half, either in writing or by sticking a label on it.

5. The prepayment of the "Reply" half by means of the postage stamp of the country which has issued the card is valid only if the two halves of the postcard with reply paid were attached to one another when received from the country of origin and if the "Reply" half is addressed to that country. Otherwise, it is treated as an unpaid postcard.

6. Postcards, both single and with reply paid, emanating from private industry, are admitted to international circulation, provided that the laws of the country of origin permit, that they fulfil the conditions laid down in the present Article for the admission to the reduced rate of postage, in the international service, of postcards issued by Postal Administrations, and that they be in conformity with the postcards issued by the office of origin, in regard to size and to the substance of the paper.

7. Postcards not fulfilling, so far as regards the prescribed indications, dimensions, external form, etc, the conditions laid down by the present Article for this class of correspondence, are treated as letters.

Postcards, however, originally addressed to a place within the country of origin and redirected to another country are allowed the advantage of the reduced rate if they fulfil the conditions prescribed for the circulation of inland postcards in the country of origin and do not exceed the dimensions fixed by the foregoing §2.

XVI.

Commercial papers

1. The following are considered as commercial papers, and allowed to pass as such at the reduced postage specified in Article V of the Convention: all papers and all documents, whether writings or drawings, produced wholly or partly by hand, not having the character of an actual and personal correspondence, such as papers of legal procedure, deeds of all kinds drawn up by public functionaries, waybills or bills of lading, invoices, the various documents of insurance companies, copies of or extracts from Acts under private signature, written on stamped or unstamped paper, musical scores or sheets of music in manuscript, the manuscripts of works or of newspapers forwarded separately, pupils' exercises with corrections, but without any comment on the work, etc.
2. Commercial papers are subject, so far as regards form and conditions of transmission, to the regulations prescribed for printed papers (Article XVIII following).

XVII.

Samples

1. Samples of merchandise are only allowed to pass at the reduced postage which is fixed for them by Article V of the Convention under the following conditions:
2. They must be placed in bags, boxes or removable envelopes, in such a manner as to admit of each inspection.
3. They must possess no saleable value, nor bear any writing, except the name or the commercial style of the sender, the address of the person for whom they are intended, a manufacturer's or trademark, numbers, prices, and indications relative to weight or measurement and dimensions, or to the quantity to be disposed of, or such as are necessary to determine the origin and the nature of the goods.
4. Articles of glass, packets containing liquids, oils, fatty substances, dry powders, whether dyes or not, as well as packets of live bees, may be admitted to transmission as samples of merchandise, provided that they be packed in the following manner:
 - (1) Articles of glass must be securely packed (boxes of metal, wood, leather or cardboard) in a way to prevent all danger to the correspondence and postal officers.

(2) Liquids, oils, and fatty substances easily liquefied must be enclosed in glass bottles hermetically sealed. Each bottle must be placed in a wooden box furnished with sawdust, cotton or spongy material in sufficient quantity to absorb the liquid in case the bottle be broken. Finally, the box itself must be enclosed in a case of metal, of wood with a screw-top, or of strong and thick leather.

When use is made of perforated wooden blocks of the thickness of at least 2½ millimetres in the weakest part, with a sufficient quantity of absorbent material inside, and provided with a cover, the blocks need not be enclosed in a second case.

(3) Fatty substances which are not easily liquefied, such as ointments, soft-soap, resin, etc, the transmission of which offers less inconvenience, must be enclosed in an inner cover (box, bag of linen or parchment, etc), which must itself be placed in a second box of wood, metal, or strong and thick leather.

(4) Dry powders, whether dyes or not, must be placed in cardboard boxes, which themselves are

enclosed in a bag of linen or parchment.

(5) Live bees must be enclosed in boxes so constructed as to avoid all danger and to allow the contents to be ascertained.

5. Transmission at the sample rate is likewise accorded to articles of natural history, dried or preserved animals and plants, geological specimens, etc, when sent for no commercial purpose and packed in accordance with the general regulations concerning samples of merchandise.

XVIII.

Printed papers of every kind

1. The following are considered as printed papers and allowed to pass as such at the reduced postage sanctioned by Article V of the Convention: newspapers and periodical works, books, stitched or bound, pamphlets, sheets of music, visiting cards, address cards, proofs of printing with or without the manuscripts relating thereto, papers impressed with points in relief for the use of the blind, engravings, photographs and albums containing photographs, pictures, drawings, plans, maps, catalogues, prospectuses, announcements and notices of various kinds, printed, engraved, lithographed or autographed, and in general, all impressions or copies obtained upon paper, parchment or cardboard, by means of printing, engraving, lithography, autography, or any other mechanical process easy to recognise, except the copying press and the typewriter.

To printed papers are assimilated reproductions of a manuscript or typewritten original when they are obtained by a mechanical process of polygraphy (chromography, etc); but, in order to pass at the reduced postage, these reproductions must be brought to the post office counter and must number at least twenty copies, precisely identical.

2. Stamps for prepayment, whether obliterated or not, and all printed articles constituting the sign of a monetary value, are excluded from transmission at the reduced postage.

3. Printed papers of which the text has been modified after printing, either by hand, or by means of a mechanical process, or bears any marks whatever capable of constituting a conventional language, cannot be sent at the reduced rate.

4. By way of exception to the rule laid down by the preceding paragraph 3 it is allowed:

(a) To indicate on the outside of the missive the name, commercial style, and address of the sender;

(b) To add in manuscript, on printed visiting cards, the address of the sender, his title, as well as good wishes, congratulations, thanks, condolences or other formulas of courtesy, expressed in five words at most or by means of conventional initials (p. f. etc);

(c) To indicate or to alter in a printed paper, in manuscript or by a mechanical process, the date of despatch, the signature or the commercial style and the profession, as well as the address of the sender;

(d) To enclose the "copy" with corrected proofs, and to make in those proofs alterations and additions which relate to accuracy, form and printing. In case of want of space these additions may be made on separate sheets;

(e) To correct also errors in printing in printed documents other than proofs;

(f) To erase certain parts of a printed text in order to render them illegible;

- (g) To make prominent by means of marks and to underline words or passages of the text to which it is desired to draw attention;
 - (h) To insert or correct in manuscript or by a mechanical process figures in prices current, tenders for advertisements, stock and share lists, trade circulars and prospectuses, as well as the traveller's name and the date and place of his intended visit, in travellers' announcements;
 - (i) To indicate in manuscript, in advices of the departures of ships, the dates of those departures;
 - (k) To indicate in cards of invitation and notices of meetings the name of the person invited, the date, the object and the place of the gathering;
 - (l) To add a dedication on books, sheets of music, newspapers, photographs and engravings, Christmas and New Year cards, as well as to enclose the relative invoice;
 - (m) In forms of order or subscription for books, newspapers, engravings, pieces of music, to indicate in manuscript the works required or offered, and to erase or underline the whole or part of the printed communications;
 - (n) To paint fashion plates, maps, etc;
 - (o) To add, in manuscript or by a mechanical process, to cuttings from newspapers and periodical publications the title, date, number and address of the publication from which the article is extracted.
5. Save the exceptions explicitly authorised by the present Article, additions made in manuscript or by means of a mechanical process, which would deprive a printed paper of its general character and give it that of individual correspondence, are forbidden.
6. Printed papers must be either placed in wrappers, upon rollers, between boards, in cases open at both sides or at both ends, or in unclosed envelopes, or simply folded in such a manner as not to conceal the nature of the packet, or lastly, tied with a string easy to unfasten.
7. Address cards, and all printed matter of the form and substance of an unfolded card, may be forwarded without wrapper, envelope, fastening or fold. The face is reserved for postage stamps, for indications relating to the postal service, and for the address. The sender is allowed to indicate on it his name, calling, and address by means of a stamp, autograph stamp, or other typographic process. Book orders may also bear the printed indication, "Book Order Form", or "Order for Books".
8. Cards bearing the inscription "Post Card" are not allowed to go at the rate for printed matter.

XIX.

Articles grouped together

It is permitted to enclose in one and the same packet samples of merchandise, printed matter and commercial papers, but subject to the following conditions:

- 1st. That each article taken singly does not exceed the limits which are applicable to it as regards weight and size;
- 2nd. That the total weight does not exceed 2 kilograms per packet;
- 3rd. That the minimum charge be 25 centimes if the packet contains commercial papers, and 10

centimes if it consists of printed matter and samples.

XX.

Letter bills

1. The letter bills which accompany the mails exchanged between two Administrations of the Union are in conformity with the pattern C appended to the present Regulations. They are placed in coloured envelopes marked distinctly *Feuille d'avis* ["Letter Bill"].
2. The number of separate bags or packets composing the mail to which the letterbill relates is indicated in the upper right-hand corner.

If there be no arrangement to the contrary, in cases of exchanges by sea which, although periodical and regular, are not daily or on fixed days, the despatching offices must number the letterbills in the upper left-hand corner, in an annual series for each office of origin and for each office of destination, mentioning, as far as possible, above the number the name of the packet or vessel which carries the mail.

3. At the head of the letterbill there is to be an entry of the total number of registered articles, of packets or bags containing those articles, of registered articles sent unenclosed, of articles intended for Express delivery - with separate mention of the number of registered articles, if any, among these last.
4. The registered articles are entered individually in Table No. I of the letterbill with the following details: the name of the office of origin and the number given to the article at that office; or the name of the office of origin, the name of the addressee, and the place of destination.

In the column headed "Observations" the letters A.R. are inscribed against the entry of registered articles for which an acknowledgment of delivery is required. In the same column the note "Remb.", followed by the indication in figures of the amount of the trade charge, is added against the entry of articles marked with trade charges.

Acknowledgments of delivery on their return are entered in the abovenamed Table, either individually or collectively, according as they are more or less numerous.

5. When the number of registered articles usually sent from one office of exchange to another requires it, a special and separate list or lists must be used to take the place of Table No. I of the letterbill.

The number of registered articles inscribed on the lists, the number of lists, and the number of packets or bags containing those articles must be entered on the letterbill.

6. In Table No. II are to be entered, with such details as the Table requires, the closed mails contained in the direct mail to which the letterbill relates.

7. Under the heading *Recommandations d'office* ["Official Registrations"] are entered open letters on official business, the various communications or registered articles sent by the office of despatch in connection with the service, as well as the number of returned empty bags.

8. When it is deemed necessary, for certain exchanges, to make new tables or headings in the letterbill, such a measure may be adopted by common consent between the Administrations concerned.

9. When an office of exchange has no letters, etc, to forward to a corresponding office, it must, nevertheless, make up in the usual form a mail consisting simply of a blank letterbill.

10. When closed mails are sent by one Administration to another, to be conveyed by means of private ships, the number or the weight of the letters and other articles must be indicated in the letterbill and on the address of the mails if the office of embarkation requires it.

XXI.

Transmission of registered articles

1. Registered articles, acknowledgments of delivery, express letters, and, if there be any, the special lists contemplated in §5 of Article XX, are collected in one or more separate packets or bags, which are to be suitably made up or closed and sealed so as to preserve the contents.

The registered articles are arranged in each packet in the order of their entry in the list. when several separate lists are used, each of them is enclosed in the packet containing the registered articles to which it relates.

2. To the outside of the packet of registered articles the special envelope containing the letterbill is attached by a string tied crosswise. The packet is then placed in the centre of the mail.

3. The presence in the mail of a packet of registered articles, of which the description is given upon the special list mentioned in paragraph 1 above, is to be announced by the application at the head of the letterbill, either of a special entry, or of the registration label or stamp in use in the country of origin.

4. It is understood that the mode of packing and forwarding registered articles, prescribed by paragraphs 1 and 2 above, applies only to ordinary exchanges. For important exchanges it is for the offices concerned to prescribe by common consent special arrangements, subject in the one case as in the other to exceptional measures to be taken by the heads of the offices of exchange, when they have to ensure the transmission of registered articles which, from their nature, form or size, would not be capable of being enclosed in the principal mail.

In such case, however, the despatching offices indicate at the head of the letterbill the number of registered articles sent in the principal mail outside the special packet or bag, among the ordinary correspondence, and insert in the "Observations" column of the lists the inscription *en dehors* ["outside"] against the entry of each of those articles.

The abovementioned articles are made up as far as possible in packets tied with string and having labels affixed to them bearing in plain characters the words *Recommandés en dehors* ["Registered-outside"] preceded by figures indicating the number of articles which each packet contains.

XXII.

Making up the mails

1. As a general rule, the articles of which the mails consist must be classified and tied up in bundles according to the nature of the correspondence, the prepaid correspondence being separated from the unpaid and insufficiently prepaid.

Letters bearing traces of violation or damage must have the fact noted on them and be marked with the date stamp of the office making the note.

2. Every mail, after having been tied with string, is wrapped in strong paper sufficient in quantity to prevent damage to the contents, then tied again with string on the outside, and sealed with wax or fastened by means of a gummed paper label bearing an impression of the seal of the office. The mail is furnished with a printed address bearing, in small characters, the name of the despatching office, and in larger characters the name of the office of destination: "from ... for ...".
3. If the size of the mail requires it, it is placed in a bag properly closed, sealed with wax or with lead, and labelled.
4. The packets or bags containing articles to be sent by express must bear on the outside an inscription calling the attention of the postal officials to those articles.
5. When the paper labels are used, they must be pasted on blocks.
6. No bag must exceed 40 kilograms in weight.
7. The bags must be returned empty to the despatching office by the next mail, in the absence of other arrangements between the corresponding offices.

XXIII.

Verification of the mails

1. The office of exchange which receives a mail ascertains whether the entries in the letterbill and in the registered letter list, if there be one, are correct.

The mails must be delivered in good condition. Nevertheless, the receipt of a mail cannot be refused on account of its bad condition. In the case of a mail for an office other than that which has received it, it must be packed up afresh, but the original packing should be preserved as far as possible. The repacking is preceded by a verification of the contents, if there is reason to suppose that they are not intact.

2. When the office of exchange detects errors or omissions, it immediately makes the necessary corrections on the letterbills or lists, taking care to strike out the erroneous entries with a pen in such a manner as to leave the original entries legible.
3. These corrections are made by two officers. Except in the case of an obvious error, they are accepted in preference to the original statement.
4. A verification certificate, in conformity with the pattern D annexed to the present Regulations, is prepared by the receiving office, and sent without delay, officially registered, to the despatching office. At the same time a duplicate of the verification certificate is sent by the receiving office to the Administration to which the despatching office is subordinate.

In the case contemplated in paragraph 1 of the present Article, a copy of the verification certificate is inserted in the repacked mail.

5. The despatching office, after examination, returns the verification certificate with any observations to which it may give rise.
6. In case of the failure of a mail, of a registered article, of the letterbill, or of the special list, the fact is immediately reported in the prescribed manner by two officers of the office of destination, and notified to the despatching office by means of the verification certificate. If needful, the latter office may also be advised thereof by telegram, at the expense of the office which sends the telegram. At

the same time a verification certificate is sent by the office of destination to the Administration to which the despatching office is subordinate.

As soon as a mail which had been reported to the office of origin or an intermediate office as missing comes to hand, a second verification certificate is to be addressed to that office announcing the receipt of the mail.

7. In case of the loss of a closed mail, intermediate offices become responsible for the registered articles contained in the mail, within the limits of Article VIII of the Convention, provided that the non-receipt of such mail shall have been notified to them as soon as possible.

8. In case the office of destination shall not have forwarded to the despatching office by the first mail after verification a certificate reporting errors or irregularities of any kind, the absence of that document is to be regarded as evidence of the due receipt of the mail and its contents, until the contrary be proved.

XXIV.

Mails exchanged with ships of war

1. The establishment of an exchange of closed mails between a post office of the Union and naval divisions or ships of war of the same nationality must be notified, as far as possible in advance, to the intermediate offices.

2. The address of such mails should be in the following form:

From the Post Office of

)the (nationality) naval division of (name of division at

For).....

)the (nationality) ship (name of the ship) at

or

From the (nationality) naval division of (name of the division) at

.....

From the (nationality) ship (name of the ship) at

For the Post Office of (country).

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

When mails for a naval division or ship of war are sent unenclosed, the captain of the packet conveying them holds them at the disposal of the commanding officer of the naval division or ship addressed, in case the latter should require delivery of the mails while the packet is on her way.

4. If the ships are not at the place of destination when mails addressed to them arrive there, the mails

are kept at the post office until fetched away by the addressee or redirected to another place. Redirection may be demanded, either by the post office of origin, or by the commanding officer of the naval division or the ship addressed, or, lastly, by a consul of the same nationality.

5. Such of the mails in question as bear the inscription "To the care of the Consul at" are delivered at the consulate of the country of origin. At the request of the consul they may afterwards be received back into the postal service and redirected to the place of origin or to another address.

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

XXV.

Redirected correspondence

1. In the execution of Article XIV of the Convention, and subject to the exceptions specified in paragraph 2 following, correspondence of every kind circulating in the Union, addressed to persons who have changed their residence, is treated by the delivering office as if it had been addressed directly from the place of origin to the place of the new destination.

2. With regard to inland letters or packets of one country of the Union, which enter, in consequence of redirection, into the service of another country of the Union, or to letters or packets exchanged between two countries of the Union which have adopted in their reciprocal relations a lower rate than the ordinary Union postage, but entering, in consequence of redirection, into the service of a third country of the Union as regards which the rate is the ordinary Union postage, or, lastly, to letters or packets exchanged, so far as their first transmission is concerned, between places in two neighbouring countries of the Union within a radius for which there exists a reduced rate, but redirected to other places in these countries or to another country of the Union, the following rules are observed:

1st. Articles unpaid or insufficiently paid for their first transmission are subjected by the delivering office to the charge applicable to articles of the same nature addressed directly from the place of origin to that of the new destination.

2nd. Articles regularly prepaid for their first transmission, on which the complementary postage pertaining to the further transmission has not been paid before their second despatch, are subjected, according to their nature, by the delivering office, to a charge equal to the difference between the amount of postage already prepaid and that which would have been chargeable if the articles had been originally despatched to the new destination. The amount of this difference must be expressed in francs and centimes, by the side of the stamps, by the redirecting office.

In both cases the charges above referred to are leviable from the addressees, even if, owing to successive redirections, the articles should return to the country of origin.

3. When correspondence originally addressed from one part to another of a country of the Union, and prepaid in money, is redirected to another country, the redirecting office must indicate on each article the amount of the postage levied in money.

4. Missent correspondence of all kinds is reforwarded without delay, by the quickest route, to its destination.

5. Correspondence of all kinds, ordinary or registered, which, being wrongly or insufficiently addressed, is returned to the senders in order that they may rectify or complete the address, is not, when reposted with the direction rectified or completed, regarded as redirected correspondence, but as being really fresh correspondence; and it is consequently liable to a fresh postage.

XXVI.

Undelivered correspondence

1. Correspondence of all kinds which is not delivered, from whatever cause, must be returned as soon as possible after the period for keeping it required by the regulations of the country of destination, and at latest at the expiration of six months in relations with countries beyond sea, and at the expiration of two months in other relations, through the medium of the respective offices of exchange, and in a special bundle labelled *Rebuts*, and bearing indication of the country where the correspondence originated. The periods of two months and six months count from the end of the month in which the correspondence has reached the office of destination.

2. Nevertheless, undelivered registered correspondence is returned to the office of exchange of the country of origin as if it were registered correspondence addressed to that country, except that, opposite the nominal entry in Table No. I of the letterbill, or in the separate list, the word *Rebuts* is entered in the column of observations by the returning office.

3. As an exception, two corresponding offices may, by mutual consent, adopt a different mode of returning undelivered correspondence, and may also dispense with the reciprocal return of certain printed papers considered as destitute of value.

4. Before returning to the office of origin correspondence which for any reason has not been delivered, the office of destination must indicate in a clear and concise manner in the French language, on the back of each article of such correspondence, the cause of the non-delivery in the following form: "not known", "refused", "gone away", "not claimed", "deceased", etc. This indication is furnished by the application of a stamp or by affixing a label. Each office has the option of adding a translation in its own language of the cause of non-delivery, and any other useful particulars.

5. If correspondence posted in one country of the Union to an address within that country is sent by persons resident in another country, and has, in consequence of non-delivery, to be returned to the senders abroad, it enters into the international system. In such a case, the redirecting office and the delivering office apply to the said correspondence the provisions of §§2 and 3 of the preceding Article XXV.

6. Correspondence for seamen and others addressed to the care of a consul and returned by him to the local post office as unclaimed, is to be treated in the manner prescribed by §1 for returned correspondence in general. The amount of the charges paid by the consul on this correspondence is at the same time to be refunded to him by the local post office.

XXVII.

Applications for ordinary articles which have failed to reach their destination

1. Every application respecting an ordinary article of correspondence which has failed to reach its destination gives rise to the following procedure:

(1) A form in conformity with the pattern E annexed hereto is handed to the applicant, who is requested to fill up as exactly as possible the portion which concerns him.

- (2) The office at which the application originates transmits the form directly to the corresponding office. It is transmitted officially without any written communication.
 - (3) The corresponding office causes the form to be handed to the addressee or sender as the case may be, with the request that particulars on the subject may be furnished.
 - (4) With these particulars added, the form is sent back officially to the office which prepared it.
 - (5) When the application proves to be well founded, it is transmitted to the central Administration in order to serve as a basis for further investigations.
 - (6) In the absence of any understanding to the contrary, the form is drawn up in French or bears a French translation.
2. Any Administration can demand, by notification addressed to the International Bureau, that applications which concern its service shall be transmitted to its central Administration or to an office specially designated by it.

XXVIII.

Application for registered articles

1. For applications for registered articles a form is used in conformity with the pattern F annexed to the present Regulations. The office of the country of origin, after having entered the dates of despatch of the articles in question to the next service, transmits this form directly to the office of destination.
2. When the office of destination is in a position to furnish information as to the ultimate fate of the article under enquiry, it returns the form, filled in with the proper information, to the office of origin.
3. When the fate of an article which has passed *à découvert* through several services cannot be immediately ascertained in the service of the country of destination, the office of destination sends the form to the first intermediate office, which, after having entered the particulars of the transmission of the article to the next service, forwards the application to the next office, and so on until the ultimate fate of the article under enquiry is ascertained. The office which has effected delivery to the addressee, or which, should it so happen, is unable to furnish proof either of delivery or of regular transmission to another Administration, records the fact on the form and returns it to the office of origin.
4. The forms F are drawn up in French or bear a sublineary translation in that language. They are transmitted without covering letter in a closed envelope, and subjected to the formality of registration. Each Administration is free to require, by notification addressed to the International Bureau, that applications concerning its service shall be transmitted to its central Administration, or to an office specially designated, or, lastly, either directly to the office of destination or, if the Administration in question is only concerned as an intermediary, to the office of exchange to which the article was sent.
5. The foregoing provisions do not apply to cases of violation of mails, loss of mails, etc, which require a fuller correspondence between Administrations.

XXIX.

Withdrawal of correspondence and correction of addresses

1. For requests to have correspondence returned or redirected, as well as for requests to have addresses corrected, the sender must use a form in accordance with the specimen G annexed to the present Regulations. In handing this application to the post office, the sender must establish his identity and produce the certificate of posting, if there be one. The Administration of the country of origin assumes the responsibility in regard to identity; and, after its establishment, the course is as follows:

(1) If the request is meant to be sent by post, the form, together with a perfect facsimile of the envelope or address of the missive, is despatched in a registered letter directly to the office of destination.

(2) If the request is to be made by telegraph, the form is handed over to the telegraph service, which is entrusted with the transmission of its terms to the office of destination.

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

If, however, the case be one of an alteration of address requested by telegraph, the office of destination only retains the letter and awaits the arrival of the necessary facsimile before complying with the request.

If the search is fruitless, or if the article has already been delivered to the addressee, or if the request by telegraph is not so explicit that the article indicated can be recognised with certainty, the fact is at once communicated to the office of origin, which informs the applicant accordingly.

3. In the absence of any understanding to the contrary, form G is drawn up in French, or bears a sublineary translation in that language; and, in case the telegraph is used, the telegram is sent in French.

4. A simple correction of address (without modification of the name or description of the addressee) can also be claimed directly from the delivering office, that is to say, without fulfilling the formalities prescribed for the alteration of address properly so called.

5. Any administration can require, by notification addressed to the International Bureau, that the exchange of applications, so far as such Administration is concerned, shall be effected through the medium of the central Administrations, or of an office specially designated.

In cases where the exchange of applications is effected through the medium of the central Administrations, requests sent directly by the offices of origin to the offices of destination must be taken into account to the extent that the correspondence concerned shall be withheld from delivery until the arrival of the application from the central Administration.

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

Recourse must be had to the telegraph when the sender has himself used it and the office of destination cannot be advised in time by post.

XXX.

Use of postage stamps presumed to be fraudulent

1. Subject to the regulations laid down by the laws of each country, even in cases where the

provisions of the present Article do not expressly stipulate for this reservation, the undermentioned procedure is followed for detecting the use of fraudulent postage stamps for the prepayment of postage:

(a) When the presence of a fraudulent postage stamp (counterfeit or already used) on any article whatever is detected at the time of despatch by the post office of a country whose law does not require the immediate seizure of the article, the stamp is not altered in any way, and the article, enclosed in an envelope addressed to the delivering office, is forwarded officially registered.

(b) This formality is notified without delay to the Administrations of the countries of origin and destination by means of an advice in conformity with specimen H annexed to the present Regulations. A copy of that advice is, moreover, transmitted to the delivering office in the envelope which encloses the article bearing the supposed fraudulent postage stamp.

(c) In order to establish the contravention, recourse is had to the addressee.

The delivery of the article takes place only in case the addressee or his representative consents to make known the name and address of the sender, and to place at the disposal of the post office, after having taken cognizance of the contents, and entire article if it is inseparable from the offence itself, or else the part of the article (envelope, wrapper, portion of letter, etc) which contains the address and the stamp stated to be fraudulent.

(d) The result of the representations made is set forth in a formal report in conformity with the specimen I annexed to the present Regulations, in which report are recorded the incidents that have happened, such as failure to appear, refusal to receive the article or to open it, or to make known the sender, etc. This document is signed by the postal official and by the addressee of the article or his representative; if the latter refuses to sign, the refusal is recorded in place of the signature.

The formal report is transmitted, with the relative vouchers, through the medium of the Administration of the country of destination, to the Postal Administration of the country of origin, which, with the aid of those documents, takes proceedings, if necessary, to repress the infringement according to its internal laws.

XXXI.

Transit charges

1. The statistics taken in May 1896 for the settlement of transit charges will remain in force until the expiration of the Convention of 15 June 1897, and the present Regulations, with the reservation of the measures provided for in the following paragraphs 2 and 3.

2. In case of the accession to the Union of a country having important relations, Union countries whose situation might, in consequence, be modified as regards the payment of transit charges have the option of demanding special statistics relating exclusively to the country which has lately entered.

3. When an important modification takes place in the flow of correspondence, and provided that that modification affects a period of six months at least, the offices concerned come to an understanding for settling among themselves, if necessary, by means of new statistics, the division of the transit charges in proportion to the part taken by the said offices in the conveyance of the correspondence to which the charges relate.

4. The mere warehousing at a port of closed mails brought by one packet and intended to go on by another does not involve payment of territorial transit charges to the post office of the place where

the mails are warehoused.

XXXII.

Accounting for transit charges

1. The procedure for carrying out the stipulations of Article IV, §5(1) and (2), of the Convention will be as follows:

(a) Each Union Administration transmits to the International Bureau, on a form supplied to it by the latter for that purpose, a statement of the sums to be paid or received on the basis of the 1896 statistics by each of the corresponding Administrations under the head of territorial transit, excluding the extraordinary transit charges provided for in Article IV, §4, of the Convention, and without taking account of the reduction contemplated in §5(1), of the same Article IV.

(b) In case of discrepancy between the corresponding statements of two Administrations, the International Bureau invites them to come to an agreement, and to communicate to it the sums definitively fixed.

(c) In case one of the corresponding Administrations has not furnished a statement within the period prescribed by the International Bureau, the statement of the other Administration is to be accepted.

(d) No claim is entertained on the part of Administrations which have not furnished the statement provided for above within the period prescribed by the International Bureau.

(e) The International Bureau designates, on the basis of the 1896 statistics, the countries to be exonerated from all payment under the head of territorial transit until the expiration of the Convention of Washington and the present Regulations, calculates the total of the sums which these countries would have to pay, and makes the proportional reduction in the total of the gross credits of the other countries in respect of this transit. It effects, in the second place, the reduction prescribed by Article IV, §5(1), of the Convention, and transmits the definitive result to all the Administrations, indicating for each of them the amount of its debt or credit in regard to each of the other Administrations concerned.

2. The task of preparing the amounts of sea transit charges on the basis of Articles IV and XVII of the principal Convention, and with the reductions provided for by §5(3), of the first of those Articles, devolves upon the creditor office, which transmits them to the debtor office. The latter sends them back, accepted or with its observations, with the least possible delay. When it has not sent them back within the period of six months, the settlements will be made in accordance with the accounts prepared by the creditor office.

XXXIII

Payment of transit charges

1. The annual payment which results from balancing the reciprocal accounts between two offices is made in hard cash (francs) by the debtor office to the creditor office by means of bills drawn upon a place in the creditor country at the option of the debtor office. The costs of payment, including the discount charges, if there happen to be any, are borne by the debtor office.

2. The payment of the accounts of the transit charges pertaining to a particular year must be effected with as little delay as possible, and at the latest before the expiration of the first six months of the following year. In any case, if the office which has sent the account has not received in that interval any notes of correction, that account is regarded as duly accepted. This stipulation applies equally to

uncontested observations made by one office on the accounts furnished by another. When this term of six months has passed, the amounts due from one office to another office are subject to interest at the rate of 5 percent per annum, dating from the day of the expiration of the said term.

3. Nevertheless, the option is reserved to the offices concerned to make by common consent other arrangements than those which are set forth in the present Article.

XXXIV.

Division of the expenses of the International Bureau

1. The ordinary expenses of the International Bureau must not exceed the sum of 125,000 francs annually, irrespective of the special expenses to which the meeting of a Congress or of a Conference gives rise.

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

3. For the apportionment of the expenses, the countries of the Union are divided into seven classes, each contributing in the proportion of a certain number of units, viz:

1st class 25 units

2nd class 20 units

3rd class 15 units

4th class 10 units

5th class 5 units

6th class 3 units

7th class 1 unit

4. These coefficients are multiplied by the number of countries of each class, and the total of the products thus obtained, furnishes the number of units by which the whole expense is to be divided. The quotient gives the amount of the unit of expense.

5. The countries of the Union are classified as follows, in view of the division of expenses:

1st class: Germany, Austria-Hungary, United States of America, France, Great Britain, British India, British Colonies of Australasia, the whole of the other British Colonies and Protectorates (except Canada), Italy, Russian, Turkey.

2nd class: Spain.

3rd class: Belgium, Brazil, Canada, Egypt, Japan, Netherlands, Roumania, Sweden, Spanish Colonies or Provinces beyond sea, French Colonies and Protectorates in Indo-China, and the whole of the other French Colonies, Dutch East Indies.

4th class: Denmark, Norway, Portugal, Switzerland, Portuguese Colonies.

5th class: Argentine Republic, Bosnia-Herzegovina, Bulgaria, Chili, Colombia, Greece, Mexico, Peru, Servia, Tunis.

6th class: Greater Republic of Central America, Bolivia, Costa Rica, Dominican Republic, Ecuador, Guatemala, Hayti, Luxemburg, Paraguay, Persia, Kingdom of Siam, South African Republic, Uruguay, Venezuela, German Protectorates, Danish Colonies, Colony of Curaçao (or Dutch West Indies), Colony of Surinam (or Dutch Guiana).

7th class: Congo Free State, Corea, Hawaii, Liberia, Montenegro.

XXXV.

Communications to be addressed to the International Bureau

1. The International Bureau serves as the medium for regular notifications of a general kind concerning international relations.
2. The Administrations belonging to the Union must communicate to each other specially through the medium of the International Bureau:
 - (1) The particulars of the surcharges which, by virtue of Article V of the Convention, they levy in addition to the Union rate, whether for sea postage or for expenses of extraordinary conveyance, as well as a list of the countries in relation to which these surcharges are levied, and, if needful, the designation of the routes giving rise to the surcharges;
 - (2) Five complete sets of their postage stamps, with an indication, when the case arises, of the date on which postage stamps of previous issues cease to be valid;
 - (3) Notice whether they mean to use the option left to Administrations to apply or not to apply certain general stipulations of the Convention and the present Regulations.
 - (4) The reduced rates which they have adopted, either in virtue of special arrangements concluded under Article XXI of the Convention, or in execution of Article XX of the Convention, and a statement of the relations in which these reduced rates are applicable.
3. Every modification subsequently adopted, in regard to one or other of the four points abovementioned, must be notified without delay in the same manner.
4. The International Bureau receives besides from all the Administrations of the Union, two copies of all the documents which they publish, whether relating to the inland service or the international service.

XXXVI.

General statistics

1. Every Administration sends to the International Bureau, at the end of the month of July in each year, as complete a series as possible of statistical returns relating to the preceding year, arranged in tables in conformity with or analogous to the patterns K and L annexed.
2. Those services in which each transaction is recorded are dealt with in periodical statements based upon the entries made.

3. All other transactions are counted during one week at least for daily exchanges, and during four weeks for exchanges other than daily, each Administration having the option of counting separately the correspondence belonging to each category.
4. To each Administration is reserved the right of counting the correspondence at those periods in which the postal business approaches most nearly to the average.
5. To the International Bureau is entrusted the duty of printing and distributing the statistical forms to be filled up by each Administration, and of furnishing to any Administration, on application, all necessary information as to the rules to be followed, in order to ensure, as far as possible, uniformity of practice in taking the statistics.

XXXVII.

Duties of the International Bureau

1. The International Bureau prepares general statistics for each year.
 2. It publishes, by the aid of the documents which are put at its disposal, a special journal in the German, English and French languages.
 3. The International Bureau publishes, in accordance with information furnished in virtue of the stipulations of the foregoing Article XXXV, an official collection of all the notifications of general interest concerning the execution of the Convention and the present Regulations in each country of the Union. Subsequent modifications are made known by means of half-yearly supplements. In urgent cases, however, when an Administration expressly demands the immediate publication of a change brought about in its service, the International Bureau makes it the subject of a special circular.
- Similar collections concerning the execution of the special arrangements of the Union may be published by the International Bureau at the request of the Administrations participating in those arrangements.
4. All the documents published by the International Bureau are distributed to the Administrations of the Union, in the proportion of the number of contributing units assigned to each by the foregoing Article XXXIV.
 5. Any additional copies and documents which may be applied for by these Administrations are paid for separately at prime cost.
 6. The International Bureau must, moreover, hold itself always at the disposal of the members of the Union, for the purpose of furnishing them with any special information they may require upon questions relating to the international postal service.
 7. The International Bureau makes known demands for the modification or interpretation of the stipulations which regulate the Union. It notifies the results of each application, and no modification or resolution adopted is binding until three months at least after its notification.
 8. The International Bureau effects the balance and liquidation of accounts of every description between the Administrations of the Union, which declare their wish to use that Bureau as a medium under the conditions laid down by Article XXXVIII following.

9. The International Bureau prepares the business to be submitted to Congresses or Conferences. It undertakes the necessary copying and printing, the editing and distribution of amendments, minutes

of proceedings, and other information.

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

11. On the subject of his proceedings he makes an annual report, which is communicated to all the Administrations of the Union.

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

13. It is the duty of the International Bureau to publish an alphabetical dictionary of all the post offices of the world, with special indication of such of those offices as undertake services which have not yet become general. That dictionary is kept up to date by means of supplements, or in any other manner which the International Bureau shall consider suitable.

The dictionary mentioned in the present paragraph is delivered at prime cost to the Administrations which apply for it.

XXXVIII.

Central office of accounting and liquidation of accounts between the Administrations of the Union

1. It is the duty of the International Bureau of the Universal Postal Union to effect the balance and liquidation of accounts of every description relative to the international postal service between Administrations of countries of the Union which have the franc for their monetary unit, or which are agreed on the rate of conversion of their money into francs and centimes (specie).

The Administrations which intend to claim for this service of liquidation the assistance of the International Bureau, arrange accordingly with each other and with the Bureau.

Notwithstanding its adhesion, each Administration retains the right of preparing at will, special accounts for different branches of the service, and of effecting the settlement of them at its own convenience with the corresponding Administrations, without employing the medium of the International Bureau, to which, according to the tenour of the preceding paragraph, it merely indicates for what branches of the service, and in respect of what countries it applies for the help of the Bureau.

At the request of the Administrations concerned, telegraph accounts can also be notified to the International Bureau to be included in the setting-off of balances.

Administrations which shall have used the medium of the International Bureau for the balancing and liquidation of accounts may cease to use that medium three months after giving notice to the said Bureau to that effect.

2. After the particular accounts have been checked and agreed upon, the debtor Administrations transmit to the creditor Administrations, for each class of operations, an acknowledgment, made out in francs and centimes, of the amount of the balance of the two particular accounts, indicating the object of the credit and the period to which it relates.

As regards money order business, however, the acknowledgment must be transmitted by the debtor office, as soon as its own particular account has been prepared, and the particular account of the corresponding office received, without waiting for verification of details. The discrepancies subsequently brought to light are taken up in the first account to arise.

In the absence of any understanding to the contrary, an Administration desiring, for its own accounting purposes, to have general accounts, has to prepare them itself, and to submit them to the corresponding Administration for acceptance.

Administrations may come to an understanding for the adoption of another system in their relations.

3. Each Administration addresses monthly to the International Bureau, a table showing the total credit due to it on the individual accounts, as well as the total of the sums which are due to it from each of the contracting administrations; each credit appearing in this table, must be substantiated by an acknowledgment from the indebted office.

This table should reach the International Bureau not later than the 19th of each month; otherwise its liquidation is liable to be deferred until the following month.

4. The International Bureau ascertains, by comparing the acknowledgments, if the tables are correct. Every correction that is necessary is notified to the offices concerned.

The debit of each Administration to another is carried forward into a summary; and in order to arrive at the total amount owing by each Administration, it suffices to add up the different columns of this summary.

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

- (a) The total of the debit and of the credit of each Administration;
- (b) The balance against or in favour of each Administration, representing the difference between the total of the debit and the total of the credit;
- (c) The sums to be paid by some of the members of the Union to a single Administration, or, reciprocally, the sums to be paid by the latter to the former.

The totals of the two categories of balances under (a) and (b) must of necessity be equal.

It shall be arranged, as far as possible, that each Administration, in order to liquidate its debts, shall have to make only one or two distinct payments.

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

These remittances on account are entered, both by the creditor Administration and by the debtor Administration, at the foot of the tables to be forwarded to the International Bureau (see §3).

6. The acknowledgments (see §3) transmitted to the International Bureau with the tables are classified according to the different Administrations.

They serve as the basis for settling the accounts of each of the Administrations concerned. In this settlement there should appear:

- (a) The sums relating to the special accounts concerning the different exchanges;
- (b) The total of the sums resulting from all the special accounts with respect to each of the Administrations concerned;

(c) The totals of the sums due to all the creditor Administrations on account of each branch of the service, as well as their general total.

This total should be equal to the total of the debit which appears in the summary.

At the foot of the liquidation account, the balance is prepared between the total of the debit, and the total of the credit resulting from the tables forwarded by the Administrations to the International Bureau (see §3). The net amount of the debit or of the credit should be equal to the debit balance or to the credit balance carried into the general balance sheet. Moreover, the liquidation account determines the manner of settlement, that is to say, it indicates the Administrations to which payment must be made by the Administration indebted.

The liquidation accounts must be transmitted to the Administrations interested by the International Bureau not later than the 22nd of each month.

7. Payment of the sums due, in virtue of a liquidation account, from one Administration to another, must be effected as soon as possible, and at the latest a fortnight after receipt of the liquidation account by the debtor Administration.

Debit or credit balances not exceeding 500 francs can be carried forward to the settlement of the following month, provided, however, that the Administrations concerned are in monthly communication with the International Bureau. The amount brought forward is entered in the summaries, and in the liquidation accounts in respect of the creditor and debtor Administrations. The debtor Administration furnishes, in such case, to the creditor Administration an acknowledgment of the sum due, to be carried into the next table.

XXXIX.

Language

1. The letterbills, tables, statements and other forms used by the Administrations of the Union in their reciprocal relations must, as a general rule, be drawn up in the French language, unless the Administrations concerned arrange otherwise by direct agreement.

2. As regards official correspondence, the present state of things is maintained, unless any other arrangement should subsequently be arrived at by common consent between the Administrations concerned.

XL.

Scope of the Union

1. The following are considered as belonging to the Universal Postal Union:

(1) The German post offices established at Apia (Samoa Islands), Shanghai, Tien-Tsin and Chefoo (China), as subordinate to the Postal Administration of Germany.

(2) The Principality of Lichtenstein, as subordinate to the Postal Administration of Austria.

(3) Iceland and the Faröe Islands, as forming part of Denmark.

(4) The Spanish possessions on the North Coast of Africa, as forming part of Spain; the Republic of Andorra, and the postal establishments of Spain upon the West Coast of Morocco, as subordinate to the Postal Administration of Spain.

- (5) Algeria, as forming part of France; the Principality of Monaco, and the French Post Offices established in Morocco, at Shanghai and at Tien-Tsin (China), and at Zanzibar, as subordinate to the Postal Administration of France.
- (6) The postal agencies which the Postal Administration of Gibraltar maintains at Tangiers, Laraiche, Rabat, Casablanca, Saffi, Mazagan and Mogador (Morocco).
- (7) The post offices which the Administration of the British Colony of Hong Kong maintains at Hoihow (Kiung-Schow), Canton, Swatow, Amoy, Foo-chow, Ningpo, Shanghai and Hankow (China).
- (8) The Indian postal establishments of Aden, Muscat, the Persian Gulf and Guadur, as subordinate to the Postal Administration of British India.
- (9) The Republic of San Marino and the Italian post office at Tripoli in Barbary, as subordinate to the Postal Administration of Italy.
- (10) The post offices which the Japanese Administration has established at Shanghai, Tien-Tsin and Chefoo (China), Fusanpo, Genzanshin and Jinsen (Corea).
- (11) The Grand Duchy of Finland, as forming an integral part of the Empire of Russia.
- (12) Basutoland, as subordinate to the Postal Administration of the colony of the Cape of Good Hope.
- (13) Walfisch Bay, as forming part of the colony of the Cape of Good Hope.

2. In the interval which elapses between the meetings, the Administrations of Union countries opening in countries foreign to the Union post offices which are to be regarded as belonging to the Union, communicate the fact to the Administrations of all the other Union countries, through the medium of the International Bureau.

XLI.

Proposals made in the interval between meetings

1. In the interval which elapses between the meetings, the Postal Administration of every country of the Union has the right of addressing to the other participating Administrations, through the medium of the International Bureau, proposals concerning the present Regulations.

2. Every proposal is subject to the following procedure:

A period of six months is allowed to Administrations to examine the proposals and communicate their observations, if any, to the International Bureau. Amendments are not admitted. The answers are tabulated by the International Bureau and communicated to the Administrations with an invitation to express themselves for or against. The Administrations which have not declared their votes within a period of six months, counting from the date of the second circular of the International Bureau notifying to them the observations made, are regarded as abstaining.

3. In order to become binding, the proposals must obtain-

(1) Unanimity of votes, if they relate to the addition of new stipulations or to the modification of the stipulations of the present Article and of Articles III, IV, VII, XII, XXIX, XXX, XXXI, XXXIII and XLII;

(2) Two-thirds of the votes, if they relate to the modification of the stipulations of Articles I, II, V, VI, X, XI, XIII, XIV, XV, XVI, XVII, XVIII, XIX, XXI, XXIII, XXIV, XXV, XXXII, XXXVI, XXXVIII, XXXIX and XL;

(3) Simply an absolute majority, if they relate to the modification of stipulations other than those indicated above, or to the interpretation of the various provisions of the Regulations, except in the case of litigation contemplated by Article XXIII of the Convention.

4. Resolutions adopted in due form are made binding by a simple notification from the International Bureau to all the Administrations of the Union.

5. No modification or resolution adopted is binding until at least three months after its notification.

XLII.

Duration of the Regulations

The present Regulations shall be put into execution on the day on which the Convention of 15 June 1897 comes into force. They shall have the same duration as that Convention, unless they be renewed by common consent between the parties concerned.

DONE at Washington, the 15th of June, 1897.

[Signatures not reproduced here.]

SPECIMEN FORMS A TO L

[Not reproduced here.]

[1] The Convention, Final Protocol and Detailed Regulations were signed for the Australian Colonies 15 June 1897. Instrument of ratification deposited for Australia in 1904.