

No. 5214

**ALBANIA, GERMANY, SAUDI ARABIA,
ARGENTINA, AUSTRIA, etc.
(UNIVERSAL POSTAL UNION)**

Agreement concerning postal money orders and postal travellers' cheques (with Detailed Regulations). Signed at Ottawa, on 3 October 1957

Official text: French.

Registered by Canada on 7 July 1960.

**ALBANIE, ALLEMAGNE, ARABIE SAOUDITE,
ARGENTINE, AUTRICHE, etc.
(UNION POSTALE UNIVERSELLE)**

Arrangement concernant les mandats de poste et les bons postaux de voyage (avec Règlement d'exécution). Signé à Ottawa, le 3 octobre 1957

Texte officiel français.

Enregistré par le Canada le 7 juillet 1960.

[TRANSLATION — TRADUCTION]

UNIVERSAL POSTAL UNION
ACTS OF THE CONGRESS OF OTTAWA, 1957

IV

No. 5214. AGREEMENT CONCERNING POSTAL MONEY
ORDERS AND POSTAL TRAVELLERS' CHEQUES.
SIGNED AT OTTAWA, ON 3 OCTOBER 1957

NOTE. — Square brackets [] indicate a note that does not appear in the original text—usually the accepted English form of an expression necessarily retained in French.¹

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¹ [*Translation — Traduction*] NOTE. — Les expressions entre crochets [] sont des annotations qui ne figurent pas dans le texte original ; d'une manière générale, il s'agit de l'équivalent en anglais d'une expression qui a dû être conservée en français.

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AGREEMENT¹ CONCERNING POSTAL MONEY ORDERS AND POSTAL TRAVELLERS' CHEQUES

CONCLUDED BETWEEN

THE PEOPLE'S REPUBLIC OF ALBANIA, GERMANY, THE KINGDOM OF SAUDI ARABIA, THE ARGENTINE REPUBLIC, AUSTRIA, BELGIUM, BOLIVIA, THE PEOPLE'S REPUBLIC OF BULGARIA, CAMBODIA, CHILE, CHINA, THE REPUBLIC OF COLOMBIA, THE REPUBLIC OF KOREA, THE REPUBLIC OF CUBA, DENMARK, THE DOMINICAN REPUBLIC, EGYPT, THE REPUBLIC OF EL SALVADOR, SPAIN, THE SPANISH TERRITORIES IN AFRICA, FINLAND, FRANCE, ALGERIA, THE WHOLE OF THE TERRITORIES REPRESENTED BY THE FRENCH OFFICE OF OVERSEAS POSTS AND TELECOMMUNICATIONS, GREECE, THE REPUBLIC OF HAITI, THE REPUBLIC OF HONDURAS, THE HUNGARIAN PEOPLE'S REPUBLIC, THE REPUBLIC OF INDONESIA, IRAN, THE REPUBLIC OF ICELAND, ITALY, THE TERRITORY OF SOMALIA UNDER ITALIAN ADMINISTRATION, JAPAN, LAOS, LEBANON, THE REPUBLIC OF LIBERIA, LIBYA, LUXEMBOURG, MOROCCO, MEXICO, THE PRINCIPALITY OF MONACO, NICARAGUA, NORWAY, THE REPUBLIC OF PANAMA, PARAGUAY, THE NETHERLANDS, THE NETHERLANDS ANTILLES AND SURINAM, PERU, THE POLISH PEOPLE'S REPUBLIC, PORTUGAL, THE PORTUGUESE PROVINCES IN WEST AFRICA, THE PORTUGUESE PROVINCES IN EAST AFRICA, ASIA AND OCEANIA, THE ROMANIAN PEOPLE'S REPUBLIC, THE REPUBLIC OF SAN MARINO, THE REPUBLIC OF THE SUDAN, SWEDEN, THE SWISS CONFEDERATION, SYRIA, CZECHOSLOVAKIA, THAILAND, TUNISIA, TURKEY, THE EASTERN REPUBLIC OF URUGUAY, THE STATE OF THE CITY OF THE VATICAN, THE REPUBLIC OF VENEZUELA, VIET-NAM, YEMEN, THE FEDERAL PEOPLE'S REPUBLIC OF YUGOSLAVIA.

¹ Came into force on 1 April 1959, in accordance with article 45. The instruments of ratification or accession (a) were deposited with the Canadian Government on the dates indicated :

Argentina (with reservations ; see p. 107)	15 April	1959	Luxembourg	13 January	1960
Austria	4 May	1959	Mexico	19 March	1959
Belgium	5 March	1959	Monaco	2 September	1959
Bulgaria	13 May	1959	Morocco	9 July	1959
Cambodia	12 January	1960	Netherlands	27 August	1959
Republic of China	6 October	1959	(Including Netherlands New Guinea, Surinam and the Netherlands Antilles.)		
Czechoslovakia	13 August	1959	Norway	19 August	1958
Denmark	13 August	1958	Peru	21 May	1959
Finland	6 March	1959	San Marino	31 March	1959
France	8 May	1959	Spain	29 July	1959
(Including Algeria and the whole of the territories re- presented by the French Office of Overseas Posts and Telecommunications, com- posed of the countries and territories designated below and the Franco-British Con- dominium of the New He- brides.)†			(Including the Spanish territories of Africa.)		
Greece	2 October	1959	Sudan	1 March	1960
Hungary	5 April	1960	Sweden	2 May	1958
Iceland	27 November	1958	Switzerland	14 November	1958
Italy	9 June	1960	Tunisia	24 March	1959
Japan	7 November	1958	United Arab Republic:		
Lebanon	23 July	1958	Egyptian Province	15 January	1959
			Syrian Province	15 January	1959
			Vatican City State	13 April	1960
			Republic of Viet-Nam	3 December	1959
			Yemen	3 April	1959 (a)

† (a) *States members of the Community*: Republic of Senegal, Sudanese Republic, Republic of the Ivory Coast, Republic of the Niger, Republic of the Upper Volta, Republic of Dahomey, Islamic Republic of Mauritania, Gabon Republic, Republic of the Congo, Central African Republic, Republic of Chad, Malagasy Republic.

(b) *Overseas territories*: Comoro Islands, New Caledonia and dependencies, French Polynesia, French Somaliland, St. Pierre and Miquelon.

(c) *Trust Territories of France*: Cameroons, Autonomous Republic of Togo.

Having regard to article 22 of the Universal Postal Convention concluded at Ottawa on 3 October 1957,¹ the undersigned, Plenipotentiaries of the Governments of the above-named countries, have, by common consent and subject to ratification, drawn up the following Agreement :

SECTION I

PRELIMINARY CLAUSES

Article 1

SUBJECT OF THE AGREEMENT

The present Agreement governs, on the one hand, the exchange of postal money orders, hereinafter referred to as "money orders", and, on the other hand, the postal travellers' cheque service which the signatory countries agree to institute in their reciprocal relations.

SECTION II

MONEY ORDERS

CHAPTER I

GENERAL PROVISIONS

Article 2

METHODS OF EXCHANGE

1. Money orders may be exchanged either by post or, if telegrams of advice are allowed in relations between the countries concerned, by telegraph.
2. The exchange of money orders by post may be effected, at the option of the Administrations, by means of cards or lists. In the former case, the orders are called "card money orders" and in the latter case, "list money orders".
3. The exchange of money orders by telegraph may be effected by telegraph card money order or by telegraph list money order, both categories being called "telegraph money orders".

CHAPTER II

ISSUE OF MONEY ORDERS

Article 3

CURRENCY. CONVERSION

1. In the absence of any agreement to the contrary, every order is drawn up in the currency of the country of payment.

¹ United Nations, *Treaty Series*, Vol. 364, p. 3.

2. The Administration of issue fixes the rate of conversion of its currency into the currency of the country of payment.

Article 4

MAXIMUM AMOUNT OF AN ORDER

1. The maximum amount of an order may not exceed the equivalent of 1,000 francs. Nevertheless, each Administration is empowered to fix a lower maximum.

2. By way of exception, no maximum is fixed for the orders referred to in article 7.

Article 5

PAYMENT. RECEIPT

1. Each Administration fixes the form in which the remitter of an order must pay in the sum to be transferred.

2. A receipt is given free of charge to the remitter at the time of paying in the money.

Article 6

CHARGES

1. The charge to be collected at the time of issue consists of :

(a) A maximum fixed charge of 25 centimes for each order ;

(b) A maximum proportional charge calculated as follows :

—In the case of card money orders, $\frac{1}{2}$ per cent of the amount paid in ;

—In the case of list money orders, 1 per cent of the amount paid in ;

(c) Any charges payable for special services (request for advice of payment, for express delivery, etc.).

2. Each Administration is empowered to adopt, for the collection of the proportional charge, the scale best suited to its own service.

3. Money orders exchanged between a country party to this Agreement and a country not a party, through the intermediary of another country party to the Agreement, may be subjected by the Administration of the intermediary country, to a supplementary charge deducted from the amount of the money order ; this charge may, however, be collected from the remitter and credited to the Administration of the intermediary country, if the Administrations concerned have agreed thereto.

Article 7

EXEMPTION

Money orders issued in connexion with the postal service and exchanged in the circumstances specified in article 38 of the Convention are exempt from all postal charges.

Article 8

SPECIAL PROVISIONS APPLICABLE TO THE ISSUE OF TELEGRAPH MONEY ORDERS

1. Telegraph money orders are subject to the provisions of the Telegraph Regulations annexed to the International Telecommunication Convention.
2. In addition to the postal charge, the remitter of a telegraph money order pays the charge for the telegram, including the cost of any private message for the payee.

CHAPTER III

SPECIAL PROVISIONS RELATING TO CERTAIN FACILITIES
ACCORDED TO THE PUBLIC*Article 9*ADVICE OF PAYMENT. EXPRESS DELIVERY. PAYMENT TO PAYEE IN PERSON.
DISPATCH BY AIR

1. The remitter of a money order may apply for an advice of payment. Article 69 of the Convention applies to advices of payment.
2. Subject to the provisions of article 16, the remitter of a money order may request the delivery of the amount at the payee's address, by express messenger, immediately after the receipt of the order ; in such cases, article 57 of the Convention applies.
3. In relations with those countries which agree to payment to payee in person the remitter of a money order may request, by means of an indication on the form, that payment be made exclusively to the payee in person and against his personal receipt. In such cases, the remitter pays a special fee of 20 centimes or the fee charged in the country of origin for a request for payment to payee in person. The money order must be accompanied by an advice of payment.
4. If the Administrations concerned have agreed thereto, the remitter of a list money order may request that the order be dispatched by air between the exchange office of the country of payment and the office of payment. In such cases, the method of collecting the air-mail surcharge is the subject of direct agreement between the Administrations.

Article 10

WITHDRAWAL. ALTERATION OF ADDRESS

The remitter of a money order may, under the conditions prescribed by article 58, §§ 2 to 4, of the Convention, have it withdrawn from the service or have its address altered, so long as the order or the amount has not been delivered to the payee.

Article 11

RETRANSMISSION

1. In the event of a change in the payee's address and in so far as a money order service is maintained between the retransmitting country and the new country of destina-

tion, any order may be retransmitted by post or by telegraph at the request of either the remitter or the payee.

2. The retransmission by post of postal or telegraph card money orders is effected without the collection of a charge and without the issue of a new money order if the new country of destination maintains a card money order service on the basis of this Agreement with the country of issue.

3. In all other cases, the retransmission is effected by means of a new money order, the charges for which, including the telegraph charges, if any, are deducted from the amount of the money order retransmitted.

4. In the event of retransmission, the provisions of article 59, § 7, of the Convention apply with respect to the *poste restante* fee and the additional express charge.

Article 12

ENDORSEMENT

Each country has the right to provide that the ownership of money orders issued in any other country may be transferred within its territory by means of endorsement.

CHAPTER IV

PAYMENT OF MONEY ORDERS

Article 13

PERIOD OF VALIDITY. EXTENSION OF THE PERIOD OF VALIDITY

1. Money orders are valid :

- (a) As a general rule, until the expiration of the first month which follows that in which they are issued ; by agreement between the Administrations concerned, until the expiration of the third month which follows that in which they are issued ;
- (b) In services with distant countries, until the expiration of the seventh month which follows the month of issue.

2. After this period, card money orders are paid only under an "authority for payment" given by the Administration of issue at the request of the Administration of payment. An authority for payment may not be given in the case of list money orders.

3. The authority for payment gives to the card money order, from the date on which it is given, a new period of validity equal to that which an order issued the same day would have.

4. If the non-payment of the order before the expiration of the period of validity is not due to an error in the service, a charge called the "authority for payment" charge equal to that provided for by article 67 of the Convention may be collected.

Article 14

MAXIMUM AMOUNT PAYABLE

1. In the absence of any agreement to the contrary, the maximum amount for money orders payable in a country is the same as that adopted by the Administration of that country for the issue of money orders.

2. When a remitter has drawn on the same day and in favour of the same payee several money orders of which the total amount exceeds the maximum adopted by the Administration of payment, the latter is entitled to arrange for the orders to be paid in instalments so that the sum paid to the payee in a single day does not exceed this maximum.

Article 15

GENERAL RULES FOR PAYMENT OF ORDERS

1. The payment of money orders is effected in accordance with the regulations of the country of payment.

2. The amount of a money order is paid to the payee in the legal currency of the country of payment ; it may be paid in any other currency by special agreement between the Administrations concerned.

3. Payment may duly be made by payment into a postal cheque account, in accordance with the regulations in force in the Administration of payment.

4. After notifying the Administrations concerned, the Administration of payment may, if its legislation so requires, either disregard fractions of a unit of currency or round off the amount to the nearest unit or tenth part thereof.

Article 16

EXPRESS DELIVERY

If the remitter has requested express delivery, the Administration of payment has the option, in so far as its regulations allow, of delivering by express messenger either the sum of money remitted or the order itself or an advice of the arrival of the order.

Article 17

POSTAL CHARGES PAYABLE BY PAYEE

The following charges may be collected from the payee :

- (a) A delivery charge, when payment takes place at his address ;
- (b) The authority-to-pay charge prescribed by article 20, § 4, of this Agreement ;
- (c) If payable, the authority-for-payment charge specified in article 13, § 4, of this Agreement ;
- (d) The charge specified in article 50, § 2, of the Convention, when the order is addressed *poste restante*.

Article 18

SPECIAL PROVISIONS APPLICABLE TO PAYMENT OF TELEGRAPH MONEY ORDERS

1. Telegraph money orders are always delivered according to the provisions of article 16 of this Agreement.

2. When the amount is delivered at the payee's home by express messenger, the Administration of payment may collect, on this account, a special charge, taking into account the express delivery charge paid by the remitter, if the telegram of advice bears the service indication "XP paid".

3. The delivery of an advice of the arrival of the order or the order itself shall not be charged to the payee; nevertheless, if his address is outside the local delivery area of the office of payment and the telegram of advice does not bear the service indication "XP paid", the express delivery charge may be collected from the payee.

CHAPTER V

UNPAID MONEY ORDERS. AUTHORITIES TO PAY

Article 19

UNPAID MONEY ORDERS

1. All money orders which have been refused, those of which the payees are unknown, or have gone away without leaving any address, or have left for countries to which retransmission cannot be effected, and those of which payment has not been claimed within the period of validity are immediately sent back to the Administration of issue.

2. Any money order unpaid for any reason whatsoever is paid to the remitter.

3. The provisions of article 59, § 7, of the Convention apply to the *poste restante* fee and the additional express charge.

Article 20

AUTHORITY TO PAY

1. A money order which is missing, lost or destroyed before payment may, at the request of the remitter or the payee, be replaced with an authority to pay issued by the Administration of issue.

2. An authority to pay is also issued when as the result of an error of conversion attributable to the office of issue a supplementary payment is due to the payee.

3. The period of validity of an authority to pay is the same as that of a money order issued the same day.

4. If no service error has been committed, an "authority-to-pay" charge equal to that provided for by article 67 of the Convention may be collected from either the remitter or the payee, save where such charge has already been collected in respect of the enquiry, the request for information or the advice of payment.

Article 21

VOID MONEY ORDERS

Amounts deposited in respect of money orders which are not claimed within the prescribed period become the absolute property of the Administration of the country of issue. The period of prescription is fixed by the legislation of each country.

CHAPTER VI

RESPONSIBILITY

Article 22

PRINCIPLE AND EXTENT OF RESPONSIBILITY

1. Postal Administrations are responsible for amounts paid in until the orders are duly paid.
2. Responsibility extends to errors of conversion and mistakes in telegraphic transmission.
3. The Administrations assume no responsibility for delays which may occur in the transmission and payment of money orders.

Article 23

EXCEPTIONS TO THE PRINCIPLE OF RESPONSIBILITY

Administrations are relieved of all responsibility when, no other proof of their responsibility having been brought forward, they are unable to trace payment as the result of the destruction of official documents from a cause beyond control.

Article 24

CESSATION OF RESPONSIBILITY

The Administrations cease to be responsible :

- (a) On the expiration of the period of prescription specified in article 21 ;
- (b) In the case of a dispute as to the regularity of payment, on the expiration of the period prescribed in article 67, § 1, of the Convention.

Article 25

DETERMINATION OF RESPONSIBILITY

1. Subject to the provisions of §§ 2 to 5 hereunder, responsibility rests with the Administration of issue.
2. Responsibility rests with the Administration of payment if it is unable to prove that payment was made in accordance with the conditions laid down by its regulations.
3. Responsibility rests with the Administration of the country where the mistake occurred :
 - (a) In the case of an error of conversion ;
 - (b) In the case of a mistake in telegraphic transmission committed within the country of issue or the country of payment.
4. Responsibility rests equally with the Administration of issue and the Administration of payment :
 - (a) If a mistake in telegraphic transmission has occurred in an intermediary country ;

- (b) If it is impossible to discover in which country the mistake in transmission occurred.
5. Subject to the provisions of § 2, responsibility rests :
- (a) In the case of payment of a falsified money order, with the Administration of the country in whose territory the order was introduced into the service ;
- (b) In the case of payment of an order the amount of which has been fraudulently increased, with the Administration of the country in which the order was falsified ; nevertheless, the cost of compensation is borne in equal shares by the Administrations of issue and payment when it is impossible to determine the country in which the falsification occurred or when reparation cannot be obtained for a falsification committed in an intermediary country which does not participate in the money order service on the basis of this Agreement.

Article 26

PAYMENT OF CLAIMS. CLAIM FOR REPAYMENT

1. The responsibility for indemnifying the claimant rests with the Administration of payment if the amount is to be paid to the payee ; it rests with the Administration of issue if the amount is to be repaid to the remitter.

2. The Administration which has made good the amount to the claimant has the right to claim repayment from the Administration responsible for the irregular payment.

3. The last Administration to bear the cost of compensation has a right to claim repayment, up to the amount of the sum paid, against the remitter, the payee or third parties.

Article 27

PERIOD ALLOWED FOR PAYMENT OF CLAIMS

1. The amounts due to claimants must be paid as soon as possible and, at the latest, within a period of six months from the day after the date of the claim.

2. The Administration of issue may, exceptionally, defer the payment beyond the said period if, although an inquiry into the case has been instituted with all possible despatch, that period has not sufficed to enable responsibility to be fixed.

3. If the Administration of payment, after due notification, has allowed a period of five months to expire without settling a claim, the Administration of issue is authorized to repay the remitter on behalf of the Administration of payment.

Article 28

REPAYMENT TO THE ADMINISTRATION OF ISSUE OF AMOUNTS DISBURSED ON BEHALF OF THE ADMINISTRATION OF PAYMENT

1. The Administration of payment on whose behalf a claimant has been indemnified by the Administration of issue is bound to make good to the latter the amount disbursed within a period of four months from the date of receipt of the notification of the payment ; the same holds good for the payment of compensation in the cases referred to in article 25, §§ 2 to 5.

2. This repayment is made without cost to the Administration of issue by one of the following means :

- (a) A money order, a cheque or a draft payable at sight on the capital or on a commercial centre of the creditor country ;
- (b) Coin current in the creditor country ;
- (c) Subject to agreement, an entry to the credit of the Administration of that country in the money order account.

3. After a period of four months, the amount due to the Administration of issue bears interest at the rate of 5 per cent per annum to be reckoned from the last day of the said period.

CHAPTER VII

ACCOUNTING

Article 29

APPORTIONMENT OF CHARGES

1. The Administration of issue credits the Administration of payment, against the amount of the charges it has levied under article 6, § 1, (a) and (b), with a fixed allowance of 12.5 centimes for each money order and, according as the Administrations have adopted the card money order system or the list money order system, with a proportional allowance of $\frac{1}{4}$ per cent or $\frac{1}{2}$ per cent of the total amount of the orders paid.

2. No allowance is payable in respect of money orders issued free of charge.

3. When a money order is retransmitted, the Administration of the new country of destination receives the allowances which would have been payable to it if it had been the Administration of the first country of destination, whatever the charges actually collected by the Administration of issue.

4. With the exception of the allowances specified in § 1 and subject to the stipulations expressly made in this Agreement, each Administration retains the whole of the charges it has levied.

Article 30

PREPARATION OF ACCOUNTS

1. Each Administration of payment prepares, for each Administration of issue, a monthly account of the amounts paid for card money orders or a monthly account of the amount of the lists received during the month for list money orders ; the monthly accounts are incorporated periodically in a general account from which a balance is determined.

2. When the orders have been paid in different currencies, the amount of the smaller credit is converted into the currency of the country having the larger credit, the basis of conversion being the mean of the official rates of exchange in the country of the debtor Administration during the period to which the account relates ; this mean rate must invariably be calculated to four places of decimals.

3. The settlement of accounts may also take place on the basis of the monthly accounts, without clearance.

Article 31

SETTLEMENT OF ACCOUNTS

1. In the absence of any agreement to the contrary, payment of the balance of the general account or the amount of the monthly accounts is made in the currency used by the creditor Administration for the payment of money orders.

2. In the event of non-payment within the periods prescribed in the Detailed Regulations,¹ the amounts due bear interest at the rate of 5 per cent per annum from the date of the expiration of the said periods until the date of payment.

3. No unilateral measure such as moratorium, prohibition of transfers, etc., can prevail against the provisions of the present Agreement and its Detailed Regulations concerning the establishment and settlement of accounts.

CHAPTER VIII

MISCELLANEOUS PROVISIONS

Article 32

OFFICES TRANSACTING MONEY ORDER BUSINESS

Postal Administrations take all necessary steps to ensure, as far as possible, the payment of money orders at any place in their respective countries.

Article 33

PARTICIPATION OF NON-POSTAL AGENCIES

1. Countries in which the money order service is carried on by non-postal agencies may take part in the service governed by the provisions of the present Agreement.

2. Such an agency must come to an agreement with the postal Administration of its country in order to ensure the proper execution of all the clauses of the Agreement ; the postal Administration will act as intermediary for the agency in its relations with the postal Administrations of other contracting countries and with the International Bureau.

Article 34

PROHIBITION OF FISCAL OR OTHER CHARGES

Money orders and receipts given for orders may not be subjected to any charge or fee other than those authorized by this Agreement.

¹ See p. 287 of this volume.

SECTION III

POSTAL TRAVELLERS' CHEQUES

CHAPTER I

GENERAL. ISSUE OF CHEQUES

Article 35

DEFINITION. BOOKLETS

1. Postal travellers' cheques are instruments which may be issued and paid, by the postal Administrations of the participating countries, on the basis of the principles of this Agreement.

2. The cheques are contained in booklets.

Article 36

CURRENCY. MAXIMUM VALUE. CONVERSION

1. Each cheque is made out, in the currency of the country of payment, for a fixed amount equivalent to approximately 25, 50 or 100 francs and determined by agreement between the postal Administrations concerned.

2. In special cases the cheques may be made out for an amount differing appreciably from any of these equivalent amounts.

3. The rate of conversion is the same as for money orders.

4. A booklet comprises not more than ten cheques; each booklet may contain cheques of different denominations.

Article 37

CHARGES

The charge to be made for each cheque is fixed by the Administration of issue; it may not exceed $\frac{1}{2}$ per cent of the amount expended or be less than 10 centimes.

Article 38

COST

The Administration of issue may collect, in addition to the value of the cheques and in addition to the charges, an amount corresponding to the cost of the cheques, of their covers and of the various operations involved in the preparation of the booklets.

CHAPTER II

PAYMENT OF CHEQUES

Article 39

VALIDITY OF CHEQUES. PAYMENT

1. The cheques are valid for four months from the date of issue ; a month is regarded as the period between any date and the corresponding date in the following calender month, irrespective of the number of days in the month.

2. When the paying service has not sufficient funds at its disposal, it may suspend payment of the cheques until it has secured the necessary funds.

3. The ownership of booklets or individual cheques is not transferable either by endorsement or by assignment ; such booklets and cheques cannot be pledged.

Article 40

DEMANDS FOR STOPPAGE OF PAYMENT

Subject to the application of the legislation of each country, the Administrations may not act on demands made for the stoppage of payment of cheques which have been regularly issued.

CHAPTER III

CLAIMS. RESPONSIBILITY. ACCOUNTING

Article 41

CLAIMS AND RESPONSIBILITY

1. No claim may be brought against the Administration of issue if the booklet is not produced.

2. In case of the loss of a booklet or of cheques, the claimant, in order to obtain the refund of the amounts involved, must satisfy the Administration of issue that he has asked for the issue of a booklet of cheques and has made the proper total payment therefor.

3. The said Administration may make the refund within a period which may not extend more than three months beyond the period of validity and after it has ascertained that the cheques declared to be lost have not been cashed ; the three-month period is increased to six months in service with distant countries.

4. The Administrations are not responsible for the consequences of the loss, abstraction or fraudulent use of the booklets or the cheques.

Article 42

APPORTIONMENT OF CHARGES. PREPARATION OF ACCOUNTS

1. The Administration of issue credits the Administration of payment with $\frac{1}{2}$ per cent of the amount of the cheques cashed.

2. The account of sums paid out in return for cheques is drawn up monthly at the same time as the account of sums paid out for money orders.

SECTION IV

FINAL PROVISIONS

Article 43

APPLICATION OF THE CONVENTION AND OF CERTAIN AGREEMENTS

1. In addition to the provisions specifically mentioned in the present Agreement, the following apply to the exchange of money orders :

- (a) The general regulations which appear in Part I of the Convention (with the exception of article 7) ;
- (b) Article 67, "Enquiries and requests for information", of the Convention ;
- (c) The general provisions of Section I of the Provisions concerning Air Mail.

2. The provisions of Section II of the present Agreement apply to Postal Travellers' Cheques in everything not expressly provided for in Section III.

Article 44

APPROVAL OF PROPOSALS MADE IN THE INTERVAL BETWEEN CONGRESSES

To become effective, proposals made in the interval between Congresses (articles 27 and 28 of the Convention) must obtain :

(a) A unanimous vote, if they involve the addition of new provisions or amendments to the provisions of articles 1 to 10, 11 (§ 4), 12 to 14, 15 (§§ 1, 2 and 4), 16 to 18, 19 (§ 3), 20 (§ 4), 22 to 31, 34, 43 (§ 1, (b)), 44 and 45 of the present Agreement, and 102 to 106, 110, 117, 120, 121 (second clause), 122, 123, 126, 131 to 135, 138 (§ 1) and 151 of its Detailed Regulations ;

(b) Two-thirds of the votes, if they involve amendments to the provisions of the present Agreement other than those mentioned in sub-paragraphs (a) and (c) of articles 107 to 109, 111, 113, 116, 118, 119, 121 (first clause), 124, 125, 127, 129, 136, 139 and 140 of its Detailed Regulations ;

(c) A majority of the votes, if they involve an amendment to article 20, § 2, of the Agreement and to the other articles of the Detailed Regulations or affect the interpretation of the provisions of the present Agreement and its Detailed Regulations, except in the case of a disagreement to be submitted to arbitration as provided for in article 33 of the Convention.

Article 45

ENTRY INTO FORCE AND DURATION OF THE AGREEMENT

The present Agreement shall come into force on 1 April 1959 and shall remain in operation for an indefinite period.

IN FAITH WHEREOF the Plenipotentiaries of the Governments of the above-named countries have signed the present Agreement in a single copy which shall lie in the archives of the Government of Canada and of which a copy shall be delivered to each Party.

DONE at Ottawa, the 3rd day of October 1957.

This Agreement was signed on behalf of the States and territories listed below by the same plenipotentiaries who signed the Universal Postal Convention :

[For the names of the plenipotentiaries, see United Nations, Treaty Series, Vol. 364, pp. 197 to 207.]

People's Republic of Albania

Germany

Kingdom of Saudi Arabia

Argentine Republic

Austria

Belgium

Bolivia

People's Republic of Bulgaria

Cambodia

Chile

China

Republic of Colombia

Republic of Korea

Republic of Cuba

Denmark

Egypt

Republic of El Salvador

Spain

Spanish Territories in Africa

Finland

France

Algeria

Whole of the territories represented by the French Office of Overseas Posts and Telecommunications

Greece

Republic of Haiti

Republic of Honduras

Hungarian People's Republic

Republic of Indonesia

Iran

Republic of Iceland

Italy

Territory of Somalia under Italian Administration

Japan

Laos

Lebanon

Republic of Liberia

Libya
Luxembourg
Morocco
Mexico
Principality of Monaco
Nicaragua
Norway
Republic of Panama
Paraguay
Netherlands
Netherlands Antilles and Surinam
Peru
People's Republic of Poland
Portugal
Portuguese Provinces in West Africa
Portuguese Provinces in East Africa, Asia and Oceania
Romanian People's Republic
Republic of San Marino
Republic of Sudan
Sweden
Swiss Confederation
Syria
Czechoslovakia
Thailand
Tunisia
Turkey
Eastern Republic of Uruguay
State of the City of the Vatican
Republic of Venezuela
Viet-Nam
Federal People's Republic of Yugoslavia

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DETAILED REGULATIONS FOR IMPLEMENTING THE AGREEMENT
CONCERNING POSTAL MONEY ORDERS AND POSTAL TRAVELLERS'
CHEQUES

Having regard to article 24 of the Universal Postal Convention concluded at Ottawa on 3 October 1957, the undersigned, on behalf of their respective Administrations, have, by common consent, drawn up the following measures for ensuring that the Agreement concerning Postal Money Orders and Postal Travellers' Cheques is implemented :

PART I

PRELIMINARY CLAUSES

Article 101

INFORMATION TO BE SUPPLIED BY POSTAL ADMINISTRATIONS

1. At least three months before implementing the Agreement, each Administration shall communicate the following information to the other Administrations through the intermediary of the International Bureau :

(a) Money order service

- (1) A list of the countries with which it exchanges card money orders and list money orders on the basis of the Agreement ;
- (2) A list of the offices authorized to issue and pay money orders, or notification that all its offices take part in the service ;
- (3) Notice, where necessary, of participation in the telegraph money order service ;
- (4) The maximum amount adopted for issue and payment ;
- (5) The currency in which the amounts of money orders addressed to its country must be expressed ;
- (6) The charge applied to money orders issued ;
- (7) The method of indicating such charge ;
- (8) If necessary, the charges it makes for payment at the payee's address, for *poste restante*, for extension of the period of validity, for enquiries and for the issue of an authority to pay, respectively ;
- (9) The length of the period after which, under its laws, the amounts of orders not claimed become the absolute property of the State ;
- (10) The special charge for delivery of funds by express messenger (telegraph money orders) ;
- (11) Its decision as regards the possibility or otherwise of transferring the ownership of money orders within its territory by means of endorsement ;
- (12) Specimens of the money order forms which it uses, save where the exchange of money orders is effected by means of lists ;
- (13) In the official spelling, the numbers from 1 to 1,000 which must be used to express the sums to be entered on the money orders ;
- (14) A list of the countries not participating in the Agreement for which it can act as intermediary for the exchange of money orders ;

(15) The service to which enquiries and requests for information, as well as requests for withdrawal or for alteration of address must be communicated (Central Administration, office of exchange or other office specially designated).

(b) Postal travellers' cheque service

- (1) A list of the countries with which it exchanges postal travellers' cheques on the basis of the Agreement ;
- (2) A list of the offices it authorizes to issue and pay vouchers or notification that all its offices take part in the service ;
- (3) The amount, in the currency of the country on which the vouchers are drawn, of each postal travellers' cheque ;
- (4) The charges applied to the cheques issued.

2. Any amendment to the above information should be notified without delay.

3. Administrations must notify other Administrations direct of the rates of conversion which they adopt in their reciprocal relations and all subsequent modifications in these rates.

Article 102

APPLICATION OF THE DETAILED REGULATIONS FOR IMPLEMENTING THE CONVENTION

As regards everything not expressly provided for in these Detailed Regulations, the provisions of the Detailed Regulations for implementing the Convention, and in particular those of the following articles, apply to money orders :

- (a) article 146 : Advice of delivery ;
- (b) article 147 : Advice of delivery requested after posting ;
- (c) article 150 : Express items ;
- (d) article 156 : Withdrawal from the post. Alteration of address, completed by articles 110 and 126 of these Detailed Regulations.

Article 103

FORMS FOR THE USE OF THE PUBLIC

For the purpose of applying article 45, § 2, of the Convention, the following are considered as forms for the use of the public :

MP 1 (International money order),

MP 4 (Enquiry relating to an international money order),

MP 10 (Postal travellers' cheque),

MP 11 (Booklet of postal travellers' cheques),

MP 12 (International money order for typed entries).

PART II

MONEY ORDERS

SECTION I

CARD MONEY ORDERS

Chapter I

ISSUE. TRANSMISSION

Article 104

CARD MONEY ORDER FORMS

1. Card money orders are prepared on pink forms made of stout cardboard in the form of the annexed specimen MP 1.

2. Administrations which agree to grant certain facilities to remitters of a large number of money orders may authorize them to use a form MP 12 in the form of the annexed specimen.

Article 105

PREPARATION OF CARD MONEY ORDERS

1. Entries on card money orders are made in roman letters and arabic figures, without erasures or alterations, even though certified ; entries in pencil are not allowed ; service instructions may, however, be written in indelible pencil ; all entries on form MP 12, with the exception of the service instructions, must be typed.

2. In the entry in words of the amount of the money orders, the name of the monetary units may be abbreviated if necessary, provided however that such abbreviation is usual and does not cause confusion. Where this entry is made in a currency which follows the decimal system, fractions of a monetary unit may be expressed in figures only, but must be expressed in hundredths (or thousandths) by means of a number of two (or three) digits, including one zero (or two zeros) as necessary. Where the currency used does not follow the rules of the decimal system, the number of monetary units or fractions of a monetary unit is always written in full in words, whereas the name of the units may be abbreviated in the manner prescribed for the decimal system ; in the entry of the amount in figures, the monetary units or fractions of a unit not mentioned in the amount in words are replaced by zeros.

3. The address of the money order must be entered in such a manner that the payee may be clearly determined ; abbreviated addresses and telegraphic addresses are not allowed.

4. A "service" money order must bear on the front the words "*Service des postes*" [Postal service] or a similar inscription.

5. Money orders payable to the payee in person must be clearly marked on both sides with the words "*Ne payer qu'en main propre*" [Payable only to payee in person].

6. Money orders with advices of payment must bear on the front at the top in bold letters the words "*Avis de paiement*" [Advice of payment] or, if the remitter requests

the return of the advice of payment by air mail, the words "*Avis de paiement par avion*" [Advice of payment by air mail].

Article 106

ENTRIES PROHIBITED OR AUTHORIZED

No entries may be made on an order other than those required by the text of the form, with the exception of service instructions, such as "*Service des postes*" [Postal service], "*Ne payer qu'en main propre*" [Payable only to payee in person], "*Avis de paiement*" [Advice of payment], "*Par avion*" [By air mail], "*Par exprès*" [Express delivery]; the remitter, however, has the right to enter on the back of the coupon any communication which he may wish to make to the payee.

Article 107

OFFICIAL REGISTRATION

Administrations may agree on the amount at and above which the money orders issued by them are officially registered, provided that this amount may not be less than 250 francs.

Article 108

ADVICE OF PAYMENT APPLIED FOR AFTER ISSUE OF THE ORDER

1. Notwithstanding the provisions of article 102 (b), the form MP 4 referred to in article 115 is used for applications for advices of payment made after issue of the order.

2. The amount of the charge collected is represented on this form either by postage stamps or in figures and in the currency of the country of issue, in the manner prescribed by article 5 of the Provisions concerning Air Mail.

Article 109

TRANSMISSION OF CARD MONEY ORDERS

1. In the absence of any agreement to the contrary, money orders are not transmitted under cover.

2. They are included in the mails in the manner prescribed by article 162, §§ 1 to 3, or by article 164, § 3, of the Detailed Regulations for implementing the Convention, according as they are or are not officially registered.

Chapter II

SPECIAL PROVISIONS RELATING TO CERTAIN FACILITIES ACCORDED TO THE PUBLIC

Article 110

WITHDRAWAL. ALTERATION OF ADDRESS

1. Every application for withdrawal or for alteration of address sent by post must be accompanied by an exact reproduction, on ordinary paper, of the address of the payee, together with all necessary details.

2. Every application for alteration of address sent by telegraph must be confirmed by first post by means of a postal application, accompanied by an exact reproduction of the address and marked at the top with the words, underlined in coloured pencil, "*Confirmation de la demande télégraphique du...*" [Confirmation of the telegraphic application of the...]; the office of payment retains the money order until the confirmation is received.

3. The Administration of payment may, however, on its own responsibility, accede to a telegraphic request for an alteration of address without awaiting the arrival of the postal confirmation.

Article 111

RETRANSMISSION OF CARD MONEY ORDERS

1. The office which retransmits a card money order by post strikes out, if necessary, with a pen, the entries relating to the amount of the order in such a way as to leave the original entries legible; the entry appearing under the heading "*Somme versée*" [Amount deposited] must be left untouched; the amount of the order is converted into the currency of the new country of destination, in accordance with the rate fixed for money orders emanating from the retransmitting country; the resulting amount is entered in figures and words as far as possible immediately above the original entry of the amount; the entry of the new amount must be signed by the officer concerned; this same method must be followed in the event of subsequent retransmissions.

2. In the event of retransmission to the original country of destination, the retransmitting office restores the original amount; if the retransmission is effected to the country of issue, the retransmitting office substitutes for it the amount which is entered in the service instructions under the heading "*Somme versée*" [Amount deposited].

3. In the event of retransmission by telegraph, the retransmitting office prepares a telegraph money order for the amount remaining after the deduction of the postal and telegraph charges; the postal charges are calculated on the amount obtained after deduction from the original amount of the telegraph charges; the conversion into the currency of the new country of destination is made in accordance with §§ 1 and 2 above; the original order is receipted by the retransmitting office; it is noted "*Réexpédié le montant de ... à ... sous déduction des taxes de ...*" [Amount ... retransmitted to ... after deduction of charges of ...], and is brought to account as a paid order; the coupon of the original order is annexed, for delivery to the payee, to the advice of issue referred to in article 133 of these Detailed Regulations.

4. The provisions of § 3 above apply :

- (a) To card money orders issued in a participating country and retransmitted to another participating country with which the country of issue does not maintain a money order service, or when the exchange is effected by the list system;
- (b) To card money orders retransmitted to a country not participating in the Agreement;
- (c) To card money orders issued in a non-participating country and retransmitted to a participating country.

5. Applications for retransmission are recorded for reference by the original office of destination and by the subsequent offices of destination, if any; the office which retransmits an order notifies the office of issue to that effect.

Chapter III

SPECIAL TREATMENT. ENQUIRIES. REQUESTS FOR INFORMATION

Article 112

IRREGULAR CARD MONEY ORDERS

1. Unless the payee, after being advised, requests that §§ 3 and 4 hereunder should apply, any money order which presents one of the following irregularities :

- (a) Incorrect, insufficient or doubtful description of the name or address of the payee ;
- (b) Difference or omission of name or amount ;
- (c) Erasure of or alteration to the entries ;
- (d) Omission of stamps, signatures or other service entries ;
- (e) Entry of the amount payable in a currency other than that allowed ;
- (f) An obvious discrepancy in the relationship between the currency of the country of issue and that of the country of payment, which relationship the office of payment is not, however, bound to verify ;
- (g) Use of irregular forms ;

is returned as soon as possible, under cover, to the issuing office for correction.

2. In services with distant countries, however, the Administration of payment may pay a money order, even though the amount is expressed in a currency other than that allowed, provided that it is a position to convert the amount at the rate used by the Administration of issue and that it gives immediate notice of the fact to the latter ; the risks resulting from errors in conversion are borne by the Administration which makes the conversion.

3. An irregularity which prevents the payment of a card money order and for which the office of issue is clearly responsible may be corrected by air mail or by telegraph, at the option of the office of payment, without charge to the payee ; an irregularity attributable or apparently attributable to the remitter may likewise be corrected by air mail or by telegraph at the payee's request ; for this purpose a request for correction is addressed to the office of issue by air mail or by telegram, the charges being paid by the payee ; these charges are refunded if the error is found to be a service error.

4. When the correction of the irregularity is requested by telegram, the irregular money order is kept by the office of payment, which proceeds to make the correction on receipt of the correcting telegram and attaches the telegram to the corrected order.

5. On receipt of a request for correction by air mail or by telegram, the office of issue determines whether or not the irregularity arises from a service error ; if so, it corrects the error immediately by air mail or by telegraph. In the contrary case, it informs the remitter, who is then allowed to correct the error, by air mail or by telegraph, at his own expense.

Article 113

PREPARATION OF THE ADVICE OF PAYMENT

Administrations whose regulations do not permit the use of the form attached by the Administration of issue are authorized to prepare the advice of payment on a form used in their own service.

Article 114

EXTENSION OF THE PERIOD OF VALIDITY

The authority for the extension of validity must be written on the order itself.

Article 115

ENQUIRIES. REQUESTS FOR INFORMATION

1. Every enquiry or request for information regarding a card money order must be made on a form MP 4 in the form of the annexed specimen and, as a general rule, is transmitted by the office of issue direct to the office of payment ; a single form may be used for several money orders if issued simultaneously at the request of the same remitter and to the same payee. Enquiries are transmitted as a matter of course by the quickest available means (air or surface) in the circumstances stated in article 67, § 4, of the Convention.

2. When the office of payment is able to furnish definite information as to the treatment of the money order, it completes this form in accordance with the results of its enquiries and returns it to the office which received the enquiry ; if the enquiry is fruitless or payment is disputed, the form is forwarded to the Administration of issue through the Administration of payment, which attaches to it, if possible, a declaration by the payee affirming that he has not received the amount of the order.

3. When an enquiry or a request for information is lodged in a country other than the country of issue or the country of payment, the MP 4 form is forwarded to the Administration of issue, accompanied by the receipt ; the periods prescribed by article 67, §§ 1 and 2, of the Convention apply.

Chapter IV

UNPAID CARD MONEY ORDERS

Article 116

RETURN OF UNPAID CARD MONEY ORDERS

1. A money order which it has not been possible to pay to the payee for any reason is returned direct to the office of issue ; before returning the order, the office of payment records it, and either stamps it or attaches to it the label prescribed by article 155, §§ 1 to 3, of the Detailed Regulations for implementing the Convention.

2. However, money orders issued in the circumstances stated in article 111, §§ 3 and 4, must be transmitted to the Administration which issued them ; this Administration places the amount at the disposal of the Administration which issued the original order, either by means of a new order free of charge or by deduction from the monthly account of paid orders.

Article 117

AUTHORITIES TO PAY

Authorities to pay are prepared on a pink form similar to form MP 13 annexed hereto.

Article 118

CARD MONEY ORDERS MISSING, LOST OR DESTROYED BEFORE PAYMENT

1. Before issuing an authority to pay in respect of a money order missing, lost or destroyed before payment, the Administration of issue must ascertain from the Administration of payment that the order has not been paid, refunded or retransmitted ; every precaution must also be taken to ensure that the order is not paid at a later date.

2. When the remitter applies for repayment and the payee for payment, simultaneously, the authority to pay is issued in favour of the remitter.

3. In support of his claim for repayment, the remitter must furnish the receipt for the deposit of the order which is missing, lost or destroyed.

4. When the Administration of payment declares that it has not received a money order, the Administration of issue may issue an authority to pay, provided that the disputed order does not appear in any monthly account relating to the period of validity of the order ; if, however, no reply has been received from the Administration of payment within the period prescribed by article 27, §§ 1 and 2, of the Agreement for the indemnification of the claimant, and if the order is not included in any monthly account received by the expiration of that period, the Administration of issue is authorized to proceed with the repayment of the amount ; notification of this repayment is made, under registered cover, to the Administration of payment and the money order, which is thenceforth regarded as definitely lost, may not, at a later date, be included in the accounts.

Article 119

CARD MONEY ORDERS MISSING, LOST OR DESTROYED AFTER PAYMENT

A money order which is missing, lost or destroyed after payment may be replaced by the Administration of payment with a new order prepared on a form MP 1 ; this form must bear all the essential particulars of the original money order, be marked "*Titre établi en remplacement d'un mandat égaré, (perdu ou détruit) après paiement*" ["Voucher to replace a money order missing, (lost or destroyed) after payment"] and date-stamped ; a declaration signed by the payee certifying that he has received the money is attached to the substitute document and serves as a receipt.

SECTION II

LIST MONEY ORDERS

Chapter I

PRELIMINARY

Article 120

PROVISIONS COMMON TO LIST MONEY ORDERS AND CARD MONEY ORDERS

The provisions of the following articles of these Detailed Regulations apply to list money orders :

(a) Article 108 : "Advice of payment applied for after issue of the order" ;

- (b) Article 110 : "Withdrawal. Alteration of address", complemented by the provisions of article 126 ;
- (c) Article 115 : "Enquiries. Requests for information".

Chapter II

ISSUE. TRANSMISSION

Article 121

ENTRIES PROHIBITED OR AUTHORIZED

The provisions of article 106 of these Detailed Regulations apply to list money orders ; however, where the form chosen in conformity with article 123 of these Detailed Regulations is a card money order, no correspondence is permitted in principle on the back of the coupon.

Article 122

OFFICES OF EXCHANGE

The exchange of list money orders is effected exclusively through offices termed "offices of exchange" designated by the Administration of each of the participating countries.

Article 123

TRANSMISSION OF LIST MONEY ORDERS

1. The transmission of list money orders between the issuing office and the office of exchange of the country of issue or between the office of exchange of the country of payment and the office of payment is effected by means of forms which each of the Administrations concerned determines as it sees fit.

2. Between offices of exchange of different countries, transmission is effected in accordance with the following rules :

- (a) Each office of exchange compiles daily, or on agreed dates, lists identical with MP 2 annexed hereto enumerating the money orders issued in its country for payment in another ;
- (b) Each money order entered on a list bears a serial number termed "international number" ; this number is allotted from a yearly series beginning on 1 January or 1 July, as agreed between the Administrations concerned ; when the numbering changes, the next following list must bear, in addition to the number of the series, the last number of the previous series ;
- (c) The lists themselves are numbered in regular numerical order, starting on 1 January or 1 July of each year ;
- (d) The lists so compiled are forwarded by the first mail, if possible by air mail, to the corresponding office of exchange and, in the absence of agreement to the contrary, they are not accompanied by the money orders made out by the issuing offices ;
- (e) The corresponding office of exchange acknowledges receipt of each list by entering a note to that effect on the next list it has to send in the opposite direction.

Article 124

SPECIAL LISTS

A special MP 2 list must be prepared for each of the following categories of money orders :

- (a) Orders free of postal charges as referred to in article 39 of the Convention and in article 7 of the Agreement ; the list must be headed "*Mandats exempts de taxe*" [Money orders exempt from charge] ;
- (b) Orders of which the remitter has applied for dispatch thereof by air mail from the office of exchange of the country of payment to the office of payment ; the list must be marked "*Mandats par avion*" [Air-mail money orders].

Article 125

SPECIAL SERVICES. ENTRIES TO BE MADE ON THE LISTS

1. Where the remitter of the money order has applied for express delivery, the word "*Exprès*" [Express] is entered on list MP 2 in the "*Observations*" [Remarks] column, opposite the corresponding entry.

2. When the remitter of a money order applies for an advice of payment, the letters "AP" are inserted on the MP 2 list, in the "*Observations*" [Remarks] column, opposite the entry relating to the order ; the words "*Par avion*" [By air mail] are added if air-mail transmission has been requested by the remitter for the return of the advice of payment.

3. Where the remitter of a money order requests that payment be made to the payee in person, the words "*Ne payer qu'en main propre*" [For payment to the payee in person] are entered on the MP 2 list, in the "*Observations*" [Remarks] column, opposite the entry relating to the order.

Chapter III

SPECIAL PROVISIONS RELATING TO CERTAIN FACILITIES ACCORDED TO THE PUBLIC

Article 126

WITHDRAWAL. ALTERATION OF ADDRESS

Notwithstanding article 156 of the Detailed Regulations for implementing the Convention, requests for withdrawal or for alteration of address relating to list money orders are sent through the office of exchange of the country of issue to the office of exchange of the country of payment.

Article 127

RETRANSMISSION OF LIST MONEY ORDERS

Every list money order retransmitted to another country is receipted by the retransmitting office ; if necessary, the amount is converted, after deduction of the charges, into the currency of the new country of destination and a new money order is prepared.

Chapter IV

OPERATIONS IN THE COUNTRY OF PAYMENT

Article 128

TREATMENT OF MISSING OR IRREGULAR LISTS

1. If a list is missing, it is immediately applied for by the office of exchange which notices its absence ; the office of exchange of the country of issue forwards without delay, if possible by air mail, a duplicate of the missing list to the office of exchange which applied therefor.

2. The lists are carefully checked by the office of exchange of the country of payment, which corrects them as a matter of course if they contain minor errors ; the office of exchange of the issuing country is notified of these corrections when the office of exchange of the country of payment acknowledges to it receipt of the list.

3. If the lists contain irregularities worthy of notification, the office of exchange of the country of payment requests an explanation from the office of exchange of the issuing country, which must reply as soon as possible ; the payment of the money orders to which the request relates is suspended in the meantime ; requests for explanations, and the replies thereto, are exchanged whenever possible by air mail.

Article 129

DISPATCH OF THE ADVICE OF PAYMENT

The advice of payment, made out by the paying office on a form C 5, is sent direct to the remitter of the money order.

Article 130

RETURN OF UNPAID LIST MONEY ORDERS

1. The following money orders are returned to the office of exchange by being entered on the next MP 2 list as though they were new money orders dispatched from the country of payment to the country of issue :

- (a) The money orders referred to in article 19 of the Agreement ;
- (b) Money orders the withdrawal of which has been applied for.

2. A suitable note, followed by the international number and a brief description of the original money order, is made in the "*Observations*" [Remarks] column opposite the entry.

SECTION III

TELEGRAPH MONEY ORDERS

Chapter I

PRELIMINARY

Article 131

COMMON PROVISIONS

The provisions concerning card money orders and list money orders apply to telegraph money orders in everything not expressly provided for in Section III of these Detailed Regulations.

Chapter II

ISSUE. TRANSMISSION

Article 132

PREPARATION OF TELEGRAPH MONEY ORDERS

1. Telegraph money orders are prepared by the issuing post office and require the dispatch of telegrams of advice addressed direct to the post office of payment; telegrams of advice are drawn up in French, in the absence of any agreement to the contrary, and are invariably worded in the order indicated below :

- Indications de service taxées (s'il y a lieu)* [Service instructions charged for (if necessary)]
- Avis paiement (s'il y a lieu)* [Advice of payment (if required)]
- Avis paiement avion (s'il y a lieu)* [Advice of payment by air mail (if required)]
- Paie ment main propre (s'il y a lieu)* [Payment to payee in person (if required)]
- Mandat ... (n° postal d'émission)* [Order ... (No. of the order at the post office of issue)]
- Nom du bureau de poste de paiement* [Name of the post office of payment]
- Nom de l'expéditeur* [Name of the remitter]
- Montant de la somme à payer* [Amount payable]
- Désignation exacte du bénéficiaire, de sa résidence et, si possible, de son domicile, de façon que l'ayant droit soit nettement déterminé* [Exact designation of the payee, of the place where he lives and, if possible, of his full address, so as to allow the identity of the person entitled to payment to be clearly determined]
- Communication particulière (le cas échéant)* [Private communication (if any)]

2. When several telegraph money orders are issued simultaneously by the same remitter to the same payee, a single telegram of advice may be sent if the Administration of destination permits; in that case, the number of the order at the office of issue is indicated as follows : "*Mandats 201-203*" [Money orders 201-203], and the total amount payable shows the individual amount of each money order.

3. If a telegraph money order is issued either by a post office in a place at which there is no telegraph service or by an office which is not a telegraph office in a place where there are several post offices, the name of the issuing office must appear immediately after the number of the order at the office of issue, in the following manner : "*Mandat ... de ... pour ...*" [Money order ... from ... to ...].

4. If there is no telegraph office in the place where the post office of payment is situated, the telegram of advice must bear the name of the post office of payment and that of the telegraph office serving that post office; if there is doubt as to the existence of a telegraph office in the district of payment or the proper telegraph office cannot be named, the telegram of advice must bear either the name of the territorial subdivision or that of the country of payment, or both, or any other particulars considered sufficient for the dispatch of the order.

5. The amount is expressed as follows : the whole number of units of currency in figures and then in words, the name of the unit of currency and the fractions of a unit, if any, in figures.

6. When the payee is a woman, the surname, even though accompanied by a Christian name, must be preceded by one of the words "*Madame*" or "*Mademoiselle*"

unless this is rendered unnecessary by the use of a rank, title, position or profession indicating clearly the identity of the payee ; neither the remitter nor the payee may be described by a conventional abbreviation or word.

7. The name of the place where the payee lives may be omitted if it is identical with that of the office of payment ; when the telegraph money orders are addressed "*poste restante*" or "*télégraphe restant*", the telegrams of advice must bear the corresponding service instruction for which the charge has been paid and no other equivalent mention is allowed.

Article 133

ADVICE OF ISSUE

1. For every telegraph money order an advice confirming the issue of the telegram, similar to form MP 3 annexed hereto, must be prepared by the office of issue.

2. Neither postage stamps nor "postage paid" impressions must be used on this advice.

3. The advice of issue is sent under cover by the next mail, and whenever possible by air mail :

(a) Direct to the office of payment, in the case of a telegraph card money order ;

(b) To the office of exchange of the country of issue, in the case of a telegraph list money order.

Article 134

TRANSMISSION OF TELEGRAPH LIST MONEY ORDERS

1. Telegraph list money orders are transmitted direct by the post office of issue to the post office of payment, without passing through the offices of exchange.

2. For telegraph list money orders a special MP 2 list headed "*Mandats télégraphiques*" [telegraph money orders] is drawn up.

3. The offices of exchange may allot to the telegraph list money orders entered on these special lists an international number from a series reserved for telegraph money orders.

Chapter III

SPECIAL PROVISIONS RELATING TO CERTAIN FACILITIES ACCORDED TO THE PUBLIC

Article 135

ALTERATION OF ADDRESS

1. Except in the case of a simple alteration of address as provided for in article 58 of the Convention, the office of payment of a telegraph money order must be in possession of the advice of issue before complying with an application for alteration of address.

2. The Administration of payment may, however, on its own responsibility, comply with a telegraphic request for alteration of address without awaiting the arrival of either the postal confirmation or the advice of issue.

Article 136

RETRANSMISSION OF TELEGRAPH MONEY ORDERS

1. The retransmission (by post or by telegraph) of a telegraph money order is effected without obligation to await the arrival of the advice of issue.

2. In the event of retransmission to the country of issue before the arrival of the advice of issue, the retransmitting office simply changes the payee's address and strikes out with a pen the statement of the amount ; the money order is sent under cover to the new office of destination ; the advice of issue is similarly dealt with on its arrival at the retransmitting office.

Chapter IV

OPERATIONS IN THE COUNTRY OF PAYMENT

Article 137

TREATMENT OF IRREGULAR TELEGRAPH MONEY ORDERS

1. In the case of a telegraph money order which cannot be paid in consequence of insufficient or incorrect address, or for any other cause not attributable to the payee, a service telegram is sent to the office of issue stating the cause of non-payment.

2. On receipt of a request for correction by service telegram, the office of issue proceeds as indicated in article 112, § 5.

3. If an irregularity in a telegraph money order has not been corrected within a reasonable time by air mail or telegraph, the order is corrected in the manner prescribed for postal money orders.

Article 138

PAYMENT OF TELEGRAPH MONEY ORDERS

1. Telegraph money orders are paid as soon as they are received, without awaiting receipt of the advice of issue ; this is attached, if possible, to the money order bearing the receipt of the payee.

2. If the postal advice of issue of a telegraph money order is received at the office of payment before the telegram of advice, payment may not be made on the advice of issue alone ; in this case, the telegram of advice must be applied for by means of a service telegram ; a postal advice which is not received by the office of payment by the first post after the date of issue of the telegraph money order to which it relates is applied for by means of a verification note in the form of the specimen C 14 annexed to the Detailed Regulations for implementing the Convention.

3. Telegraph list money orders in respect of which the paying office has not received a telegram of advice may not be paid until a certified copy of the telegram of advice, applied for by service telegram, has been received.

4. In the case of telegraph list money orders in respect of which the office of exchange of the country of payment does not receive a list MP 2 within a reasonable period, an explanation is requested from the office of exchange of the country of issue, which must reply as soon as possible ; if no reply is received within a reasonable period, the telegraph

list money orders actually paid may without further reference be added to the first MP 2 list received from the Administration of issue ; if the missing MP 2 list arrives after such entry has been made, it is cancelled or corrected by the office of exchange which receives it.

Article 139

PREPARATION OF THE ADVICE OF PAYMENT

The advice of payment for a telegraph money order is prepared by the office of payment, which sends it to the issuing office immediately after payment and without waiting for the advice of issue.

Article 140

RETURN OF UNPAID TELEGRAPH CARD MONEY ORDERS

1. Telegraph card money orders which it has not been possible to pay to the payees for any reason are subject to the provisions of article 116.
2. They must be returned under cover, accompanied by the relevant advices of issue.

SECTION IV

ACCOUNTING

Chapter I

COMMON REGULATIONS

Article 141

PREPARATION OF MONTHLY ACCOUNTS

1. Each Administration of payment prepares at the end of each month, for each of the Administrations from which it has received money orders, a monthly account identical with form MP 5 annexed hereto ; it enters therein, as far as possible in order of date and in the alphabetical order of the names of the offices of issue, particulars of all orders paid by its offices on behalf of the other Administration during the preceding month ; if necessary, the money orders paid are recapitulated on a special list identical with MP 6 annexed hereto, which is attached to the monthly account to be prepared, in this case, on a form identical with MP 7 annexed hereto.

2. The Administration of payment also enters in this account :

- (a) The amount of the proportional allowances due to itself, in accordance with article 29 of the Agreement ;
- (b) The amounts, if any, of repayments as referred to in article 28 and of interest as provided for in articles 28 and 31 of the Agreement.

3. Receipted authorities to pay are treated like money orders and specified on the MP 5 account or, if appropriate, on the MP 6 list in the same way as if they were the actual orders.

4. The monthly account is forwarded to the debtor Administration not later than the end of the month which follows that to which it relates, together with the supporting documents (receipted money orders and authorities to pay).

5. When there are no paid orders (money orders or authorities to pay) a monthly account form marked "Nil" is sent to the other Administration.

6. Any differences discovered by the debtor Administration in the monthly accounts are adjusted in the next available monthly account ; they are disregarded if their total amount does not exceed 50 centimes for each account.

Article 142

PREPARATION OF THE GENERAL ACCOUNT

1. The general account is prepared on a form identical with MP 8 annexed hereto by the creditor Administration immediately after the receipt of the monthly accounts and before even checking the details.

2. It must be prepared within two months after the expiry of the month to which it relates ; this period is extended to four months in services with distant countries.

3. Administrations may, however, arrange among themselves for the general accounts to be prepared quarterly, half-yearly or annually.

Article 143

SETTLEMENT OF ACCOUNTS. PAYMENTS ON ACCOUNT

1. In the absence of any agreement to the contrary, the balance of the general account or the totals of the monthly accounts are paid by means of cheques or drafts payable at sight in the capital or at some commercial centre of the creditor country, in the currency of that country and without any loss to it ; the cost of remitting the amount is borne by the debtor Administration, with the exception of extraordinary charges, such as clearing charges, imposed by the creditor country.

2. Payment must be made not later than fifteen days after the receipt of the general account or after the receipt of the monthly account if the settlements are made on the basis of that account ; this period is increased to one month for distant countries.

3. In case of disagreement between the two Administrations as to the sum to be paid, payment of the contested part only may be deferred ; the debtor Administration must notify the creditor Administration, within the period stated in § 2, of the reasons for the contestation.

4. Any Administration finding that another Administration is indebted to it in an amount exceeding 30,000 francs per month is entitled to claim, during the month in which the money orders are issued, a payment on account ; the portion of the mean monthly balance not covered thereby may not exceed 30,000 francs ; the mean monthly balance is computed on the basis of the last three monthly accounts accepted ; the debtor Administration must make the payment on account claimed not later than the fifteenth day of the month in which the money orders are issued, unless it can show that the mean of the last three complete months has ceased to reflect the true volume of the traffic in money orders ; in the event of non-payment within the aforesaid time-limit, the provisions of article 31 of the Agreement apply.

5. If the amount paid on account exceeds the real balance for the period concerned, the difference is adjusted in the next account or, if appropriate, posted to the account provided for in § 6.

6. With a view to the payment of the balance or of the whole of the monthly account, each Administration may keep with another Administration of a participating country, by agreement with the latter Administration, an account in the currency of that country.

Chapter II

SPECIAL ACCOUNTING REGULATIONS APPLICABLE TO LIST AND TELEGRAPH MONEY ORDERS

Article 144

PREPARATION OF MONTHLY ACCOUNTS

List and telegraph money orders are subject to the following special accounting arrangements :

(a) List money orders

1. The Administrations enter in the monthly account the totals of the lists received during the month ;
2. The monthly list is forwarded to the debtor Administration on receipt of the last list of the month to which it relates ;
3. The Administrations may by common agreement waive the preparation of monthly accounts and settle the amount of each list by means of a cheque or draft to be attached to the list ;

(b) Telegraph money orders

1. Telegraph money orders are recapitulated, as appropriate, with card or list money orders ;
2. The telegraph money orders, accompanied as far as possible by the corresponding advices of issue, are attached to the monthly account ; advices of issue received by the Administration of payment after dispatch of the account in which the telegraph money orders to which they relate are described, are sent back to the Administration of issue attached to one of the following accounts ;
3. The provisions of (b) 2 do not apply to telegraph list money orders.

PART III

POSTAL TRAVELLERS' CHEQUES

Article 145

GENERAL REGULATIONS FOR ISSUE

Subject to the following special regulations, the general provisions concerning the issue of money orders apply to the preparation of cheques and booklet covers.

Article 146

FORMS FOR CHEQUES AND BOOKLET COVERS. SUPPLY

1. Postal travellers' cheques are prepared on forms MP 10 in the form of the attached specimen ; they are made of white paper and comprise a shaded water-mark representing

an allegorical head approximately two centimetres high. A white band three and one-half centimetres wide is provided on the left side of the form. The water-mark is situated at the top of this band ; the centre is die-stamped with a head of Mercury, which is identical for all countries ; the lower portion of this band is reserved for the impression of the die-stamp which the service issuing the cheques is required to apply in accordance with article 147. The whole form, with the exception of the white band, has a security-ground impression clearly defined in three colours of an allegorical figure consisting of a number of broad subjects with sharp outlines. The words "*Bon postal de voyage*" [Postal travellers' cheque] are printed at the same time as the security ground and in the same colours. Distinctly different colours are used for the cheques of each of the three denominations provided for in article 36 of the Agreement.

2. The following indications are printed on the front of each cheque :

- (a) A serial number ranging from 1 to 100,000 ;
- (b) The name of the country of issue ;
- (c) The value of the cheque, followed by the name of the currency in which it is made out ;
- (d) The name of the country in which it is exclusively payable.

3. Cheques sold to the public are collected and bound into a booklet light blue in colour and identical with the annexed form MP 11 ; the name of the country of issue and the name of the country of payment are printed on the front.

4. The Administrations are supplied with cheques and booklet covers by the International Bureau, which arranges for their printing and supplies them at cost price.

Article 147

PREPARATION OF CHEQUES

1. At the time of issue, the cheques are stamped, in the white band on the front, in the place provided for the purpose, with a special die-stamp for each issuing service ; in addition, the last day of validity must be handwritten, typewritten or stamped on the cheques.

2. The Administrations may agree to stamp the name of the issuing service on the cheques with a special embossing stamp.

Article 148

MAKE UP AND PREPARATION OF BOOKLETS

1. Cheques are arranged in the booklets in numerical order.

2. The office issuing a booklet marks in the special place on the cover the last day of validity of the cheques ; it also enters in the grid provided on the cover the number of cheques issued, together with the numbers of the first and last of these cheques ; the name of the country of payment is indicated conspicuously in the spaces provided on the booklet and the cheques.

3. Entries must be handwritten, typewritten or printed by a mechanical process.

4. At the time of preparation of the booklet, the special place on the cover must be stamped with the die-stamp referred to in article 147, § 1.

Article 149

CHEQUES MISSING, LOST OR DESTROYED AFTER PAYMENT

The provisions of article 119 apply by analogy in the case of postal travellers' cheques missing, lost or destroyed after payment. The substitute document is prepared on a form MP 10. The Administration of payment obtains, through the Administration of origin, the statement of the payee which is to serve as a receipt.

Article 150

PREPARATION OF ACCOUNTS

1. The monthly account of cheques paid is prepared on a form MP 9 in the form of the attached specimen.

2. This account is attached to the monthly account MP 5 relating to the money orders paid during the same period and its total is added to that of the account MP 5.

PART IV

FINAL PROVISIONS

Article 151

ENTRY INTO FORCE AND DURATION OF THE DETAILED REGULATIONS

1. The present Detailed Regulations shall come into force on the day on which the Agreement concerning postal money orders and postal travellers' cheques comes into operation.

2. They shall have the same duration as that Agreement, unless renewed by common consent between the Contracting Parties.

DONE at Ottawa, the 3rd day of October 1957.

SIGNATURES

(The same as on pages 285 and 286 of this volume.)

LIST OF FORMS

No. 1	Title or nature of the form 2	References 3
MP 1	International money order	Art. 104, § 1
MP 2	List of money orders	Art. 123, § 2 (a)
MP 3	Advice of issue of a telegraph money order	Art. 133, § 1
MP 4	Enquiry relating to an international money order	Art. 115, § 1
MP 5	Monthly account of money orders and authorities to pay	Art. 141, § 1
MP 6	Recapitulatory list of money orders and authorities to pay	Art. 141, § 1
MP 7	Monthly account of money orders, authorities to pay and reimbursement orders	Art. 141, § 1
MP 8	General account of money orders	Art. 142, § 1
MP 9	Monthly account of postal travellers' cheques	Art. 150, § 1
MP 10	Postal travellers' cheque	Art. 146, § 1
MP 11	Booklet of postal travellers' cheques	Art. 146, § 3
MP 12	International money order for typed entries	Art. 104, § 2
MP 13	Authority to pay	Art. 117

ANNEXES:

FORMS MP 1 to MP 13

<p style="text-align: center;">COUPON (May be detached by the payee)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Amount of money order</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 10px auto;"></div> <p style="text-align: center;">(In arabic figures)</p> <p style="text-align: center;">Remitter</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">Stamp of office of issue</p> <div style="border: 1px solid black; width: 60px; height: 60px; margin: 10px auto;"></div> <p>_____ 19 _____</p>	<p style="text-align: center;">POSTAL ADMINISTRATION of</p> <p style="text-align: center;">INTERNATIONAL MONEY ORDER</p> <p style="text-align: center;">for the sum of <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div></p> <p style="text-align: center;">(In arabic figures)</p> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 10px auto; position: relative;"> <div style="position: absolute; top: 5px; left: 5px; font-size: 8px;">Rate of exchange</div> <div style="position: absolute; top: 50px; left: 5px; font-size: 8px;">Sum paid</div> <div style="position: absolute; bottom: 5px; left: 5px; font-size: 8px;">1)</div> </div> <div style="border: 1px solid black; width: 100%; height: 20px; margin: 10px auto;"></div> <p style="text-align: center;">(Units in words in roman letters)</p> <p>Payable to _____</p> <p>Street and number : _____</p> <p>Place of destination : _____</p> <p>Country of destination : _____</p>	<p style="text-align: center;">MP 1</p> <p style="text-align: center;">Postage stamps or indication of charge made</p> <p style="text-align: center;">Stamp of office of origin</p> <div style="border: 1px solid black; width: 60px; height: 60px; margin: 10px auto;"></div>				
<p style="text-align: center;">SERVICE INSTRUCTIONS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"> Number Date Office </td> <td style="width: 10%; text-align: center; vertical-align: middle;"> } of issue </td> <td style="width: 40%; border-bottom: 1px dashed black;"> </td> <td style="width: 20%; vertical-align: top;"> Signature of officer who prepares the money order : </td> </tr> </table> <p style="font-size: 8px; margin-top: 10px;">¹ Particulars to be filled in by Administration of destination when that Administration makes the conversion.</p>			Number Date Office	} of issue		Signature of officer who prepares the money order :
Number Date Office	} of issue		Signature of officer who prepares the money order :			
<div style="border: 1px solid black; width: 100%; height: 80px; margin: 10px auto;"></div> <p style="text-align: center;">Amount paid in</p> <p style="text-align: center;">(Currency of country of issue)</p>						

Back

<p style="text-align: center;">(Space reserved for endorsements, if any)</p> <p style="text-align: right;">MP 1</p>	<div style="border: 1px solid black; height: 150px; margin-bottom: 10px;"></div> <p style="text-align: center;">Receipt of payee</p> <p style="text-align: center;">Received the sum indicated on the other side.</p> <div style="display: flex; justify-content: space-between;"><div style="width: 45%;">Place :</div><div style="width: 55%;">19</div></div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;">Signature of payee :</div><div style="width: 55%; text-align: right;">Stamp of paying office</div></div> <div style="border: 1px solid black; width: 100px; height: 100px; margin-top: 20px; position: relative;"><div style="position: absolute; top: 5px; left: 5px; width: 90%; height: 90%; border: 1px solid black;"></div><p style="position: absolute; top: 5px; left: 5px; width: 90%; height: 90%; border: 1px solid black;">Register of arrival</p><p style="position: absolute; bottom: 5px; right: 5px;">No.</p></div>
---	--

to be paid by the Administration of _____

Full address of payee	Amount in currency of country of issue	Rate of exchange	Amount in cur- rency in which the money orders are made out	To be filled in by the office of		
				Number of internal money order	Paying office	Remarks
8	9	10	11	12	13	14

MP 2

Page 4

This list has been examined and found correct except for the following alterations :

.....

.....

.....

.....

.....

.....

.....

.....

Signature :

.....

POSTAL ADMINISTRATION of

MP 3

ADVICE OF ISSUE⁽¹⁾
of a telegraph money order⁽²⁾

issued at the office of on 19

payable at the office of (.....)
(Country)

Name of remitter <div style="text-align: center;">1</div>	No. of order <div style="text-align: center;">2</div>	Name, Christian name(s), rank and address of payee <div style="text-align: center;">3</div>	Amount of order <div style="text-align: center;">4</div>
			Currency of country of payment <small>^(*) The amount cannot be paid on receipt of this advice of issue, but only on receipt of the telegram to which this advice relates.</small>

Stamp of office of issue

Place :

Date : 19

Signature of officer who prepares the advice :

Stamp of office of payment

Currency of country
of origin

^(*) The amount cannot be paid on receipt of this advice of issue, but only on receipt of the telegram to which this advice relates.

⁽¹⁾ To be sent under cover by the next mail and whenever possible by air mail.⁽²⁾ The amount cannot be paid on receipt of this advice of issue, but only on receipt of the telegram to which this advice relates.

POSTAL ADMINISTRATION of

MP 4

OFFICE of

ENQUIRY

relating to a(n) ordinary
telegraph international money order⁽¹⁾

(To be filled in by office of issue)

(To be filled in by office of payment)

Name and address of applicant :

.....
.....
.....

Office of issue :

Date of issue :

Original No. :

Amount { in currency of country of payment
.....
in currency of country of origin
.....

Name and full address of payee :

.....
.....
.....

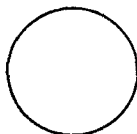
Office of payment :

Further particulars :

.....
.....
.....If the money order is missing, the amount
should be paid :⁽¹⁾ to the original payee.
to the remitter.

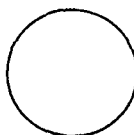
....., 19.....

Signature :

Stamp of office
of issueThe money order described opposite
⁽¹⁾— was duly paid to the payee
on 19.....— is still on hand at the office
of⁽²⁾— has been sent to the payee, who has not
yet taken delivery of the amount⁽³⁾— was returned to the office of issue
on 19.....— was retransmitted on 19.....
to— has not reached the office
of⁽⁴⁾
.....
.....

....., 19.....

Signature :

Stamp of office
of payment⁽¹⁾ Strike out whichever entry does not apply.⁽²⁾ Applies to countries which pay at payee's address or send an advice of arrival.⁽³⁾ Applies to countries which deliver money orders to payees.⁽⁴⁾ Add the declaration of the payee, if possible.

MP 5

POSTAL ADMINISTRATION of

Year 19.....

Month of

MONTHLY ACCOUNT
of money orders and authorities to pay

issued by the Administration of
and paid, during the month indicated above, by the Administration of

Serial No. of paid orders and authorities to pay	Issue				Orders and authorities to pay for which the charge has been paid	Orders and authorities to pay free of charge	Amount due from the Ad- ministra- tion
	Year	Month	Office	No.			
1	2	3	4	5	6	7	8
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
Total							
Orders and authorities to pay for which charges have been paid (col. 6)							
Commission of $\frac{1}{4}$ %							
Fixed allowance (. c per order)							
Orders and authorities to pay free of charge (col. 7)							
Grand total of sums due from the Administration of							
to the Administration of							

The present account for the month of 19..... is certified to be
in accordance with the total of the attached orders and authorities to pay.
....., 19.....

Signature :

MP 6

Year 19.....

Month

POSTAL ADMINISTRATION of

RECAPITULATORY LIST

No.

of money orders and authorities to pay

issued by the Administration of

and paid, during the month indicated above, by the Administration of

Serial No.	Issue			No.	Orders and authorities to pay ⁽¹⁾ for which the charge has been paid	Remarks
	Year	Month	Office			
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						
1						
2						
3						
4						
etc.						
				Total ⁽²⁾		

⁽¹⁾ Fee-exempt orders and authorities to pay should be listed separately, either at the end of this list, with a relevant entry in the "Remarks" column, or in the supplementary lists, or in special lists. Authorities to pay are entered in the line which would be occupied by the orders to which they relate and are noted in the "Remarks" column.

⁽²⁾ To be recapitulated on the last list or transferred to the monthly account MP 7.

MP 7

POSTAL ADMINISTRATION of

Year 19....

Month

MONTHLY ACCOUNT

of money orders, authorities to pay and reimbursement orders⁽¹⁾

issued by the Administration of
 and paid, during the month indicated above, by the Administration of

Number of paid money orders and authorities to pay 1	Particulars 2	Amount of paid money orders and authorities to pay 3	Total fees and proportional allowances 4
.....	Money orders and authorities to pay for which the charge has been paid ⁽²⁾
	Commission of ¼ %
	Fixed allowance (.....c per order)
.....	Money orders and authorities to pay free of charge ⁽²⁾
.....	Total
.....	Reimbursement orders as per special account, form R 5
.....	Fees and proportional allowances deducted in respect of reimbursement orders
.....	Grand total
	Total of fees and proportional allowances to be added/deducted ⁽³⁾
	Any entries under art. 29 and 32 of the Agreement : (amounts of repayments and of interest)

	Grand total of sums due :
	from the Administration of
	to the Administration of

The present account for the month of 19..... is certified to be
 in accordance with the total of the attached orders and authorities to pay.
, 19.....

Signature :

⁽¹⁾ Amounts, if any, of repayments and of interest, as provided under articles 29 and 32 of the Agreement, may also be included in this account.

⁽²⁾ Total shown on the form(s) MP 6 annexed hereto.

⁽³⁾ Strike out whichever entry does not apply.

MP 8

POSTAL ADMINISTRATION of

GENERAL ACCOUNT
of money orders

Money orders exchanged

between the Administration of⁽¹⁾

and the Administration of ⁽²⁾

during 19.....

Period 1	Credit of the Administration of ⁽¹⁾		Credit of the Administration of ⁽²⁾	
	Orders 2	Charges 3	Orders 4	Charges 5
.....
.....
.....
Total

Conversion at the rate of :
..... =

Balance
Payments on account
Balance

to the $\frac{\text{credit}^{(2)}}{\text{debit}}$ of the Administration of⁽¹⁾

Details of payments on account :

Date : Amount :

.....

.....

.....

.....

Prepared at,

on 19.....

Signature :

.....

Seen and accepted :

on 19.....

Signature :

.....

⁽¹⁾ Name of the Administration which prepared the account.

⁽²⁾ Name of the corresponding Administration.

⁽³⁾ Strike out whichever entry does not apply.

MP 9

POSTAL ADMINISTRATION of

Year 19.....

Month

..... annex

MONTHLY ACCOUNT
of postal travellers' cheques

exchanged between the Administration of and the Administration of

Serial No. of cheques paid	Year of issue	Month of issue	Office of issue	No. of cheque	Amount in currency of country of payment	
1	2	3	4	5	6	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
etc.						
Total of cheques paid
Commission of $\frac{1}{4}$ %
Grand total of sums owed				
by the Administration of to the Administration of

The present account for the month of
19..... is certified to be in accordance with
the total of the attached cheques
....., 19.....

Signature :

.....

Front

<p>Counterfoil (to be retained) by the payee)</p> <p>_____</p> <p>POSTAL TRAVELLERS' CHEQUE</p> <p>Amount (in the currency of the country of payment)</p> <p>_____</p> <p>Paying Office</p> <p>_____</p> <p>Date of payment</p> <p>_____</p>	<p style="text-align: right;">MP 10</p> <p style="text-align: right;">No.</p> <p style="text-align: right;">Office of issue</p> <p style="text-align: center;">POSTAL ADMINISTRATION of</p> <p style="text-align: right;">Valid until</p> <p style="text-align: center;">POSTAL TRAVELLERS' CHEQUE</p> <p>for the sum of (in arabic figures, with indication of the currency)</p> <p>..... (in words)</p> <p>payable exclusively (Name of country of payment)</p> <p>to the actual person named on the booklet cover</p> <p>Die stamp of office of issue</p>
--	---

(Money Orders, Ottawa 1957, art. 146, § 1—Size : 162 × 114 mm, different colours)

Nature of proof of identity produced :

Received as payment for this postal travellers' cheque

the sum of

....., 19.....

Signature :

.....

(The signature must correspond to that on the cover)

<p>Date stamp of paying office</p>	<p>Paid</p> <p>....., 19.....</p> <p>by</p>	<p>No. of payment</p>
--	---	-----------------------

1st page of cover

MP 11

POSTAL ADMINISTRATION of

Valid until inclusive

BOOKLET OF POSTAL TRAVELLERS' CHEQUES⁽¹⁾

containing

(2)

a	cheques Nos.	to	at
b	cheques Nos.	to	at
c	cheques Nos.	to	at

Payable only

(Country of payment)

⁽¹⁾ See provisions on 4th page of cover.⁽²⁾ Quantity, numbers and amount of the cheques in arabic figures. The amount of the cheques should be expressed in the currency of the country of payment.M.
(Surname and Christian name(s)).....
(Address).....
(Place of domicile)

Signature of holder :

Die stamp of office of issue

1. Postal travellers' cheques are made out in the currency of the country in which they are to be paid; the name of that country is shown on the first page of the cover of this booklet.
2. In offices taking part in the service, payment is made in exchange for the cheque signed in ink. The person claiming payment must prove his identity by producing his passport or a postal identity card, or by any other evidence accepted in the paying country.
3. When the paying service has not sufficient funds at its disposal to cash the cheque or cheques presented to it, payment may be suspended until the service has procured the necessary funds.
4. Sums paid in to be converted into cheques are, within the time-limit fixed by the legislation of the country of issue, guaranteed to the persons entitled to payment up to the time of official payment. Claims from such persons concerning the payment of a cheque to an unauthorized person must be made within a period of one

year from the day following the issue of the cheque. The Postal Administrations are not responsible for the consequences of the loss, abstraction or fraudulent use of booklets or of any of the cheques contained therein.

5. No claim may be brought against the Administration of the country of issue if the booklet which is the object of the claim is not produced. In the event of loss of a booklet or of a cheque or cheques, however, the person concerned must satisfy the Administration of issue that he has asked for the issue of a booklet of cheques and has made the proper total payment therefor. A refund may be made only when the said Administration has ascertained that the cheques declared to be lost have not been cashed.
6. Booklets of cheques or any of the cheques contained therein are not transferable to a third party either by endorsement or by assignment. They cannot be pledged. Subject to the internal legislative provisions of each country, demands made for the stoppage of payment of cheques which have been regularly issued are ignored.

<p style="text-align: center;">COUPON</p> <p style="text-align: center;">(May be detached by the payee)</p> <hr style="width: 20%; margin: 10px auto;"/> <p style="text-align: center;">Amount of money order in arabic figures</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> <p style="text-align: center;">Remitter</p>	<p>POSTAL ADMINISTRATION of</p> <p style="text-align: center;">INTERNATIONAL MONEY ORDER</p> <p style="text-align: center;">(typed entries only)</p> <p style="text-align: center;">for the sum of :</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> <p style="text-align: center;">(units in full in words and in roman letters)</p> <p>Payable to</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center;">(1)</p> <p style="text-align: center;">Rate of exchange</p> <hr style="width: 50%; margin: 5px auto;"/> <p style="text-align: center;">Amount paid</p> </div> <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> <p style="text-align: center;">(in arabic figures)</p>	<p style="text-align: center;">MP 12</p> <p>Postage stamps or indication of charge made</p> <p style="text-align: center;">Stamp of the office of issue</p> <div style="border: 1px solid black; height: 80px; width: 100%; margin: 10px auto; border-radius: 50%;"></div>										
<p style="text-align: center;">Stamp of office of issue</p> <div style="border: 1px solid black; height: 80px; width: 100%; margin: 10px auto; border-radius: 50%;"></div> <p style="text-align: center;">..... 19.....</p>	<p style="text-align: center;">SERVICE INSTRUCTIONS</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Number</td> <td style="width: 5%;">}</td> <td style="width: 35%;">.....</td> <td rowspan="3" style="width: 45%; vertical-align: middle; text-align: center;"> <p>Signature of officer who prepares the money order :</p> </td> </tr> <tr> <td>Date</td> <td></td> <td>.....</td> </tr> <tr> <td>Office</td> <td></td> <td>.....</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center;">Amount paid in</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> <p style="text-align: center;">(Currency of country of issue)</p> </div>		Number	}	<p>Signature of officer who prepares the money order :</p>	Date		Office	
Number	}	<p>Signature of officer who prepares the money order :</p>									
Date											
Office											
<p style="text-align: center;">(1) Particulars to be entered by Administration of destination when that Administration makes the conversion.</p>												

(Money Orders, Ottawa 1957, art. 104, § 2—Size : 148 × 105 mm, colour pink)

(Space reserved for endorsements, if any)

RECEIPT OF PAYEE

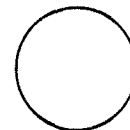
Received the sum indicated on the other side

Place : 19.....

Signature of payee :

.....

Stamp of paying office



Register of arrival

No. . . .

<p style="text-align: center;">COUPON</p> <p>(May be forwarded to payee)</p> <p style="text-align: center;">Amount of authority to pay</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: center;">(in arabic figures)</p> <p>(¹) Replacement for the Addition to the international money order dispatched</p> <p>on 19.....</p> <p>by</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">Stamp of issuing service</p> <div style="border: 1px solid black; width: 60px; height: 60px; margin: 10px auto;"></div>	<p style="text-align: center;">POSTAL ADMINISTRATION of</p> <p style="text-align: right;">MP 13</p> <p style="text-align: center;">AUTHORITY TO PAY No.</p> <p>(¹) <u>in replacement of</u> additional to an international money order</p> <p style="text-align: center;">_____</p> <p>The post office of</p> <p>is authorized to pay the sum of <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> (in arabic figures)</p> <p style="text-align: center;">(units in words, in roman letters)</p> <p>to (Name or firm)</p> <p>..... (Street and number)</p> <p>..... (Locality and country of destination)</p> <p>(¹) <u>in replacement of</u> additional to international money order No.</p> <p>issued at on 19.....</p> <p>and remitted by, on 19.....</p> <p style="text-align: center;">Signature of the officer who prepares the authority to pay :</p> <p>_____</p> <div style="border: 1px solid black; width: 150px; height: 100px; margin-top: 10px; position: relative;"> <div style="position: absolute; top: 5px; right: 5px; text-align: center;"> <p>(²)</p> <p>Rate of exchange</p> <hr style="border: 0; border-top: 1px dashed black;"/> <p>Amount paid</p> </div> </div> <div style="border: 1px solid black; width: 150px; height: 100px; margin-top: 10px; position: relative;"> <div style="position: absolute; top: 5px; right: 5px; text-align: center;"> <p>Amount in currency of the country of origin</p> </div> </div> <p style="font-size: small; margin-top: 10px;"> (¹) Strike out whichever entry does not apply. (²) Particulars to be entered by Administration of destination when that Administration makes the conversion. </p>
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MP 13

Back

(Space reserved for endorsements, if any)

RECEIPT OF PAYEE

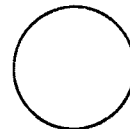
Received the sum indicated on the other side.

Place : 19.....

Signature of payee :

.....

Stamp of paying office



Register of arrival

No.