

No. 5212

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

Agreement concerning insured letters and boxes (with Final Protocol and 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 lettres et les boîtes avec valeur déclarée (avec Protocole final et Règlement d'exécution). Signé à Ottawa, le 3 octobre 1957

Texte officiel français.

Enregistré par le Canada le 7 juillet 1960.

[TRANSLATION¹—TRADUCTION²]

UNIVERSAL POSTAL UNION
ACTS OF THE CONGRESS OF OTTAWA, 1957

II

No. 5212. AGREEMENT CONCERNING INSURED LETTERS
AND BOXES. SIGNED AT OTTAWA, ON 3 OCTOBER 1957

¹ Translation by the British Post Office.

² Traduction de l'Administration postale britannique.

NOTE BY THE BRITISH POST OFFICE: 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

AGREEMENT

CONCERNING

INSURED LETTERS AND BOXES

TABLE OF CONTENTS

<p style="text-align: center;">CHAPTER I</p> <p style="text-align: center;">GENERAL PROVISIONS</p> <p>Art.</p> <ol style="list-style-type: none"> 1. Subject of the Agreement. 2. Insured value. <p style="text-align: center;">CHAPTER II</p> <p style="text-align: center;">CONDITIONS OF ADMISSION</p> <ol style="list-style-type: none"> 3. Conditions of weight and size. 4. Authorised enclosures. 5. Prohibited enclosures. 6. Treatment of articles wrongly admitted. <p style="text-align: center;">CHAPTER III</p> <p style="text-align: center;">CHARGES AND FEES</p> <ol style="list-style-type: none"> 7. Charges and postal fees. 8. Free postage. 9. Non-postal fees. 	<p style="text-align: center;">CHAPTER IV</p> <p style="text-align: center;">RESPONSIBILITY</p> <p>Art.</p> <ol style="list-style-type: none"> 10. Principle of responsibility. 11. Exceptions to the principle of responsibility. 12. Cessation of responsibility. 13. Indemnification. 14. Apportionment of responsibility between Administrations. <p style="text-align: center;">CHAPTER V</p> <p style="text-align: center;">MISCELLANEOUS AND FINAL PROVISIONS</p> <ol style="list-style-type: none"> 15. Application of the Convention. 16. Offices participating in the service. 17. Approval of proposals made in the interval between Congresses. 18. Entry into force and duration of the Agreement.
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FINAL PROTOCOL

I.—Maximum insured value.

II.—Equivalents. Maximum and minimum limits.

¹ NOTE DE L'ADMINISTRATION POSTALE BRITANNIQUE.—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.

AGREEMENT¹
CONCERNING
INSURED LETTERS AND BOXES

CONCLUDED BETWEEN

THE PEOPLE'S REPUBLIC OF ALBANIA, GERMANY, THE KINGDOM OF SAUDI ARABIA, THE ARGENTINE REPUBLIC, AUSTRIA, BELGIUM, BELGIAN CONGO, THE SOVIET SOCIALIST REPUBLIC OF BYELORUSSIA, BURMA, BOLIVIA, THE UNITED STATES OF BRAZIL, THE PEOPLE'S REPUBLIC OF BULGARIA, CAMBODIA, CEYLON, CHILE, CHINA, THE REPUBLIC OF COLOMBIA, 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, GHANA, THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND, THE WHOLE OF THE BRITISH OVERSEAS TERRITORIES, INCLUDING THE COLONIES, THE PROTECTORATES AND THE TERRITORIES UNDER TRUSTEESHIP EXERCISED BY THE GOVERNMENT OF THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND, GREECE, THE REPUBLIC OF HAITI, THE REPUBLIC OF HONDURAS, THE HUNGARIAN PEOPLE'S REPUBLIC, INDIA, THE REPUBLIC OF INDONESIA, IRAN, IRAQ, THE IRISH REPUBLIC, THE REPUBLIC OF ICELAND, ITALY, THE TERRITORY OF SOMALIA UNDER ITALIAN ADMINISTRATION, JAPAN, THE HASHEMITE KINGDOM OF JORDAN, LAOS, LEBANON, LIBYA, LUXEMBOURG, MOROCCO, THE PRINCIPALITY OF MONACO, NICARAGUA, NORWAY, NEW ZEALAND, PAKISTAN, PARAGUAY, THE NETHERLANDS, THE NETHERLANDS ANTILLES AND SURINAM, THE PEOPLE'S REPUBLIC OF POLAND, PORTUGAL, THE PORTUGUESE PROVINCES IN WEST AFRICA, THE PORTUGUESE PROVINCES IN EAST AFRICA, ASIA AND OCEANIA, THE ROUMANIAN PEOPLE'S REPUBLIC, THE REPUBLIC OF SAN MARINO, SWEDEN, THE SWISS CONFEDERATION, SYRIA, CZECHOSLOVAKIA, THAILAND, TUNISIA, TURKEY, THE SOVIET SOCIALIST REPUBLIC OF UKRAINE, THE UNION OF SOVIET SOCIALIST REPUBLICS, 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.

Having regard to Article 22 of the Universal Postal Convention concluded at Ottawa on the 3rd October 1957,² the undersigned, Plenipotentiaries of the Governments of the above named Countries, have, by common consent and subject to ratification, drawn up the following Agreement :

(See footnotes 1 and 2 on opposite page)

1 Came into force on 1 April 1959, in accordance with article 18. The instruments of ratification or accession (a) were deposited with the Canadian Government on the dates indicated:

Argentina (with reservations; see p. 165).....	15 April	1959	Luxembourg	13 January	1960
Austria	4 May	1959	Monaco	2 September	1959
Belgium	5 March	1959	Morocco	9 July	1959
(The instrument is valid also for the Belgian Congo and the Trust Territory of Ruanda-Urundi.)			Netherlands	27 August	1959
Bulgaria	13 May	1959	(Including Netherlands New Guinea, Surinam and the Netherlands Antilles.)		
Byelorussian Soviet Socialist Republic	23 April	1959	New Zealand.....	6 April	1959
Cambodia	12 January	1960	(Also applies to the Cook Islands (including Niue), the Tokelau Islands and the Trust Territory of Western Samoa.)		
Ceylon	16 November	1959	Norway	19 August	1958
Republic of China	6 October	1959	Pakistan	8 October	1959
Czechoslovakia	13 August	1959	San Marino	31 March	1959
Denmark	13 August	1958	Spain	29 July	1959
Federation of Malaya	13 March	1959 (a)	(Including the Spanish Territories of Africa.)		
Finland	6 March	1959	Sweden	2 May	1958
France	8 May	1959	Switzerland	14 November	1958
(Including Algeria and the whole of the overseas territories represented by the French Office of Overseas Posts and Telecommunications, composed of the countries and territories designated below and the Franco-British Condominium of the New Hebrides.)*			Tunisia	24 March	1959
Greece	2 October	1959	Ukrainian Soviet Socialist Republic	5 May	1959
Hungary	5 April	1960	Union of Soviet Socialist Republics	23 April	1959
Iceland	27 November	1958	United Arab Republic:		
India (with declaration; see p. 165).....	21 December	1959	Egyptian Province	15 January	1959
Iraq (with reservation; see p. 165).....	18 January	1960	Syrian Province	15 January	1959
Italy	9 June	1960	United Kingdom of Great Britain and Northern Ireland	17 July	1959
Japan	7 November	1958	(Including the Channel Islands and the Isle of Man.)		
Jordan	2 March	1959	Vatican City State	13 April	1960
Lebanon	23 July	1958	Republic of Viet-Nam	3 December	1959
			Yemen	3 April	1959 (a)
			Yugoslavia	15 April	1959

* (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.

2 See p. 159 of this volume.

CHAPTER I

GENERAL PROVISIONS

ARTICLE 1

Subject of the Agreement

1. Letters containing paper values or documents of value and boxes containing jewellery or other valuable articles may be exchanged between the contracting Countries, with insurance of the contents for the value declared by the sender.
2. These items are referred to by the name of "insured items", "insured letters" or, again, "insured boxes".
3. Participation in the exchange of insured boxes is limited to those contracting Countries which notify that they will undertake that service.

ARTICLE 2

Insured value

1. In principle, the amount of the insured value is unlimited.
2. Nevertheless every Administration has the option of limiting the insured value so far as it is concerned to an amount which may not be less than 10,000 francs.
3. In the service between Countries which have adopted different maxima, the lowest limit shall be observed mutually.
4. The insured value must not exceed the actual value of the contents of the item, but it is permissible to insure only part of that value; the amount of the insurance for papers representing a value because of the cost of their preparation must not exceed the cost of replacing the documents in case of loss.
5. Fraudulent insurance for a value greater than the actual value of the contents of an item is liable to the legal proceedings prescribed by the legislation of the Country of origin.

CHAPTER II

CONDITIONS OF ADMISSION

ARTICLE 3

Conditions of weight and size

1. Insured letters are subject to the conditions of weight and size applicable to ordinary letters.
2. Insured boxes must not exceed 1 kilogramme in weight nor exceed 30 centimetres in length, 20 centimetres in breadth and 10 centimetres in depth. The minimum dimensions are those fixed for letters in Article 49, § 1, of the Convention.

ARTICLE 4**Authorised enclosures**

1. Insured letters may contain articles subject to Customs duty in the service between Countries which have notified their agreement in this respect.

2. Insured boxes may contain an open invoice reduced to its essential elements and one copy of the address of the box with a note of the sender's address.

3. As regards insured boxes containing opium, morphine, cocaine or other narcotics sent for a medical or scientific purpose, see Article 5, § 1 b).

ARTICLE 5**Prohibited enclosures**

1. The forwarding of insured items containing the following articles is prohibited :

- a) articles which, by their nature or their packing, may expose officials to danger, or soil or damage correspondence ;
- b) opium, morphine, cocaine and other narcotics ; however, this prohibition does not apply to consignments in insured boxes sent for a medical or scientific purpose to Countries which admit them on this condition ;
- c) articles of which the importation or the circulation is prohibited in the Country of destination ;
- d) living animals ;
- e) explosive, inflammable or dangerous substances ;
- f) obscene or immoral articles.

2. Insured letters shall not contain coin, platinum, gold or silver, manufactured or not, precious stones, jewels and other valuable articles. Subject to the provisions of Article 4, § 1 they shall not contain articles subject to Customs duty.

3. Insured boxes shall not contain :

- a) documents having the character of current and personal correspondence ;
- b) bank notes, currency notes or securities of any kind payable to bearer.

ARTICLE 6**Treatment of articles wrongly admitted**

1. Any insured item which does not satisfy the provisions of Article 3 and which has been wrongly admitted should be returned to the Administration of origin ; nevertheless the Administration of destination is authorised to deliver it to the addressee, applying to it the charges and surcharges prescribed in Article 49, § 13 of the Convention.

2. Any insured item containing the articles mentioned in Article 5, § 1 which has been wrongly admitted to the post is dealt with according to the internal legislation of the Country of the Administration which establishes the presence of those articles ; subject to the provisions of Article 4, § 1, the same

applies to insured letters containing articles subject to Customs duty, with the exception of paper values ; however, insured items containing the articles listed in Article 5, § 1, *b*), *e*) and *f*) are in no circumstances forwarded to destination, delivered to the addressees or returned to origin.

3. Any insured item containing the articles listed in Article 5, § 2 and § 3 *b*) should be returned to origin ; if, however, the presence of such articles is only established by the Administration of destination that Administration is authorised to deliver them to the addressees under the conditions prescribed by its internal regulations.

4. When an insured item which has been wrongly admitted is neither returned to origin nor sent on to the addressee, the Administration of origin shall be informed exactly how the item has been dealt with.

5. The fact that an insured box contains a document having the character of current and personal correspondence must not in any circumstances involve its return to the sender.

CHAPTER III

CHARGES AND FEES

ARTICLE 7

Charges and postal fees

1. Insured letters and boxes give rise to the collection from the sender in advance of the following charges and fees :

- a) postage charge ;
- b) fixed registration fee ;
- c) insurance fee.

2. The scale of those charges and fees is as follows :

Type of item 1	Postage charge 2	Fixed registration fee 3	Insurance fee 4
Letters	Charge calculated in accordance with the provisions of Article 49 of the Convention and as appropriate Article II of its Final Protocol	Fee fixed under Article 68 § 2 b) of the Convention or under Article IX of its Final Protocol	Up to a maximum of 50 centimes for each 200 francs of insured value or fraction thereof, whatever the Country of destination, even in Countries which undertake to cover risks arising from a cause beyond control
Boxes	16 centimes per 50 grammes with minimum of 80 centimes		

3. In addition to the charges and fees referred to in § 1, insured letters and boxes may give rise to the collection of the charges and fees resulting from the application of the provisions of the Convention referred to in Article 15 of this Agreement.

ARTICLE 8

Free postage

Insured letters on postal service exchanged either between postal Administrations or between Administrations and the International Bureau are exempted from all postal charges.

ARTICLE 9

Non-postal fees

1. Insured boxes are subject to the legislation of the Country of origin as regards the repayment of fees for assay on export ; they are subject to the legislation of the Country of destination as regards the exercise of the assay and Customs control on import.

2. Fiscal fees and assay charges due on import are levied on the addressee at the time of delivery ; if for any reason an insured box is redirected to another Country participating in the service or returned to the office of origin, the fees and charges which cannot be cancelled on re-export are collected from the addressee or the sender.

CHAPTER IV

RESPONSIBILITY

ARTICLE 10

Principle of responsibility

1. Except as provided for in Article 11, postal Administrations are answerable for the loss of, theft from or damage to insured items.

2. Their responsibility is as binding for items conveyed *à découvert* as for those forwarded in closed mails.

ARTICLE 11

Exceptions to the principle of responsibility

Postal Administrations are relieved of all responsibility :

- a) in circumstances beyond control ; nevertheless responsibility still rests with the Administration of origin if it has undertaken to cover risks arising from causes beyond control ; the Administration responsible for the loss, theft or damage shall decide, in the light of its internal legislation, whether the happening is due to circumstances attributable to a cause beyond control ; these circumstances are notified to the Administration of origin for its information ;
- b) when they cannot account for items owing to destruction of official records through a cause beyond control, provided that proof of their responsibility has not been otherwise established ;
- c) when the damage has been caused by the fault or negligence of the sender or arises from the nature of the article ;
- d) where it is a question of items whose contents fall within the prohibitions specified in Article 5, §§ 1, 2 and 3 b) ;

- e) where it is a question of items which have been fraudulently insured for a sum greater than the actual value of the contents ;
- f) when it is a question of items confiscated under the internal legislation of the Country of destination ;
- g) when the sender has made no enquiry within one year from the day after that on which the item was posted ;
- h) in the case of sea or air conveyance when the Administrations of contracting Countries have made it known that they are unable to accept responsibility for insured items on board the ships or aircraft used by them ; these Administrations, nevertheless, assume in respect of the transit of insured items in closed mails the responsibility which is laid down for registered items.

ARTICLE 12

Cessation of responsibility

1. Postal Administrations cease to be responsible for insured items which they have delivered under the conditions prescribed by their internal regulations for items of the same kind.
2. Responsibility is, however, maintained :
 - a) when, if the internal legislation permits, the addressee or, in the case of return, the sender makes reservations in taking delivery of an item that has been tampered with or damaged ;
 - b) when the addressee or, in the case of return, the sender, although having given a proper discharge, notifies the delivering Administration without delay that he has discovered an irregularity and has proved that the theft or damage did not occur after delivery.

ARTICLE 13

Indemnification

1. The sender is entitled to an indemnity corresponding to the actual amount of the loss, theft or damage, except that it must in no case exceed the amount of the insured value in gold francs.
2. Indirect loss or loss of profits is not taken into consideration.
3. The indemnity is calculated in accordance with the current price, converted into gold francs, of articles of value of the same kind, at the place and time at which they were accepted for conveyance ; failing the current price, the indemnity is calculated in accordance with the ordinary value of articles whose value is assessed on the same bases.
4. When an indemnity is due for the loss, total destruction or total theft of an insured item the sender is also entitled to repayment of the charges and fees paid, with the exception of the insurance fee which is retained in every case by the Administration of origin.

ARTICLE 14

Apportionment of responsibility between postal Administrations

1. Until the contrary is proved, responsibility rests with the postal Administration which, having received the item without comment and being provided with all the prescribed means of enquiry, cannot prove either delivery to the addressee or where appropriate regular transfer to the next Administration.

2. Until the contrary is proved, and subject to the provisions of §§ 4, 5 and 6, the Administration of destination, and any intermediate Administration, is relieved of all responsibility :

- a) when it has observed the provisions regulating the individual check of insured items (Article 108 of the Detailed Regulations) ;
- b) when it can prove that it was not informed of the enquiry until after the destruction of the official records relating to the item in question, the period of retention prescribed in Article 121 of the Detailed Regulations of the Convention having expired; this reservation does not prejudice the rights of the enquirer.

3. Until the contrary is proved, an Administration which has forwarded an insured item to another Administration is relieved of all responsibility if the office of exchange to which the item has been consigned has not sent to the despatching Administration, by the first available mail after the check, a report notifying either that the whole packet of insured articles or the particular item is missing or has been tampered with.

4. If the loss, theft, or damage occurs in course of conveyance without it being possible to establish in which Country's territory or service it occurred, the Administrations concerned bear the loss equally ; if, however, the theft or damage has been established in the Country of destination or, in the case of return to the sender, in the Country of origin, it rests with the Administration of that Country to prove that neither the packet, envelope or bag and its sealing nor the packing and sealing of the item showed any apparent defect and that the weight did not differ from that recorded at the time of posting ; when such proof has been furnished by the Administration of destination or of origin, as the case may be, none of the other Administrations concerned may repudiate its share of the responsibility on the ground that it handed over the item without the next Administration having formulated any objection.

5. If the loss, theft or damage occurs in the territory or in the service of an intermediate Administration which is not a party to the present Agreement, or which has adopted a maximum lower than the amount of the loss, the Administrations of origin and destination bear equally the loss not borne by the intermediate Administration under the provisions of § 13 of this Article and of Article 34, § 3, of the Convention.

6. The procedure laid down in § 5 for the sharing of the indemnity payable between the Administrations concerned applies also in case of sea or air conveyance if the loss, theft or damage occurs in the service of an Administration belonging to a contracting Country which does not accept responsibility (Article 11, *h*)).

7. The Customs duty and other charges of which it has not been possible to secure cancellation are borne by the Administrations responsible for the loss, theft or damage.

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

9. In the event of the subsequent discovery of an item or part of the item considered as lost, the sender and the addressee are advised.

10. The sender is further informed that he may take delivery of it within a period of three months on repayment of the amount of the indemnity received. If by the end of that period the sender has not claimed the item, the addressee is notified that he may take delivery of it within a similar period on payment of the sum paid to the sender.

11. If the sender or the addressee takes delivery of the item after repayment of the amount of the indemnity, that sum is refunded to the Administration or where appropriate the Administrations which bore the loss.

12. If the sender and the addressee refuse to take delivery of the item, it becomes the property of the Administration or where appropriate the Administrations which paid the indemnity.

13. The responsibility of an Administration towards other Administrations is in no case binding beyond the maximum insured value that it has adopted.

14. When an insured item has been lost, tampered with or damaged in circumstances beyond control, the Administration in whose territory or service the loss, theft or damage occurred is not responsible to the despatching Administration unless the two Countries undertake to cover risks arising from a cause beyond control.

CHAPTER V

MISCELLANEOUS AND FINAL PROVISIONS

ARTICLE 15

Application of the Convention

As regards everything not expressly provided for in this Agreement, the provisions of the Convention and in particular those of the following Articles apply to insured items :

- a) Article 50, § 2 regarding the *poste restante* charge ;
- b) Article 51 : Storage fee.
- c) Article 57 regarding express items ; as an exception to those provisions, however, the Administration of destination has the option, where its internal regulations so provide, of delivering by express an advice of arrival of the item and not the item itself ;
- d) Article 58 : Requests for withdrawal from the post and alteration of address, subject to Article VIII of the Final Protocol which relates thereto ;
Article 59 : Redirection. Undeliverable items ;
Article 63 : Customs clearance fee ;
Article 65 : Items for delivery free of charges ;
Article 67 : Enquiries and requests for information ;
Article 68, § 4 : Issue of a receipt ;
Article 69 : Advice of delivery ;
Article 70 : Delivery to addressee in person ;
- e) Articles 74, 75 and 76 regarding indemnities ;
- f) Article 78 regarding the allocation of charges, subject to the application of the provisions of Article 15 of the Agreement concerning Cash on Delivery items ;
- g) Articles 79 to 82 concerning transit charges.

ARTICLE 16

Offices participating in the service

Postal administrations take the necessary measures to provide, as far as possible, the insured letters and boxes service at every office in their Countries.

ARTICLE 17

Approval of proposals made in the interval between Congresses

To become effective, a proposal made in the interval between Congresses, in accordance with the provisions of Articles 27 and 28 of the Convention, shall obtain :

- a) the unanimity of the votes if it involves new provisions or amendment of the provisions of Articles 1 to 8, 10 to 15, 17 and 18 of this Agreement, of those of its Final Protocol and of the final Article of its Detailed Regulations ;
- b) two-thirds of the votes if it involves an amendment of principle either of the provisions of this Agreement other than those of the Articles mentioned under a) or of the provisions of Articles 101, § 2, 102, 103, 104, 105, 106, §§ 2 to 5, 107, 108, and 111, f) and g) of its Detailed Regulations ;
- c) the majority of the votes if it involves amendment of the other Articles of the Detailed Regulations or interpretation of the provisions of this Agreement, its Final Protocol 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 18

Entry into force and duration of the Agreement

The present Agreement shall come into force on the 1st 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 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 pp. 197 to 207 of this volume.)

People's Republic of Albania
Germany
Kingdom of Saudi Arabia
Argentine Republic
Austria
Belgium
Belgian Congo
Soviet Socialist Republic of Byelorussia
Burma
Bolivia
United States of Brazil
People's Republic of Bulgaria
Cambodia
Ceylon
Chile
China
Republic of Colombia
Republic of Cuba
Denmark
Dominican Republic
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
United Kingdom of Great Britain and Northern Ireland, including the Channel Islands and the Isle of Man
Whole of the British overseas territories, including the colonies, the protectorates and the territories under trusteeship exercised by the Government of the United Kingdom of Great Britain and Northern Ireland
Greece
Republic of Haiti
Republic of Honduras
Hungarian People's Republic
India
Republic of Indonesia
Iran
Iraq
Ireland
Republic of Iceland

Italy
Territory of Somalia under Italian Administration
Japan
Hashemite Kingdom of Jordan
Laos
Lebanon
Libya
Luxembourg
Morocco
Principality of Monaco
Nicaragua
Norway
New Zealand
Pakistan
Paraguay
Netherlands
Netherlands Antilles and Surinam
People's Republic of Poland
Portugal
Portuguese Provinces in West Africa
Portuguese Provinces in East Africa, Asia and Oceania
Roumanian People's Republic
Republic of San Marino
Sweden
Swiss Confederation
Syria
Czechoslovakia
Thailand
Tunisia
Turkey
Soviet Socialist Republic of Ukraine
Union of Soviet Socialist Republics
Eastern Republic of Uruguay
State of the City of the Vatican
Republic of Venezuela
Viet-Nam
Yemen
Federal People's Republic of Yugoslavia

FINAL PROTOCOL TO THE AGREEMENT

At the moment of proceeding to sign the Agreement concerning Insured Letters and Boxes concluded this day, the undersigned Plenipotentiaries have agreed the following :

ARTICLE I

Maximum insured value

Notwithstanding Article 2 every Administration has the option of limiting the maximum of insured value, in so far as it is concerned, to 5,000 francs or to the sum adopted in its internal service if that amount is less than 5,000 francs.

ARTICLE II

Equivalents. Maximum and minimum limits

Each Country has the option of increasing by 60 per cent. or of reducing by 20 per cent., at most, the basic postage charge and the minimum charge for insured boxes prescribed in Article 7, § 2 in accordance with the general scale of postage charges appearing in Article II, § 1 of the Final Protocol to the Convention.

In faith whereof, the undermentioned Plenipotentiaries have drawn up the present Protocol, which shall have the same force and validity as if the provisions contained in it were inserted in the actual text of the Agreement to which it relates, and they have signed it 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 of October 1957.

SIGNATURES

(The same as on pages 372 and 373 of this volume.)

DETAILED REGULATIONS FOR IMPLEMENTING THE AGREEMENT

CONCERNING

INSURED LETTERS AND BOXES

TABLE OF CONTENTS

CHAPTER I

GENERAL PROVISIONS

- Art.
101. Information to be supplied by postal Administrations.

CHAPTER II

CONDITIONS OF ADMISSION. POSTING

102. Make-up of items.
103. Insured value.
104. Customs declarations.
105. Functions of the office of origin.

CHAPTER III

EXCHANGE OF INSURED ITEMS

- Art.
106. Routes and methods of transmission.
107. Operations at the despatching office of exchange.
108. Operations at the receiving office of exchange or the office of destination.
109. Redirection. Undeliverable items.

CHAPTER IV

MISCELLANEOUS AND FINAL PROVISIONS

110. Withdrawal from the post. Alteration of address.
111. Application of the Detailed Regulations for implementing the Convention.
112. Entry into force and duration of the Detailed Regulations.

ANNEXES

Forms : see " List of forms ".

DETAILED REGULATIONS
FOR IMPLEMENTING THE AGREEMENT
CONCERNING
INSURED LETTERS AND BOXES

Having regard to Article 24 of the Universal Postal Convention concluded at Ottawa on the 3rd 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 Insured Letters and Boxes is implemented :

CHAPTER I

GENERAL PROVISIONS

ARTICLE 101

Information to be supplied by postal Administrations

1. The Administrations of contracting Countries which maintain direct exchanges communicate to each other, by means of tables in the form of the annexed specimen VD 1, information concerning the exchange of insured items.

2. At least three months before implementing the Agreement, Administrations shall communicate to the other Administrations, through the intermediary of the International Bureau :

- a) the scale of insurance fees applicable in their service to insured items in accordance with Article 7 of the Agreement ;
- b) the maximum amount up to which they admit insurance by surface and air routes ;
- c) the number of Customs declarations required for insured boxes addressed to their Country and for boxes in transit, and the languages in which those declarations are to be drawn up ;
- d) where necessary, a list of their offices which participate in the service ;
- e) where necessary, those of their regular sea or air services used for the conveyance of ordinary correspondence which may be used, with a guarantee of responsibility, for the conveyance of insured items.

3. Any subsequent amendment should be notified without delay.

CHAPTER II

CONDITIONS OF ADMISSION. POSTING

ARTICLE 102

Make-up of items

1. Insured letters shall fulfil the following conditions to be admitted to the post :
 - a) the envelopes must be closed by means of identical seals in fine wax, with spaces between, reproducing a private mark of the sender and affixed in sufficient number to secure all the folds of the envelope ;
 - b) the envelopes must be strong, made in one piece and shall permit the seals to adhere completely ; the use of envelopes which are wholly transparent or which have a transparent panel and of envelopes with coloured borders is prohibited ;
 - c) the make-up must be such that the contents cannot be tampered with without obvious damage to the envelope or the seals ;
 - d) the postage stamps representing the prepaid postage and the service labels must be spaced out so that they cannot serve to hide damage to the envelope ; they shall not be folded over the two sides of the envelope. It is forbidden to affix to insured letters labels other than those relating to the postal service.

2. Insured boxes shall fulfil the following conditions :
 - a) they must be of wood or metal and sufficiently strong ;
 - b) the walls of wooden boxes must have a minimum thickness of 8 millimetres ;
 - c) the top and bottom of the boxes must be covered with white paper to take the address of the addressee, the declaration of the insured value and the impression of the official stamps ; the boxes must be tied round cross-wise with strong string without knots, the two ends being joined under a fine wax seal bearing a private mark of the sender ; they must be sealed on the four sides with seals identical with that mentioned above.

3. The following provisions apply to both insured letters and boxes :
 - a) the prepaid postage may be represented by the indication (in figures) of the sum collected, expressed in the currency of the Country of origin, as, for example : "*Taxe perçue : fr. c.*" [Charge collected : fr. c.] ; this indication shall be marked at the upper right-hand corner of the address side and authenticated by an impression of the date-stamp of the office of origin ;
 - b) items addressed to initials or the address of which is shown in pencil and those which have erasures or corrections in their address are not admitted ; such items which have been wrongly admitted must be returned to the office of origin.

ARTICLE 103

Insured value

1. The insured value must be expressed in the currency of the Country of origin and written by the sender or his representative on the address side of the item in words with Roman lettering and in Arabic figures, without erasure or alteration, even if certified ; the indication of the amount of the insured value must not be made in pencil.

2. The amount of the insured value must be converted into gold francs by the sender or by the office of origin ; the result of the conversion must be shown by new figures placed at the side of or below those representing the amount of the insurance in the currency of the Country of origin ; this provision does not apply to direct services between Countries having a common currency ; the amount in gold francs shall be underlined by a stroke of a coloured pencil.

3. When circumstances of any kind or statements made by the interested parties disclose a fraudulent insurance for a value greater than the actual value enclosed in a letter or a box, the Administration of origin is advised as soon as possible, with any documents in support of the investigation.

ARTICLE 104

Customs declarations

1. In the services in which Customs declarations are required, insured boxes should be accompanied by the requisite number of forms, duly filled up, in the form C2 (annexed to the Detailed Regulations for implementing the Convention).

2. Administrations accept no responsibility as regards Customs declarations.

ARTICLE 105

Functions of the office of origin

1. Once the office of origin has accepted an insured item as eligible, it proceeds as follows :

- a) it marks the exact weight in grammes on the item at the upper left-hand corner of the address side ;
- b) it adds to the address side a stamp impression showing the office and date of posting ;
- c) it affixes a label C4 showing in Roman letters, the name of the office of posting and the serial number of the item ;
- d) it also affixes a red label bearing in bold letters the indication "*Valeur déclarée*" [Insured].

2. Administrations may replace the two labels prescribed in § 1 by a single red label in the form of the annexed specimen VD 2.

3. No serial number shall be placed on the front of insured items by the intermediate Administrations.

CHAPTER III

EXCHANGE OF INSURED ITEMS

ARTICLE 106

Routes and methods of transmission

1. By means of the tables VD 1 received from the others concerned, each Administration decides on the routes to be used for the transmission of its insured items.

2. The transmission of insured items between adjacent Countries or between Countries connected by a direct sea or air service is effected by the offices of exchange which the two Administrations concerned appoint by mutual agreement.

3. In the relations between Countries separated by one or more intermediate services, insured items should follow the most direct route. Nevertheless, Administrations concerned may also arrange with one another to provide for transmission *à découvert* by circuitous routes where such transmission by the direct route would not carry with it a guarantee of responsibility over the whole distance.

4. According to the requirements of the service, items may be despatched in closed mails or be handed over *à découvert* to the first intermediate Administration if that Administration is able to arrange for their transmission under the conditions prescribed in the tables VD 1; nevertheless each intermediate Administration is entitled, when it finds that the number of *à découvert* items is such as to hinder its work, to insist that insured items be delivered to it in closed mails made up by the Administration of origin for the offices of exchange of the Country of destination.

5. The right is reserved to the Administrations of origin and of destination to arrange with one another to exchange insured items in closed mails by means of the services of one or more intermediate Countries whether these are parties to the Agreement or not; the intermediate Administrations should be advised in good time.

ARTICLE 107

Operations at the despatching office of exchange

1. The despatching office of exchange enters the insured items on special despatch lists in the form of the annexed specimen VD 3 with all the details for which the form provides; the indication "*Exprès*" [Express] should be marked in the "*Observations*" column against the entries for items for delivery by express.

2. Insured items are made up with the despatch list or lists into one or more special packets which are tied up together, wrapped in strong paper, tied on the outside and sealed with fine wax on every fold by means of the seal of the despatching office of exchange; these packets are endorsed "*Valeurs déclarées*" [Insured items], "*Lettres avec valeur déclarée*" [Insured letters], or "*Boîtes avec valeur déclarée*" [Insured boxes], as the case may be.

3. Instead of being made up in a packet, the insured letters may be placed in a strong paper envelope, closed by means of wax seals.

4. The packets or envelopes of insured items may also be closed by means of gummed seals bearing the printed indication of the Administration of origin of the mail, unless the Administration of destination of the mail requires that they shall be sealed with wax or lead. An impression of the date-stamp of the despatching office should be added to the gummed seal in such a way that it appears partly on the seal and partly on the packing.

5. If their number or volume makes it necessary insured items may be enclosed in a bag suitably closed and sealed with wax or lead.

6. The presence of envelopes, packets or bags of insured items is recorded in table III of the letter bill in the form C 12 (annexed to the Detailed Regulations for implementing the Convention) ; when the mail does not contain envelopes, packets or bags of insured items the indication “*Néant*” [Nil] is entered in that table.

7. The packet, envelope or bag of insured items is enclosed in the packet or bag containing registered items or, failing those, in the packet or bag which would normally contain registered items ; when the registered items are enclosed in more than one bag, the packet, envelope or bag of insured items is to be placed in the bag to the neck of which is fixed the special envelope containing the letter bill.

8. When one of two corresponding Administrations expressly requests it, the insured boxes shall be entered on separate forms VD 3 and be despatched in a separate packet or bag.

ARTICLE 108

Operations at the receiving office of exchange or the office of destination

1. On receipt of a packet, envelope or bag containing insured items, the office of exchange proceeds as follows :

- a) it satisfies itself that there is no irregularity in the external condition of the packet, envelope or bag and that it has been made up in accordance with the provisions of Article 107 ;
- b) it proceeds to check the number of insured items and to inspect each item individually ;
- c) it proceeds to amend or to send on the despatch lists in accordance with the provisions of Article 166, §§ 2 to 10 of the Detailed Regulations for implementing the Convention, relating to registered items.

2. Irregularities are immediately made the subject of reservations to the transferring service.

3. The notification of a missing item, of an alteration or of any other irregularity of such a kind as to involve the responsibility of Administrations is carried out by means of a formal report in the form of the annexed specimen VD 4 ; this report, accompanied, unless this is impossible for a stated reason, by the complete packing (bag, envelope, string and seals or leads) of all the inner and outer packets or bags in which the insured items were enclosed, is forwarded as a registered item to the central Administration of the Country to which the despatching office of exchange belongs independently of the verification note due to be sent to that office immediately ; a duplicate of the report is at the same time sent either to the central Administration to which the receiving office of exchange belongs or to any other controlling authority appointed by that Administration.

4. Without prejudice to the application of the provisions of § 3, the office of exchange which receives from a corresponding office a damaged or an insufficiently packed item shall send it on after observing the following rules :

- a) if it is a matter of slight damage or of partial destruction of the seals it is sufficient to re-seal the item to safeguard the contents, on condition, however, that it is obvious that the contents are not damaged nor, according to a check of the weight, short ; the existing seals should be preserved ; if necessary, the items should be repacked, retaining the original packing as far as possible ;
- b) if the state of the item is such that the contents of the item could have been withdrawn, the office should open it of its own accord and check the contents ; the result of this check should be made the subject of a formal report VD 4 of which a copy is attached to the item ; the item is repacked ;
- c) in all these cases, the weight of the item on arrival and the weight after restoration shall be checked and noted on the cover ; this note is followed by the indication “ *Cacheté d'office à* ” [Officially sealed at] or “ *Remballé à* ” [Repacked at], by an impression of the date-stamp and by the signature of the officials who have affixed the seals or carried out the repacking.

5. Every unpaid or underpaid insured item is delivered to the addressee without charge, except in the case provided for in Article 59 § 6 of the Convention ; the irregularity is, however, reported to the office of origin of the item by verification note.

6. The office of destination applies to the back of each insured item an impression of its stamp showing the date of receipt.

ARTICLE 109

Redirection. Undeliverable items

1. Every insured item, the addressee of which has left for a Country which is not a party to the present Agreement, is sent back forthwith to the Administration of origin for return to the sender, unless the Administration of the first destination is able to arrange for its delivery to the addressee.

2. Insured items which have not been delivered shall be sent back as soon as possible, and at the latest within the periods fixed by Article 59 of the Convention ; these items are entered on the list VD 3 and included in the packet, envelope or bag labelled “ *Valeurs déclarées* ” [Insured items].

3. The Customs duty and other non-postal charges of which it has not been possible to secure cancellation on redirection or on return to origin are collected from the Administration of the new destination under the conditions laid down by Article 153, § 8 of the Detailed Regulations for implementing the Convention.

CHAPTER IV

MISCELLANEOUS AND FINAL PROVISIONS

ARTICLE 110

Withdrawal from the post. Alteration of address

1. Every request for alteration of address sent by telegraph shall be confirmed by post, by the first mail, as prescribed in Article 156, § 1 *a*) of the Detailed Regulations for implementing the Convention ; the form C7 referred to in that Article should then bear at the head, in bold letters, the indication “ *Confirmation de la demande télégraphique du* ” [Confirmation of the telegraphic request of the] ; pending this confirmation the office of destination merely retains the item.

2. However, the Administration of destination may, on its own responsibility, act upon the telegraphic request without awaiting confirmation by post.

ARTICLE 111

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 insured items :

- a*) Articles 129 and 152 : Items for delivery free of charges ;
- b*) Articles 146 and 147 : Advice of delivery ;
- c*) Article 148 : Delivery to addressee in person ;
- d*) Articles 150 and 163 : Express items ;
- e*) Article 156 : Withdrawal from the post. Alteration of address, completed by Article 110 of these Detailed Regulations ;
- f*) Articles 158, 159 and 160 : Enquiries and requests for information ;
- g*) Articles 173 to 184 : Transit charges ;
- h*) Article 189 : Settlement of accounts relating to items for delivery free of charges ; however, Administrations which notify that they are unable to adhere to the method of settlement prescribed in that Article should indicate the arrangements which they wish to adopt.

ARTICLE 112

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 Insured Letters and Boxes 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 of October, 1957.

SIGNATURES

(The same as on pages 372 and 373 of this volume.)

LIST OF FORMS

No. 1	Title or nature of form 2	References 3
VD 1	Table VD 1	art. 101, § 1
VD 2	" V " label combined with the name of the office of origin and the registration number of the item	art. 105, § 2
VD 3	Despatch list for insured letters and boxes	art. 107, § 1
VD 4	Report concerning the loss of/theft from/damage to or other irregularities in respect of an insured letter/box	art. 108, § 3

ANNEXES :

FORMS VD 1 TO VD 4

POSTAL ADMINISTRATION of							VD 1
TABLE VD 1 showing the Countries for which the postal Administration of..... is able to serve as intermediary for the exchange of insured letters and boxes.							
Serial Number	Country of destination	Routes	Intermediate Countries and sea services to be used	Limit of insured value	Admission of insured boxes	Number of Customs declara- tions to be attached to boxes	Observa- tions
(1)/	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				fr			

VD 2



Insured Letters and Boxes, Ottawa 1957, art. 105 § 2. Size 37 × 13 mm., colour red.

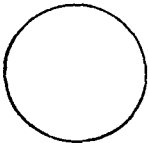
VD 3

DESPATCHING ADMINISTRATION ADMINISTRATION OF DESTINATION

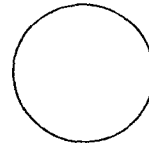
Stamp of the
despatching office
of exchange

DESPATCH LIST No.....
OF INSURED LETTERS AND BOXES

Stamp of the
office of exchange
of destination



despatched by the office of exchange of.....
to the office of exchange of.....
Mail no.(¹).....of the.....19...., at...h...m



Serial number	Office of origin	Registration number of the item	Place of destination	Amount of insured value	Observations
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Officials of the despatching office :

Officials of the office of destination :

(¹) To be filled in only for numbered mails.

Front

POSTAL ADMINISTRATION

VD 4

of

REPORT (*)

concerning the (*) $\left. \begin{array}{l} \text{loss} \\ \text{theft} \\ \text{damage} \\ \text{other irregularities} \end{array} \right\}$ in respect of an insured (*) $\frac{\text{letter}}{\text{box}}$

Report drawn up on the 19....., at h.....

by the office of.....

Office of posting : Date of posting : 19.....

Number of item :

Sender :

Addressee :

Insured value : Trade charge :

Weight shown on item : Weight observed on arrival :

Packing :

Number of seals : Private mark on seals :

The item (*) $\frac{\text{is missing}}{\text{arrived}}$ $\frac{\text{damaged}}{\text{undamaged}}$ in the (*) $\frac{\text{inner}}{\text{outer}}$ bag of which (*) $\frac{\text{the closing}}{\text{lead sealing}}$ $\frac{\text{was}}{\text{was not}}$ intact.

The mail arrived on the 19....., at h..... m.....

(*) $\left\{ \begin{array}{l} \text{by travelling post office} \\ \text{in the railway van No.} \\ \text{by the ship} \\ \text{by the air line} \end{array} \right.$

The item was entered on the despatch list no. from of the 19.....

The packing of the item is considered (*) $\frac{\text{to be}}{\text{not to be}}$ in accordance with regulations

(*) $\left\{ \begin{array}{l} \text{according to the} \\ \text{addressee} \\ \text{sender} \\ \text{from the} \\ \text{invoice} \\ \text{customs declaration} \end{array} \right.$ } the contents should have comprised

(*) To be sent by registered post.

(*) Strike out whichever entry does not apply.

P.T.O.

VD 4 (Back)

On examination ⁽¹⁾ in the presence of the ⁽¹⁾ addressee / sender, it has been established.....

⁽¹⁾ { Consequently / According to the addressee / According to the sender } the following is / are missing.....

⁽¹⁾ the addressee / the sender estimates at an amount of..... the loss by { loss. / theft. / damage. }

⁽¹⁾ { Loss / Theft / Damage } is due to.....

⁽¹⁾ After repacking and weighing, the new weight is; the item has been forwarded to destination.

⁽¹⁾ The contents have been destroyed by the undersigned office.

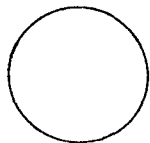
⁽¹⁾ The packing is held here.

⁽¹⁾ The addressee / The sender refuses the item / has accepted the item, but claims an indemnity of.....

⁽¹⁾ The following are annexed to this report : packing, bag, string, seals, lead seals, etc. ⁽²⁾ :

In faith thereof, we have drawn up this report, of which a duplicate has been sent to.....

Date stamp of the office



Signature of two postal officials

.....
.....

Signature of the addressee or sender

.....
.....

⁽¹⁾ Strike out whichever entries do not apply.
⁽²⁾ Indicate precisely the packet or bag concerned.