

No. 5216

**ALBANIA, GERMANY, ARGENTINA,
AUSTRIA, BELGIUM, BOLIVIA, etc.
(UNIVERSAL POSTAL UNION)**

**Agreement concerning cash-on-delivery items (with Detailed
Regulations). Signed at Ottawa, on 3 October 1957**

Official text: French.

Registered by Canada on 7 July 1960.

**ALBANIE, ALLEMAGNE, ARGENTINE,
AUTRICHE, BELGIQUE, BOLIVIE, etc.
(UNION POSTALE UNIVERSELLE)**

**Arrangement concernant les envois contre remboursement
(avec Règlement d'exécution). Signé à Ottawa, le 3 octo-
bre 1957**

Texte officiel français.

Enregistré par le Canada le 7 juillet 1960.

[TRANSLATION — TRADUCTION]

UNIVERSAL POSTAL UNION
ACTS OF THE CONGRESS OF OTTAWA, 1957

VI

No. 5216. AGREEMENT CONCERNING CASH-ON-DELIVERY
ITEMS. SIGNED AT OTTAWA, ON 3 OCTOBER 1957

NOTE. Square brackets [] indicate a note that does not appear in the original—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.

AGREEMENT¹ CONCERNING CASH-ON-DELIVERY ITEMS CONCLUDED BETWEEN

THE PEOPLE'S REPUBLIC OF ALBANIA, GERMANY, THE ARGENTINE REPUBLIC, AUSTRIA, BELGIUM, BOLIVIA, CAMBODIA, CHILE, CHINA, THE REPUBLIC OF COLOMBIA, THE REPUBLIC OF CUBA, DENMARK, THE DOMINICAN REPUBLIC, EGYPT, 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 HUNGARIAN PEOPLE'S REPUBLIC, THE REPUBLIC OF INDONESIA, IRAQ, THE REPUBLIC OF ICELAND, ITALY, THE TERRITORY OF SOMALIA UNDER ITALIAN ADMINISTRATION, JAPAN, LAOS, LEBANON, LIBYA, LUXEMBOURG, MOROCCO, MEXICO, THE PRINCIPALITY OF MONACO, NICARAGUA, NORWAY, PARAGUAY, THE NETHERLANDS, THE NETHERLANDS ANTILLES AND SURINAM, 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, 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 18. The instruments of ratification or accession (a) were deposited with the Canadian Government on the dates indicated :

Argentina (with reservations ; see p. 48)	15 April	1959	Italy	9 June	1960
Austria	4 May	1959	Japan	7 November	1958
Belgium	5 March	1959	Luxembourg	13 January	1960
Cambodia	12 January	1960	Mexico	19 March	1959
Republic of China	6 October	1959	Monaco	2 September	1959
Czechoslovakia	13 August	1959	Morocco	9 July	1959
Denmark	13 August	1958	Netherlands	27 August	1959
Finland	6 March	1959	(Including Netherlands New Guinea, Surinam and the Netherlands Antilles.)		
France	8 May	1959	Norway	19 August	1958
(Including Algeria and the whole of the 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.)†			San Marino	27 July	1959
Greece	2 October	1959	Spain	29 July	1959
Hungary	5 April	1960	(Including the Spanish territories of Africa.)		
Iceland	27 November	1958	Sweden	2 May	1958
Iraq (with reservation)*	18 January	1960	Switzerland	14 November	1958
			Tunisia	24 March	1959
			United Arab Republic:		
			Egyptian Province	15 January	1959
			Syrian Province	15 January	1959
			Vatican City State	13 April	1960
			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.

*RESERVATION

"Iraq's participation in the Universal Postal Union Conference and its ratification of the Universal Postal Convention and its attached agreements does not mean in any way Iraq's recognition of the State of Israel as a member in the Universal Postal Union. Iraq could not establish any kind of relations with Israel and the latter has no right to request Iraq to implement any obligation under the terms of these agreements."

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 :

CHAPTER I

PRELIMINARY CLAUSES

Article 1

SUBJECT OF THE AGREEMENT

The present Agreement regulates the exchange of cash-on-delivery items which the Administrations of the participating countries agree to institute in their reciprocal relations.

CHAPTER II

GENERAL CONDITIONS. CHARGES. TRANSFER OF FUNDS

Article 2

ITEMS ADMITTED

1. Registered items of correspondence, insured letters and boxes, and postal parcels which satisfy the conditions prescribed respectively by the Convention, the Agreement concerning insured letters and boxes,² or the Agreement concerning postal parcels³ may be sent as cash-on-delivery items.

2. The Administrations of the participating countries have the option of admitting to the cash-on-delivery items service only certain of the categories of items mentioned above.

Article 3

CONDITIONS OF ADMISSION

1. Items with trade charges are subject to the conditions of admission and the charges applicable to the category to which they belong.

2. Whatever may be the method of settlement, the amount of the trade charge may not exceed the maximum amount adopted in the country of collection for the issue of money orders addressed to the country of origin of the item.

3. In the absence of other arrangements, the amount of the trade charge is expressed in the currency of the country of origin of the item ; nevertheless, in all cases of payment or transfer of the trade charge to a postal cheque account in the country of collection, the amount is expressed in the currency of that country.

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

² United Nations, *Treaty Series*, Vol. 364, p. 331.

³ United Nations, *Treaty Series*, Vol. 365.

Article 4

METHOD OF SETTLING WITH THE SENDER

Sums intended for the sender of items are sent to him :

- (a) By means of "trade-charge money order", the amount of which may be paid into a postal cheque account in the country of origin of the item, if this permitted under the regulations of the Administration of that country ;
- (b) In cases where the Administrations concerned permit this procedure :
 - (1) By means of a payment or transfer to a postal cheque account in the country of settlement ;
 - (2) By means of a transfer to a postal cheque account in the country of origin of the items.

Article 5

CHARGES

1. In addition to the charges prescribed in article 3, § 1, the sender pays in advance the following charges :

- (a) If he requests that the amount of the trade charge should be sent to him by means of a trade-charge money order issued free of commission in his favour :
 - (1) A fixed charge not exceeding 50 centimes ;
 - (2) A proportional charge not exceeding $\frac{1}{2}$ per cent of the amount of the trade charge, each Administration being free to adopt the scale which best suits its service ;
- (b) If he requests that the trade-charge money order should be sent to him by air and in the absence of other arrangements between the Administrations concerned : a charge equal to that prescribed under article 69, § 1, of the Convention for the return by air of the advice of delivery form ;
- (c) If he requests that the amount of the trade charge should be paid or transferred to a postal cheque account in the country of collection or transferred to a postal cheque account in the country of origin of the item : a fixed charge not exceeding 25 centimes ;

2. In addition, the Administration of the country of collection deducts from the amount of the trade charge :

- (a) If that amount is paid or transferred to a cheque account in the country of collection :
 - (1) A fixed charge not exceeding 25 centimes ;
 - (2) The charge, if any, applicable to payments or transfers in its internal service ;
- (b) If that amount is transferred to a cheque account in the country of origin of the item :
 - (1) A fixed charge not exceeding 25 centimes ;
 - (2) The charge applicable to international transfers.

Article 6

CANCELLATION OR MODIFICATION OF THE AMOUNT OF THE TRADE CHARGE

1. The sender of a cash-on-delivery item may, subject to the provisions of article 58 of the Convention, request either total or partial cancellation of the amount of the trade charge or an increase therein.

2. In the case of an increase in the amount of the trade charge, the sender must pay, in respect of the increase, the proportional charge prescribed by article 5, § 1 (a) (2); this charge is not collected if settlement is effected by payment or transfer to a postal cheque account.

Article 7

TRADE-CHARGE MONEY ORDERS

With the reservations prescribed by the Detailed Regulations,¹ trade-charge money orders are subject to the provisions of the Agreement concerning postal money orders and postal travellers' cheques.²

Article 8

PAYMENT OF TRADE-CHARGE MONEY ORDERS RELATING TO PARCELS

Trade-charge money orders relating to cash-on-delivery parcels are paid to the senders in the conditions laid down by the Administration of origin of the item.

Article 9

NON-PAYMENT TO THE PAYEE

1. The amount of a trade-charge money order which has not been paid to the payee for any reason whatever is held at the payee's disposal by the Administration of the country of origin of the item; it accrues definitely to that Administration on the expiry of the legal period of validity.

2. When, for any reason, payment or transfer to a postal cheque account requested in accordance with article 4 (b) cannot be effected, the Administration which has collected the amount converts it into a trade-charge money order in favour of the sender of the item.

CHAPTER III

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Article 10

PRINCIPLE AND EXTENT OF RESPONSIBILITY

1. The Administrations are responsible for sums collected until the trade-charge money order has been duly paid or the amount has been duly entered to the credit of a postal cheque account.

2. In addition, Administrations are responsible, up to the amount of the trade charge if they have delivered items without collection of the amount due or have collected an amount which is less than the amount of the trade charge.

3. Administrations assume no responsibility for delay in the collection or despatch of funds.

¹ See p. 125 of this volume.

² United Nations, *Treaty Series*, Vol. 365.

Article 11

RETURN TO THE SENDER OF AN ITEM DELIVERED TO THE ADDRESSEE WITHOUT COLLECTION OF THE AMOUNT OF THE TRADE CHARGE

1. When the addressee has returned an item delivered to him without collection of the amount of the trade charge, the sender is advised that he may take possession of the item within a period of three months, provided that he waives payment of the amount of the trade charge or refunds the amount received under article 10, § 2.

2. If the sender takes delivery of the item, the amount repaid is refunded to the Administration or Administrations which bore the loss.

3. If the sender refuses to take delivery of the item, it becomes the property of the Administration or the Administrations which paid the indemnity.

Article 12

EXCEPTIONS

No indemnity is payable with respect to the amount of the trade charge :

- (a) If the failure to collect the charge is due to fault or negligence on the part of the sender ;
- (b) If the item was not delivered because it falls within the prohibitions specified either by articles 49, §§ 7 and 9 (c), and 60, § 1, of the Convention, or by articles 2, §§ 4 and 5, and 5 of the Agreement concerning insured letters and boxes, or by articles 6 (a) (2), (3), (5), (6), (7) and (b), and 26 of the Agreement concerning postal parcels ;
- (c) If no application has been made within the period specified in article 67, § 1, of the Convention.

Article 13

PAYMENT OF INDEMNITIES. CLAIMS. TIME LIMIT FOR CLAIMS

1. The Administration of origin of the item must pay the indemnity ; it may exercise its right to make a claim on the Administration responsible, which is bound to reimburse it, under the conditions prescribed by article 76 of the Convention, for the sums advanced on its account.

2. The last Administration to pay the indemnity has a claim, up to the amount of the indemnity, against the addressee, the sender or third parties.

3. The provisions of article 75 of the Convention concerning the periods for payment of the indemnity for the loss of a registered article apply, for all categories of cash-on-delivery items, to the payment of the sums collected or of the indemnity.

Article 14

DETERMINATION OF RESPONSIBILITY WITH REGARD TO COLLECTION

1. The Administration of collection is not responsible for any irregularities committed if it can :

- (a) Prove that fault is due to a breach of the regulations by the Administration of the country of origin ;

(b) Establish that, at the time of transfer to its service, the item and, in the case of a postal parcel, the despatch note relating thereto did not bear the prescribed particulars.

2. Where responsibility cannot be clearly assigned to one of the two Administrations, the latter bear the loss in equal shares.

CHAPTER IV

MISCELLANEOUS AND FINAL PROVISIONS

Article 15

ALLOCATION OF CHARGES IN CASE OF SETTLEMENT OF THE TRADE CHARGE BY MONEY ORDER

Under the conditions fixed by the Detailed Regulations, the Administration of the country of origin allocates :

- (a) To the collecting Administration a share of 25 centimes for each trade-charge money order paid, plus 1/4 per cent of the total amount of such orders ;
- (b) If necessary, to the Administration responsible for the return of the trade-charge money order by air, the charge prescribed by article 5, § 1 (b).

Article 16

APPLICATION OF THE CONVENTION AND OF CERTAIN AGREEMENTS

The provisions of the Convention and of its Detailed Regulations, of the Agreement concerning insured letters and boxes and of the Agreement concerning postal parcels apply to cash-on-delivery items, especially with respect to responsibility, as regards everything not expressly provided for in the present Agreement.

Article 17

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 7, 9 to 15, 17 and 18 of the present Agreement and article 114 of its Detailed Regulations ;
- (b) Two-thirds of the votes, if they involve amendments to any provisions other than those mentioned in (a) ;
- (c) A majority of the votes, if they 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 18

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

Argentine Republic

Austria

Belgium

Bolivia

Cambodia

Chile

China

Republic of Colombia

Republic of Cuba

Denmark

Dominican Republic

Egypt

Spain

Spanish Territories in Africa

Finland

France

Algeria

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

Greece

Hungarian People's Republic

Republic of Indonesia

Iraq

Republic of Iceland

Italy

Territory of Somalia under Italian Administration

Japan

Laos

Lebanon

Libya

Luxembourg

Morocco

Mexico

Principality of Monaco

Nicaragua

Norway
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
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 CASH-ON-DELIVERY ITEMS

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 cash-on-delivery items is implemented :

CHAPTER I

PRELIMINARY CLAUSES

Article 101

INFORMATION TO BE SUPPLIED BY THE POSTAL ADMINISTRATIONS

1. At least three months before implementing the Agreement, each Administration shall communicate to the other Administrations, through the International Bureau, all useful information concerning the cash-on-delivery items service.
2. Any amendment should be notified without delay.

Article 102

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 :

- R 3 (International trade-charge money order, letters and insured items service) ;
- R 4 (International trade-charge money order, postal parcel service).

CHAPTER II

POSTING OF ITEMS

Article 103

PARTICULARS TO BE SHOWN ON THE ITEMS AND THE DESPATCH NOTE

1. Registered items of correspondence, insured letters and boxes, postal parcels marked with trade charges and the corresponding despatch notes shall bear very conspicuously on the address side, in the case of the items, the heading *Remboursement*, followed by the amount of the trade charge expressed in Roman characters and arabic figures, without erasure or correction, even if certified ; the amount of the trade charge may not be written in pencil or copying-ink pencil ; service instructions, however, may be written in copying-ink pencil.

2. In the entry in words of the amount of the trade charge, the name of the monetary units is written without abbreviation ; where this entry relates to 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 and the name of the monetary units or fractions of a monetary unit are written out in full in words; 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. If the sender requests the return of the trade-charge money order referred to in article 105 by air, the item and, in the case of a parcel, the despatch note must be marked conspicuously with the words "*Renvoi du mandat de remboursement par avion*" [Return of the trade-charge money order by air].

4. The sender must show his name and address in Roman characters on the address side of the item and, in the case of a parcel, on the front of the despatch note; when the sum collected is to be placed to the credit of a postal cheque account, the item and, where appropriate, the despatch note must bear, in addition, on the address side, the following indication in French or in another language known in the country of destination: "*A porter au crédit du compte courant postal n° ... de M ... à ... tenu par le bureau de chèques d ...*" [To be credited to postal cheque account No. ... of M ... at ... kept by the cheque office of ...].

Article 104

LABELS

1. When marked with trade charges, registered items of correspondence and insured letters and boxes must bear on the front an orange-coloured label R 1 in the form of the annexed specimen; the label C 4 prescribed in article 145, § 4, of the Detailed Regulations for implementing the Convention (or the impression of the special stamp in place thereof) is applied as far as possible in the upper corner of the label R 1; nevertheless, Administrations are permitted to use, instead of the two labels specified above, a single label R 2 in the form of the annexed specimen, bearing in Roman characters the name of the office of origin, the letter "R", the serial number of the item, and an orange-coloured triangle on which appears the word "*Remboursement*".

2. Trade-charge postal parcels and their despatch notes bear, on the address side, the label R 1.

Article 105

FORMS TO BE ATTACHED TO THE ITEMS

1. Save as provided in §§ 5 and 7 hereunder, every trade-charge item is accompanied by a trade-charge money order form of stout card identical with form R 3 annexed, light green in colour, in the case of an item of correspondence or an insured item, and identical with form R 4 annexed, white in colour, in the case of a postal parcel; the money order form must indicate the amount of the trade charge in the currency of the country of origin of the item and, as a general rule, show the sender of the item as payee of the money order.

2. When the amount of the trade-charge money order may be paid into a postal cheque account in the country of origin of the item, the sender wishing to exercise this option must indicate on the money order, instead of his address, the holder and number of the postal cheque account as well as the office where that account is kept.

3. When the sender asks for the return of the trade-charge money order by air, he enters on the front of the form R 3 or R 4 the indication "*Renvoi par avion*" [Return by air]; the office of origin of the item also affixes to the form a blue "*Par avion*" [By air mail] label or stamp impression.

4. Each Administration has the option of having the money orders relating to items originating in its country addressed to the office of origin of the item or to any other of its offices. In such cases, the name of the office is indicated on the form R 3 or R 4.

5. If the sender asks that the amount of the trade charge should be paid into a postal cheque account in the country of collection, the item is accompanied, in the absence of other arrangements, by a payment note in the form prescribed under the regulations of that country; this note must show the holder of the account to be credited and contain all other details required by the form, except the amount to be credited, which will be entered by the Administration of destination of the item after collection; if the payment note is provided with a coupon, the sender enters on it his name and address, as well as any other details which he considers necessary.

6. The money order is securely attached to the item or, in the case of a postal parcel, to the despatch note; the payment note, if any, is treated in the same way.

7. If the sender asks that the amount of the trade charge should be transferred to a postal cheque account, no form need be attached either to the item or to the despatch note.

CHAPTER III

SPECIAL PROVISIONS RELATING TO CERTAIN FACILITIES ACCORDED TO THE PUBLIC

Article 106

CANCELLATION OR MODIFICATION OF THE AMOUNT OF THE TRADE CHARGE

1. All requests for cancellation or modification of trade charges are subject to the provisions of article 156 of the Detailed Regulations for implementing the Convention.

2. In the case of a request by telegraph, the request must be confirmed, by first post, by a postal request accompanied by the facsimile referred to in article 156, § 1, aforementioned and bearing at the head the note underlined in coloured pencil: "*Confirmation de la demande télégraphique du ...*" [Confirmation of the telegraphic request of the]; the collecting office retains the item until the confirmation is received; however, the collecting Administration may on its own responsibility give effect to a telegraphic request without awaiting the postal confirmation.

3. If the amount of the trade charge is to be paid by means of a money order, the postal request for modification is accompanied by a new form R 3 or R 4 indicating the amended amount; in the case of a request by telegraph, the trade-charge money order is replaced by the collecting office under the conditions laid down in article 111.

4. If, on mailing the item, the sender has asked for the return of the trade-charge money order by air, the new money order form bears on the front the indication "*Renvoi par avion*" [Return by air] and also the blue "*Par avion*" [By air mail] label or stamp impression.

Article 107

REDIRECTION

1. Items marked with trade charges may be redirected if the new country of destination maintains in its relations with the country of origin an exchange of items of this kind ; in that case, the trade-charge money order form remains attached to the item.

2. If the sender has asked that settlement be made by means of an entry to the credit of a postal cheque account and the new country of destination does not permit that method of settlement, the provisions of article 9, § 2, are applied. The new office of destination converts the amount of the trade charge into the currency of its country, taking as the basis the rate specified in article 108, § 1.

CHAPTER IV

OPERATIONS AT THE COLLECTING OFFICE

Article 108

CONVERSION. TREATMENT OF PAYMENT DOCUMENTS

1. In the absence of other arrangements, the amount of the trade charge expressed in the currency of the country of origin of the item is converted into the currency of the collecting country by the postal Administration of the latter country ; that Administration uses the same rate of conversion as it uses for money orders drawn on the country of origin of the item.

2. Immediately after collecting the amount of the trade charge, the collecting office, or any other office appointed by the collecting Administration, fills in the portion of the trade-charge money order headed "*Indications de service*" and, after impressing it with the date stamp of the office, sends it free of postage to the address shown.

3. In the event of redirection and subject to the provisions of article 107, § 2, the new Administration of destination proceeds in the same manner as if the items had been forwarded to it direct.

4. If transmission by air mail has been requested by the sender, the trade-charge money order is despatched by the next air mail.

5. In case of payment or transfer of the amount collected to a postal cheque account, the advice of credit or transfer to be sent to the account-holder must bear the mention "*Remboursement*".

6. The payment notes relating to trade-charge items of which the amount has to be credited to a postal cheque account in the collecting country are treated according to the regulations of that country.

Article 109

TREATMENT OF IRREGULARITIES

1. In case of difference between the indications of the amount of the trade charge appearing on the item, on the one hand, and on the money order or the payment note, on the other hand, the higher amount must be collected from the addressee.

2. If the latter refuses to pay this amount, the item may, except as provided in § 5 hereunder, be delivered against payment of the lower amount, provided that the addressee undertakes to make a supplementary payment if necessary on receipt of the information which will be furnished by the Administration of origin ; if the addressee does not accept this condition, delivery of the item is suspended.

3. In all cases, a request for information is forwarded immediately, if possible by air, to the service indicated by the Administration of origin, which service must answer as soon as possible and as far as possible by air mail, stating the exact amount of the trade charge and applying the provisions of article 106, § 3, where appropriate.

4. The despatch of the trade-charge money order, the payment note or the transfer order is suspended pending receipt of the reply to the request for information.

5. When the addressee is travelling or has to go away, payment of the higher amount is always required ; in case of refusal, the item is only delivered on receipt of the reply to the request for information.

Article 110

PERIOD FOR PAYMENT

1. The amount of the trade charge must be paid within a period of seven days, reckoning from the day after that of the arrival of the item at the collecting office ; this period may be extended to one month at most when this is permitted under the legislation of the collecting country.

2. The item, if a registered or insured item of correspondence, is sent back to the office of origin on the expiry of the period for payment ; the sender may, however, request, by a note, the immediate return of the item if the addressee does not pay the amount of the trade charge when the item is first tendered to him ; the item is also returned immediately if the addressee categorically refuses to make any payment when the item is tendered to him.

3. On the expiry of the period for payment, the item, if a postal parcel, is treated in accordance with the provisions of articles 5, 19, §§ 3 and 4, and 22, §§ 1 to 6, of the Agreement concerning postal parcels ; the sender may, however, request that the instructions given by him in virtue of article 106, §§ 2 and 3, of the Detailed Regulations for implementing the Agreement concerning postal parcels be carried out immediately if the addressee does not pay the amount of the trade charge when the item is first tendered to him ; these instructions are also carried out immediately if the addressee categorically refuses to make any payment when the item is tendered ; if the sender, in reply to a notice of non-delivery, has given instructions to the collecting office, the above-mentioned periods are reckoned from the day after that of the arrival of these instructions.

Article 111

PAYMENT ORDER FORMS DESTROYED, CANCELLED OR REPLACED

1. The following forms are destroyed by the collecting Administration :
- (a) Any trade-charge money order form which has become useless because of a difference between the indications of the amount of the trade charge or as a result of cancellation or modification of the amount ;

(b) Any payment note form which has become useless in case of cancellation of the amount of the trade charge.

2. Any form relating to an item returned to origin for any reason whatsoever is cancelled by the office which returns the item.

3. When the forms relating to items marked with trade charges are mislaid, lost or destroyed before collection, the collecting office prepares duplicates on the prescribed forms.

Article 112

MONEY ORDERS UNDELIVERED OR NOT CASHED

1. Trade-charge money orders which it has not been possible to deliver to the payees are, after having been subjected, if necessary, to the formalities prescribed for extending the period of validity, receipted by the Administration of origin of the items to which the orders relate, and claimed from the Administration which has issued them.

2. The same rule applies to trade-charge money orders which have been delivered to the payees and not cashed. These orders must first be replaced by authorities to pay prepared by the Administration which has issued the money orders.

CHAPTER V

ACCOUNTING

Article 113

PREPARATION AND SETTLEMENT OF ACCOUNTS

1. In the absence of other arrangements, the accounts relating to trade-charge money orders paid are prepared on a form R 5 in the form of the annexed specimen.

2. If necessary, the amount of the charge for the return by air of trade-charge money orders, to be credited to the collecting country, is entered on the form R 5 in a special column opposite each trade-charge money order paid.

3. In the absence of any agreement to the contrary, the forms R 5 may be used for trade-charge money orders relating to letter-post service articles, insured items or postal parcels.

4. The paid and receipted trade-charge money orders accompany the detailed account R 5. They are entered in alphabetical order of the offices of issue and in numerical order of their entry in the records of these offices, so far as possible in chronological order ; the Administration which has drawn up the account deducts from the total of its credit the amount of the charges and fees accruing to the corresponding Administration in conformity with article 14 of the Agreement.

5. The balance of the account R 5 is added, as far as possible, to that of the monthly money order account for the same period ; the verification and settlement of the account R 5 are effected in accordance with the rules fixed by the Agreement concerning postal money orders and postal travellers' cheques and its Detailed Regulations.

CHAPTER VI

FINAL PROVISIONS

Article 114

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 cash-on-delivery items 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

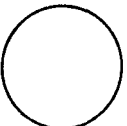
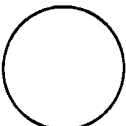
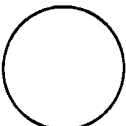
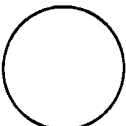
(The same as on pages 122 and 123 of this volume.)

LIST OF FORMS

No. 1	Title or nature of form 2	References 3
R 1	"Remboursement" label	art. 104, § 1
R 2	"R" label, combined with the name of the office of origin, the number of the item and the triangle bearing the mention "Remboursement"	art. 104, § 1
R 3	International trade-charge money order (letters and insured items service)	art. 105, § 1
R 4	International trade-charge money order (parcel post service)	art. 105, § 1
R 5	Detailed account of trade-charge money orders	art. 113, § 1

ANNEXES :

FORMS R 1 to R 5

<p style="text-align: center;">COUPON</p> <p style="text-align: center;">(May be detached by the addressee of the money order)</p> <hr style="width: 10%; margin: 10px auto;"/> <p style="text-align: center;">Amount of the trade charge</p> <div style="border: 1px dashed black; width: 100%; height: 20px; margin: 5px 0;"></div> <p style="text-align: center;">(in arabic figures)</p> <p>for item No.</p> <p>posted on 19.....</p> <p>at</p> <p>by</p> <p>to the address of</p> <hr/> <p>at</p> <div style="text-align: center; margin-top: 20px;"> <p>Stamp of office of issue</p>  </div>	<p style="text-align: right;">R 3</p> <p>Country of destination of the item marked with a trade charge</p> <p style="text-align: center;">Letters and insured items service</p> <p style="text-align: center;">INTERNATIONAL TRADE-CHARGE MONEY ORDER</p> <p style="text-align: center;">for the sum of <div style="border: 1px dashed black; width: 100%; height: 20px; display: inline-block;"></div></p> <p style="text-align: center;">(in arabic figures)</p> <hr style="border: 1px dashed black;"/> <p style="text-align: center;">(the units in letters in Roman characters)</p> <p>for item No. despatched on 19.....</p> <p>payable to</p> <p>Street and number</p> <p>Place of destination</p> <p>Country of destination</p> <hr/> <p style="text-align: right;">Service particulars⁽¹⁾</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; vertical-align: top;"> <p>Stamp of office of issue</p>  </td> <td style="width: 10%; vertical-align: middle; text-align: center;"> <p>Number</p> <p>Date</p> <p>Office</p> <p>Country</p> </td> <td style="width: 5%; vertical-align: middle; text-align: center;"> <p>} of issue</p> </td> <td style="width: 65%;"> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> </td> </tr> </table> <p>Signature of the official preparing the money order :</p> <div style="border: 1px solid black; width: 100%; height: 50px; margin-top: 10px; position: relative;"> <div style="position: absolute; top: 5px; right: 5px; text-align: center;"> <p>Sum collected</p> <div style="border: 1px dashed black; width: 100%; height: 20px;"></div> </div> <p style="font-size: small; text-align: center; margin-top: 5px;">(Currency of the country of destination of the item marked with a trade charge)</p> </div>	<p>Stamp of office of issue</p> 	<p>Number</p> <p>Date</p> <p>Office</p> <p>Country</p>	<p>} of issue</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Stamp of office of issue</p> 	<p>Number</p> <p>Date</p> <p>Office</p> <p>Country</p>	<p>} of issue</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		

⁽¹⁾ To be filled in by the Administration of destination of the item after collection of the amount of the trade charge.

(Reserved for endorsements, if any)

Receipt by the addressee

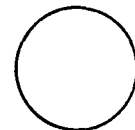
Received the sum indicated overleaf.

Place : _____ on the _____ 19_____

<p>Register of arrival</p> <p>No. _____</p>
--

Signature of the addressee :

Stamp of paying office



R 4

COUPON

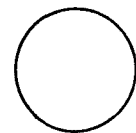
(May be detached by the addressee of the money order)

Amount of the trade charge

(in arabic figures)

for parcel No.
posted on 19
at
by
to the address of
at

Stamp of office of issue



Country of destination of parcel marked with a trade charge

Parcel post service

INTERNATIONAL TRADE-CHARGE MONEY ORDER

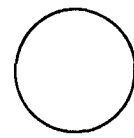
for the sum of (in arabic figures)

(the units in letters in Roman characters)

for parcel No. despatched on 19
payable to
Street and number
Place of destination
Country of destination

Service particulars(1)

Stamp of office of issue



Number
Date
Office
Country
of issue

Signature of the official preparing the money order :

Sum collected

(Currency of the country of destination of the parcel marked with a trade charge)

(1) To be filled in by the Administration of destination of the parcel after collection of the amount of the trade charge.

(Reserved for endorsements, if any)

Receipt by the addressee

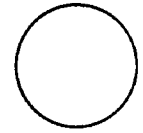
Received the sum indicated overleaf.

Place : on the 19.....

<p>Register of arrival</p> <p>No _____</p>

Signature of the addressee :

Stamp of paying office



R 5

POSTAL ADMINISTRATION of

DETAILED ACCOUNT

of the trade-charge money orders

paid by the Administration of

on behalf of the Administration

during the month of 19....

No.	No. of issue	Date of issue	Issuing office	Amount of the money orders		Money orders sent by air Fixed charge to be credited	Observations
				5			
1	2	3	4	5		6	7
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
etc.							
			Total				
To be deducted :							
1/4 % of the total							
Fixed share (...c per money order)							
Fixed charge for return of trade charge money orders by air							
Balance to the profit of the Administration of							

(C.O.D., Ottawa 1957, art. 113, § 1—Size : 210 × 297 mm)